

UNITED NATIONS CHILDREN'S FUND in BELARUS

Terms of Reference for the selection of the National Contractor for Sports and Volunteer Engagement

Type of Contract: *National Individual Consultancy*

Duration: *11,5 months; starting 1 June 2021*

1. BACKGROUND AND JUSTIFICATION

The fundamental mission of UNICEF is to promote the rights of every child. Everywhere, in everything the organization does, in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life, in its social, political, economic, civic and cultural dimensions, her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens, addressing inequality, not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

This position is a national consultancy in UNICEF country office in Belarus that focuses its interventions on building partnerships with sport institutions and engaging volunteers in supporting of UNICEF agenda. The programme embraces four major components: A safe, caring and supportive environment for children; Realizing the rights of children with disabilities; An enabling social environment for adolescents' meaningful participation; Monitoring, knowledge generation and alliance building for child rights, and is implemented through the policy dialogues, fundraising activities, thematic projects modelling, strategic, advocacy, monitoring, communication and visibility and public mass events for different age groups. To support the CPD implementation, UNICEF has developed strategies to working with volunteers and implementing activities through sports.

Since the beginning of 2019, UNICEF in Belarus has invested in building a sustainable volunteer movement in the country and sparking an interest of young people in contributing to social development. At the same time, UNICEF in Belarus has recognized the power of sport to affect change and contribute to advancement of children's rights and inclusion of vulnerable groups. Sport for development programming and the volunteer engagement efforts got a significant boost in numbers and attention. UNICEF expanded its portfolio of sport interventions and partners and is embarking on a new journey to implement and scale up its activities around the country, taking in account and adjusting to the limitations due to the epidemiological situation caused by COVID-2019.

2. PURPOSE AND OBJECTIVES

Provide overall leadership and technical guidance in design, planning and implementation of sports and volunteer projects, knowledge management, data analysis, fundraising, partnership management and progress reporting, in support of achievement of Country Programme expected results.

3. KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED TASKS/DUTIES

PROGRAMMING

- Conceptualize, design and implement Country Office engagement in Sport for Development and Volunteering initiatives with government, sport institutions and civil society organizations with the aim of furthering Child Rights and Child Participation.
- Under the supervision of Partnership Officer, manage programme monitoring, budget implementation, and documentation of assigned projects and activities.
- Ensure the quality, consistency and appropriateness of communication materials and tools that are developed and produced within the section.

CAPACITY BUILDING

- In close cooperation with other colleagues, support/conduct capacity building efforts of the sport partners and volunteers.
- Promote adolescent participation and develop capacity of young volunteers in the country.

DATA & KNOWLEDGE MANAGEMENT

- Analyze and evaluate data on partnerships and volunteer initiatives to ensure achievement of objectives and/or take corrective action when necessary to meet project and programme objectives.

PARTNERSHIPS & RELATIONSHIP BUILDING

- Strengthen partnership and collaboration with existing partners (FC BATE Borisov and Special Olympics) and pursue new partnership opportunities with sport institutions, including cybersport association.
- As part of the Country Office Sport for Development and Volunteer initiatives, create new opportunities of engagement with existing institutions that support Sport for Development concept and volunteering.

FUNDRAISING

- In cooperation with relevant colleagues, support fundraising efforts targeting sport institutions and sport events – in offline and online formats.
- Maximizing existing points of contact with UNICEF audiences and donors to broaden the spectrum on supporter engagement opportunities.

4. DELIVERABLES

Deliverables are according to the TOR and work assignment. The action plan is implemented in timely manner and reported monthly.

The efficient and effective technical, administrative and operational support provided to the development and implementation of Partnership/Advocacy initiatives and products directly impact on the ability of UNICEF to promote social, political and economic action and changes by communities, individuals and society on children's rights, survival and wellbeing. This in turn contributes to enhancing

the ability of UNICEF to fulfill its mission to achieve sustainable, locally-owned and concrete results in improving the survival, development and wellbeing of children in the country.

5. SUPERVISION, WORK RELATIONS AND OVERSIGHT

The contractor will report to Partnership Officer for direct supervision. He or she will work in close cooperation with other relevant colleagues and provide monthly reports in an agreed format. Payment upon successfully implementing and achieving targets planned in annual, quarterly and monthly plans agreed by the supervisor.

6. TRAVEL

Travel will be required. Exact locations and the schedule of activities will be defined by UNICEF. Travel expenses will be covered in accordance with UNICEF guidelines.

7. PAYMENT CONDITIONS

Remuneration amount will be based on the qualification of the contractor and will be paid monthly upon certification of deliverables.

8. UNSATISFACTORY PERFORMANCE

Payment of fees to the Contractor under this contract, including each installment or periodic payment (if any), is subject to the contractor's full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF satisfaction, and UNICEF certification to that effect.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered or for failure to meet deadlines. All materials developed will remain the copyright of UNICEF and that UNICEF will be free to adapt and modify them in the future.

COMPETENCES

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core Competencies

- Communication [II]
- Working with People [II]
- Drive for Results [II]

Functional Competencies

- Formulating Strategies and Concepts [II]
- Analyzing [II]
- Relating and Networking [II]

- Persuading and Influencing [I]
- Planning and Organizing [II]
- Applying Technical Expertise [II]
- Learning and researching [II]

REQUIRED QUALIFICATIONS

Education

- Advanced University degree in the social/behavioral sciences (communication, marketing, sports related fields, international relations) or in a related technical field. Knowledge of HRBA, Results-based management, Child Rights, gender issues, child participation and strategic partnerships an asset.

Experience

- A minimum of two years of relevant professional experience in programme design, management, implementation, monitoring and evaluation related to networking and partnerships for child rights.
- Work experience related to advocacy, communication, social mobilization and partnerships, including proven experience of working with government and civil society groups.
- Experience in public speaking, copyrighting, social network management and online events organization an asset.
- Experience of participating in any kind of volunteer activities an advantage.

Language

- Fluency in Russian and English.

ETHICAL CONSIDERATIONS

The Contractor will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines. The Contractor should be sensitive to beliefs, manners and customs and act with integrity and honesty while interacting with stakeholders and beneficiaries. Furthermore, the Contractor should protect the anonymity and confidentiality of individual information. All participants should be informed about the context and purpose of the Assessment, as well as about the confidentiality of the information shared. The Contractor is allowed to use documents and information provided only for the tasks related to these terms of reference.

As per the organizational procedure, together with the Notification letter, the contractor will be sent the link on Agora containing UNICEF policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. The selected candidate must complete the applicable mandatory online courses on UNICEF's learning platform prior to signature of contract. All certificates should be presented as part of the contract.