

**UNICEF China**  
**Terms of References**  
**For Individual Contractor**

**Job Title of Individual Contractor:** Individual Contractor to Provide Technical Support to Public Finance for Children (PF4C) Development

**Requesting Section:** Social Policy for Children

**Name of Supervisor and Job Title:** Daixin Li, Economic Analysis Specialist

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**Background of Request for Individual Contractor:**

The overall purpose of UNICEF China's Social Policy programming is to ensure that fewer children in China are subject to multidimensional poverty, through being better able to access affordable social protection mechanisms and quality social services. This will allow children's rights to be protected – particularly the most vulnerable and those lagging behind - to better achieve their educational potential, be guaranteed of improved health outcomes, and assume their role as productive members of their society, community and family in the rapidly transforming environment in China.

UNICEF has been long working with the National Development and Reform Commission (NDRC) and Ministry of Finance (MoF) to build national capacity to uphold child rights in the delivery and uptake of the essential social services. In line with the 14<sup>th</sup> Five-Year Social and Economic Development Plan (FYP) and by 2025, UNICEF specifically aims to ensure:

- National and selected subnational authorities have enhanced capacities to provide essential social services for children to enable them to grow up in a child-friendly environment;
- National and selected subnational authorities have enhanced capacities to increase quality outcomes for children, particularly by using evidence related to public financial investment.

To achieve these outputs above, UNICEF will continue to strengthen its partnership with the government counterparts and other partners on:

- Generating evidence on the equity and efficiency of public spending on essential social services;
- Developing fully costed, comprehensive service delivery models, and funding models of essential social service provision across the regions and rural and urban areas that are both sustainable and compatible with China's highly decentralized governance;
- Consolidating the evidence generated and convene the international and national dialogues on the equity implications of fiscal and macroeconomic policies.

All the work above requires considerable technical support through working with national, provincial and city experts, especially, which is beyond the capacity of our current staffing. The Social Policy Section therefore requires a consultant with the related technical expertise and experiences, who can provide technical support to the national and subnational policy making and advocacy activities for the public finance for children (PF4C) development.

**Purpose of Assignment:**

- 1) To provide technical inputs and coordination for the projects related to PF4C development, including:
  - Public Financial Management Equity Assessment
  - Scoping Study of Non-basic Public Services Development
  - Study on Financing Mechanism Related to the Chinese Children's Healthcare Development
  - Study on Employability of Out-of-School Adolescents
  - Deep-dive Study on Public Finance for Childcare Service Development (e.g. how to improve the

related public financial investment and implementation at local level)

- Exploratory Study on National Demographic Development and Shifts

(2) To prepare memos/drafts/briefs for the UNICEF/GoC reporting;

(3) To support the stakeholder engagement activities for the related policy advocacy including but not limited to organization of meetings with GoC and other partners, analytic work related to the project objectives, and etc;

(4) To provide technical support for the regular macroeconomic, social policy monitoring and analytics.

**Major Duties and Responsibilities:**

	<b>Tasks</b>	<b>Deliverables</b>	<b>Duration (days) / Timeframe</b>	<b>Weight (% of workload)</b>
1	Coordination and technical advice to the revision and finalization of the research projects related to PF4C development	<ul style="list-style-type: none"> <li>• Coordination with partners for the completion of the reports</li> <li>• Technical review of submitted draft and 2 rounds of comments for the technical improvement of the mid and final reports</li> <li>• Coordination of technical discussions and validation of findings with partners</li> <li>• Inputs for the UNICEF mid-year and end-year reporting</li> <li>• Advocacy materials prepared, such as documentation of projects, etc</li> </ul>	December 2021- November 2022	55 %
2	Technical advice and support for the PF4C Strategy and Action Plan Development	<ul style="list-style-type: none"> <li>• Support and facilitate the overall design of PF4C strategy and action plan development, including preliminary mapping, cleaning and filing of existing materials that could be readily used in the strategy and action plan development</li> <li>• Support for capacity building</li> </ul>	December 2021- November 2022	25%

		materials and activities on PF4C		
3	Socio-economic analysis for the preparation of UNICEF annual reports, country program document and public reports.	<ul style="list-style-type: none"> <li>• UNICEF mid-term and final-term review annually;</li> <li>• Support for regular and ad- hoc macroeconomic, social policy analytics.</li> <li>• Support for consolidation of policy papers.</li> </ul>	December 2021- March 2022	10%

4	Support to mapping the combination of social policy and stakeholders	<ul style="list-style-type: none"> <li>Conduct desk research to lay out stakeholders (official institutions, academic institutions, professional associations, embassies, national and international NGOs, private companies, etc.) and networks in the sphere of social policy, including social assistance, child poverty, basic public service, medical insurance, public finance for children, etc.</li> </ul>	December 2021- November 2022	10%
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During the period of the renovation ( from October 2021 to July 2022) of UNICEF China Office and due to the limited available space, the individual contractor is required to work from home about 50% days and 50% days in the Office as need. S/he should work on-site after the completion of the Office renovation. The individual contractor may be requested to conduct field trips for technical support to project sites, training and other tasks as appropriate.

The individual contractor will be paid monthly, based on the agreed monthly workplan, deliverables and a monthly progress report. The final payment will be made upon approval by the supervisor of the final consultancy report.

Complete submission of deliverables as per expected standard and quality as assessed by the supervisor is a prerequisite for payment of the fee. UNICEF reserves the right to adjust or withhold payments for late deliverables or for deliverables not meeting expected quality.

**Start Date:** December 1, 2021

**End Date:** November 15, 2022

**Total Duration:** 11.5 months

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### Individual Contractor's Qualification Requirements:

- **Minimum Academic Qualifications required and disciplines:**

- At least master degree is required in economics, public policy, development studies, governance or a related field

- **Knowledge/Experience/Expertise/Skills required:**

- At least two years' relevant work experiences, preferably at the international or national level in the areas of public policy analysis and advocacy, development of capacity building activities and materials and implementation and monitoring of development projects;.
- Good knowledge of key issues in international development and child rights, in relation to one or all of the following: public sector governance, public financial management, child rights, and government policies and programmes related to public services and/or child rights in China;
- Excellent track record of engagement experiences with government partners, civil society and/or think tanks;
- Fluency in written and spoken English and Chinese;
- Previous experience in/with the UN, including knowledge of UN/UNICEF programmes and operations, policies and procedures is an asset; and
- Proficiency in the use of Microsoft Office software

Desired competencies / experiences:

- Drive for Results – Effectively translates ideas into actions. Has a drive to implement goals and objectives, to accomplish tasks, ensuring the end-results or services are delivered to the clients by deadlines. Makes things happen through perseverance and tenacity. Achieves quantifiable and measurable results. Identifies areas for improvement and takes necessary steps to implement those changes.
- Teamwork – Cooperates and works effectively with others in the pursuit of common goals.
- Communication– Effectively presenting thoughts and ideas in a clear, concise, and readily understood manner. Listens to, understands and acknowledges others’ perspectives and views.
- Ability to build relationships with partner organizations and institutions.
- Analytical and Conceptual Thinking – Solves problems based on the critical review of facts, Data, and information and draws conclusions based on logical reasoning.
- Strong research and writing skills.

