

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

UNICEF Budget Brief Consultant – Samoa and Tonga

BACKGROUND

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 priority for UNICEF is for all children to have an opportunity to survive, develop and reach their full potential, without discrimination, bias, or favoritism. Every child must have an equal chance in life across all aspects including social, political, economic, civic, and cultural dimensions.

There is growing evidence that investing in the health, education, and protection of a society’s most disadvantaged citizens particularly children, will help address inequity. Ensuring the benefits of Government spending and public policies is equitably beneficial to all citizens is an important foundation for a peaceful, productive, and happy society.

A transparent and responsive Public Financial System must balance its economic objectives with its social responsibility to the people. Children as the future of the country need special attention and public investment to achieve their potential that will lead to sustained growth and stability of the country. 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 countries.

Public Finance for Children (PF4C) is an approach aimed at influencing the mobilization, allocation, and utilization of domestic public financial resources for greater, more equitable and sustainable results for children, and ensuring that budgets are transparent and participatory to better reflect the needs of children.

Bringing attention to the needs of children through UNICEF’s work with governments and partners will strengthen spending for essential investments and services for children. The budget briefs provide valuable insights to identify, understand and address public financial management challenges which affect access or delivery of essential social services for children.

OBJECTIVE / SCOPE OF WORK

The objective of this assignment is to develop the annual budget briefs for social sectors in Samoa and Tonga, to inform advocacy, through key messages for policy and financing changes. A prime focus is to strengthen linkages of policy and planning to budget allocations and thus to long-term outcomes for target groups in line with national priorities and sector strategies and promoting equitable spending with focus on vulnerable groups.

UNICEF’s ultimate objective is to see public spending in Samoa and Tonga, become increasingly child responsive, equitable, efficient, and effective. It is only through transformation of public spending patterns that the Governments of Samoa and Tonga, can respectively improve the supply, equity, and quality of social services to children, especially the poorest and most deprived.

Budget analysis is an important first step when analysing public expenditures. This entails examination of budget documents to measure the size, composition, equity, allocative efficiency, and transparency of spending. At a practical level, it involves tabulating data from the annual national budget across different

dimensions, for example economic, functional, administrative or programme classifications, and comparing expenditure over time, or in relation to benchmarks or spending targets.

Under the overall supervision of the Chief of Social Policy and direct supervision of the Social Policy Specialist, the selected candidate will develop ten national Government briefs (five for each country). The type of briefs are as follows:

1. National budget brief
2. Health & Nutritional budget brief
3. Education budget brief
4. Water, sanitation, and hygiene (WASH) budget brief
5. Social protection budget brief

Briefs will require budget data from national and international sources (for comparisons) as well as information on the performance of the selected social sector. Based on country context and data availability, the structure and content of the briefs may vary. However, the following scope and structure is proposed in line with the overall objective stated above, in accordance with UNICEF guidelines (<https://www.unicef.org/esa/documents/budget-brief-guidelines>), and other UNICEF Budget Briefs (<https://www.unicef.org/esa/reports/budget-briefs>).

National Budget Brief Outline –

1. Key Messages and Recommendations
2. Macro and Socioeconomic Context
3. Aggregate Spending Trends and Priorities
4. Spending Imbalances
5. Budget Credibility and Execution
6. Decentralization and Sub-National Spending
7. Financing the National Budget
8. New Developments in PFM
9. Key Events in the Budget Calendar

Sector Budget Brief Outline –

1. Key Messages and Recommendations
2. Introduction
3. Sector Spending Trends
4. Composition of Sector Spending
5. Budget Credibility and Execution
6. Decentralization and Sector Spending
7. Equity of Sector Spending
8. Financing the Sector
9. Other Sector Issues and Reforms

