

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>Title</b> Emergency and Climate Change Consultant	<b>Type of engagement</b> <input type="checkbox"/> Individual Contractor Full-Time <input checked="" type="checkbox"/> Consultant	<b>Duty station</b> Lusaka, Zambia (with field travel)
<b>Purpose of Activity/Assignment:</b> The purpose of this consultancy is to provide technical, coordination and advisory support to UNICEF Zambia Country Office in the areas of Climate Change, and Emergency Preparedness, Planning and Response. The support will strengthen the integration of climate change and environmental risk considerations into programme planning, implementation and monitoring and will enhance emergency preparedness, anticipatory action and response coordination for climate-induced shocks, ensuring timely, effective and well-coordinated multi-sectoral humanitarian action. The role will strengthen the linkages between humanitarian response, disaster risk reduction and longer-term resilience building.		
<b>Background</b> Zambia is increasingly affected by climate-related shocks such as floods, droughts, heatwaves and disease outbreaks, which disproportionately impact children and vulnerable communities. These shocks undermine progress in child survival, development and protection across sectors including Health, Nutrition, WASH, Education, Child Protection and Social Protection. The UNICEF Zambia Country Programme 2023-27 prioritizes risk-informed programming, climate resilience, emergency preparedness and timely humanitarian response, as well as strengthening national and subnational systems to deliver equitable services for children. This consultancy is required to strengthen UNICEF Zambia's capacity to integrate climate change adaptation, disaster risk reduction and environmental sustainability into programme implementation, while ensuring effective emergency preparedness, coordination and response in line with UNICEF's CCCs  <b>Justification</b> While UNICEF Zambia is actively responding to emergencies and implementing climate-related programming, the complexity and scale of climate-induced risks require dedicated technical and coordination capacity to ensure that emergency preparedness, anticipatory action, response and recovery are systematic, timely and well-integrated across sectors.		
<b>Child Safeguarding</b> Is this project/assignment considered as " <a href="#">Elevated Risk Role</a> " from a child safeguarding perspective?  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:  <b>Direct contact role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:  <b>Child data role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):  More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>		
<b>Budget Year:</b>  2026/2026	<b>Requesting Section/Issuing Office:</b>  Programme Effectiveness/ Zambia, Lusaka	<b>Reasons why consultancy cannot be done by staff:</b> In the current structure of the country office, there is no establishment for the role, and given the

		funding situation of the office, a consultancy position is more appropriate modality.	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b>  <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		<b>Request for:</b>  <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
<b>Consultant selection method:</b>  <input checked="" type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Desk Review/Interview) <input type="checkbox"/> Advertisement			
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b>	<b>Start date:</b>	<b>End date:</b>	<b>Number of Working Days:</b>
Deputy Country Representative	18 March 2026	17 March 2027	364
<b>Work Assignment Overview:</b> The consultant will provide technical support to UNICEF Zambia to strengthen climate-responsive, risk-informed and emergency programming. The assignment will focus on integrating climate and environmental risks into programmes, strengthening emergency preparedness and response, advancing anticipatory action and shock-responsive systems, enhancing coordination and partnerships, and supporting knowledge management, advocacy and resource mobilisation in line with the Country Programme Document (CPD).			
Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
<b>Climate-Responsive and Risk-Informed Programming</b>	- Develop and ensure rollout of the UNICEF – Government Climate Change Joint Workplan.	By March	5%
	- Support the organising and host of Loss and Damage global event, hosted by GRZ	By April	5%
	- Develop a Climate Financing Framework including submitting at least 2 funding proposals	By June	10%
	- Annual review of GRZ-UNICEF Climate change work plan	By Dec	5%
<b>Emergency Preparedness and Response</b>	- UNICEF Zambia Emergency Preparedness Plan (EPP) updated at least twice a year.	June and December	10%
	- Develop Hazard-specific contingency plans (floods,	By April	10%

	droughts, PHE including cholera, measles and Mpx).		
	- Develop at least two funding proposals for emergency response, working closely with Partnerships Specialist and Programme Sections	By June	5%
	- Convene the Emergency Coordination Group, ensuring a clear agenda and key action points are tracked and acted on.	At least 4 meetings every month (By April 2027)	5%
	- Submit SitReps, end year HAC and at least 4 donor reports.	12 SitReps and 4 donor reports (By April 2027)	10%
<b>Anticipatory Action and Shock-Responsive Systems</b>	<ul style="list-style-type: none"> <li>- Develop Anticipatory action approaches and ensure implementation aligns with early warning systems</li> <li>- Capacity building activities conducted to strengthened linkages between early warning, humanitarian response and shock-responsive social protection systems</li> <li>- Pilot anticipatory and shock-responsive interventions documented with lessons and recommendations.</li> </ul>	By Dec	20%
<b>Coordination, Partnerships and Capacity Strengthening</b>	<ul style="list-style-type: none"> <li>- Represent UNICEF at DMMU and cluster meetings- develop clear actions for UNICEF's response.</li> <li>- Represent UNICEF in inter-agency coordination mechanisms.</li> <li>- As delegated by the Deputy Representative, act as coordination and liaison</li> </ul>	12 meetings (April 2027)	10%

	focal point between the Country Office, Regional Office, Headquarters and external partners on climate and emergencies.		
<b>Knowledge Management, Advocacy and Resource Mobilisation</b>	- Develop advocacy and policy briefs on children, climate change and emergencies	By June	5%
	- Document and disseminate lessons learned, best practices and innovations on emergency response and climate change.	By December	5%
<b>Estimated Consultancy fee</b>			
Travel International (if applicable)			N/A
Travel Local (please include travel plan)	Local transport to be provided by UNICEF		
DSA (if applicable)		DSA Elsewhere= 5 trips. \$/day for 2 days	
<b>Total estimated consultancy costs<sup>1</sup></b>			
<b>Minimum Qualifications required*:</b>  <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Enter Disciplines Advanced university degree (master’s or equivalent) in Climate Change, Environmental Studies, Public Health, Development Studies or a related field. A first-level university degree (Bachelor’s) in the above fields combined with additional years of relevant professional experience in public health, climate adaptation, humanitarian emergencies, or resilience programming.		<b>Knowledge/Expertise/Skills required:</b>  Relevant professional experience in climate adaptation, disaster risk management or humanitarian response. Experience working with UNICEF, the UN system or international NGOs is required. Demonstrated experience in emergency preparedness, coordination and response. Adequate understanding of government systems, humanitarian architecture, and multi-sectoral programming at country level	
<b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b> A) Technical Evaluation (e.g. maximum 75 Points)                      B) Financial Proposal (e.g. maximum of 25 Points)			
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based/In Country-Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/>  Internet access required: <input checked="" type="checkbox"/>		

<b>Request Authorised by Section Head:</b>	<b>Request Verified by HR:</b>
<i>Approval of Deputy Representative Operations (if Operations Programme)</i>	<i>Approval of Deputy Representative (if Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep))</i>

<sup>i</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**Text to be added to all TORs:**

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.