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEDULE PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
SAMOA			
1. Work Plan & Inception report The inception report needs to cover the following: <ul style="list-style-type: none"> (a) Provide brief overview of Samoa and Tonga’s respective public finance situation and recent updates related to the current budgeting environment and the macroeconomic situation overall, (b) provide understanding of the task, proposed methodology and proposed outline of budget briefs, (c) reflect on experiences and best practices from other countries. 	i. Work Plan & Inception report		10%

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
<p>2. Development of Draft National Budget Brief and Four Sector Briefs</p> <p>Based on review of public finance data (at least recent 5 fiscal years data/ statistics reviewed), possible clarifications with different stakeholders and government agencies, in line with objective and scope above.</p>	<p>i. Draft National Budget Brief</p> <p>ii. Draft Health & Nutritional budget brief</p> <p>iii. Draft Education budget brief</p> <p>iv. Draft Water, sanitation, and hygiene (WASH) budget brief</p> <p>v. Draft Social protection budget brief</p>		20%
<p>3. Final Budget Briefs</p> <p>Finalization and submission of final versions of the case based on technical feedback from UNICEF, and the respective Ministry/ Department with the Samoan Government.</p>	<p>i. Final National Budget Brief</p> <p>ii. Final Health & Nutritional budget brief</p> <p>iii. Final Education budget brief</p> <p>iv. Final Water, sanitation, and hygiene (WASH) budget brief</p> <p>v. Final Social protection budget brief</p> <p>vi. Dataset and tables produced</p>		30%
<p>4. Final report</p> <p>Submit all deliverables. Final report to include a short Budget Brief Impact Statement that describes in detail how the information can be transformed into action and influence.</p> <p>Also share all data and information collected (database) on the Samoan and Tonga Government budget used to create figures, tables, and graphs in the Budget Briefs</p>	<p>i. Final Database on Samoan Government Budget</p> <p>ii. End of Consultation Report</p>		20%
			TOTAL 100%

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

EDUCATION

Advanced University degree in Economics, Public Policy, Development Studies, Social Sciences, or any other related technical field.

SKILLS AND EXPERIENCE

The candidate should ensure adherence to required qualifications, skills and experience as stated below:

- Proven minimum of 5-year experience in policy sector programming or research at the national and international level, some of which preferably were served in a developing country,
- Experience in developing investment/business cases and conducting economic analysis is required,
- Technical knowledge related to public budgeting and finance is required,

- Strong background in public economics and proven experience of conducting similar budget briefs and/or studies, in the Pacific, is an advantage
- Prior experience engaging with government departments and other stakeholders, particularly in the Pacific, is an advantage,
- Strong research and writing skills, and strong communication, for the development of technical documents is essential,
- Experience in data analysis and survey report writing,
- Demonstrated experience and knowledge of the latest developments and issues related to public finance particularly in the Pacific, are essential,
- Fluency in English (both written and verbal) is required,
- Profiles and/or CV of the candidate as well as references/links to two most recent projects should be provided with the proposal

OTHER COMPETENCIES

- Excellent communication and interpersonal skills,
- Excellent oral and written communication in Samoan or Tongan, or other Pacific language, would be an advantage,
- Familiarity and previous experience of working in Samoa and Tonga, and/or in the Pacific region are highly desirable,
- Demonstrated ability to work in a multicultural environment and to establish harmonious and effective relationships both within and outside the organisation,
- Demonstrated leadership, managerial and supervisory ability,

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The Consultant will be required to work remotely throughout the duration of the contract. However virtual meetings/ meetups are expected with UNICEF Pacific MCO staff, Pacific Government officials, and other stakeholders.

The consultant will work under the overall supervision of the Chief of Social Policy and direct supervision of Social Policy Specialist in the UNICEF Pacific Multi-Country Office.

ADMINISTRATIVE ISSUES

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.

No contract may commence unless the contract is signed by both UNICEF and the consultant/ contractor.

Consultant/Contractor will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

GUIDANCE FOR APPLICANTS

Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:

- Monthly / Daily fees – based on the deliverables in the Terms of Reference above,
- Miscellaneous – to cover communications, and other costs, if applicable.