ORGANIZATION OF UNITED NATIONS FOR EDUCATION, SCIENCE AND CULTURE

UNITED NATIONS CHILDREN’S FUND (UNICEF)

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

National Consultancy: Social Assistance Advisor within the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) and the National Social Assistance Fund (NSAF)

Funding Code: N/A

Type of engagement: Individual Consultant

Duty Station: Phnom Penh, Cambodia

Purpose of Activity/Assignment:

The National Social Assistance Fund (NSAF) of the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) has implemented several cash transfer programmes to provide support to different vulnerable groups. These include the Cash Transfer programme for pregnant women and children up to the age of 2 years, launched in mid-2019; the Cash Transfer Programme for poor and vulnerable households affected by COVID-19, launched in mid-2020; and the Cash Transfer Programme for at-risk households affected by inflation and the 2022 flood, launched in December 2022. These programmes are managed through a digitization system called the Management Information System (MIS), which involves various stakeholders such as provincial departments, communes, and public health facilities.

Recently, the National Social Assistance Family Package was approved by the National Social Protection Councils. It integrates four cash transfer programmes: the Cash Transfer Programme for Pregnant Women and Children under 2 years, the Cash Transfer Programme for Elderly people, the Cash Transfer Programme for persons with disabilities, and the scholarship programme. The National Social Assistance Fund (NSAF) of MoSVY will be the lead implementing institution for this integrated programme.

The National Social Assistance Family Package for IDPoor households and Vulnerable is designed to enhance referrals and connections between various cash transfer programmes and social protection and social services, such as TVET cash transfers and referral social service system for individual vulnerable in ID-Poor households, including people with disabilities, elderly, and people living with HIV/AIDS, and labor market programs for vocational training beneficiaries. To ensure the smooth preparation and implementation of these initiatives, it is crucial to have a specialized Social Protection/Social Assistance national consultant who can support in developing operational manuals for the TVET Cash Transfer Programme, guideline for a referral system for the Family Package, Shock Responsive Family Package, as well as capacity development plan for rolling out these initiatives.

Scope of Work:

The consultancy has the following key assignments:

1. Develop Consultancy Workplan:
   - Conduct consultation meetings with relevant stakeholders to gather initial inputs for preparing the consultancy plan
   - Create a consultancy workplan
   - Finalize the consultancy workplan in collaboration with the Board of Directors of NSAF, the NSAF, and UNICEF
   - Review the sub-decree 68 on The Establishment of the National Social Assistance Fund as a Public Administrative Establishment and other relevant documents
   - Draft a guideline for the Secretariat of the Board of Directors of NSAF

2. Support NSAF/MoSVY in developing an Operational Manual for the National TVET Cash Transfer Programme for Youth in ID-Poor Households:
   - Review the programme design of the National TVET Cash Transfer Programme for Youth in ID-Poor Households
   - Prepare an Operational Manual, including M&E framework for the National TVET Cash Transfer Programme for Youth in ID-Poor Households
   - Conduct consultation meetings with relevant stakeholders to gather feedback on the draft Operational Manual
   - Finalize the Operational Manual for the National TVET Cash Transfer Programme for Youth in ID-Poor Households
   - Develop training plan with costing for roll-out the programme
3. Support NSAF/MoSVY in developing a guideline for Shock Responsive Family Package
   - Review the Shock Responsive Social Protection Framework
   - Review draft Shock Responsive Family Package Programme Design
   - Prepare a guideline for Shock Responsive Family Package, including Risk and Vulnerability Assessment tools and its M&E Framework
   - Conduct consultation meetings with relevant stakeholders to gather feedback on the draft guideline.
   - Consolidate inputs and finalize guideline
   - Develop training plan with costing for roll-out the programme

4. Support NSAF/MoSVY in developing a guideline for referral system for the National Social Assistance Family Package
   - Review and evaluate the draft referral system for the Family Package and the Shock Responsive Social Protection Framework and provide suggestions and recommendations to improve the quality
   - Develop a comprehensive guideline for the Family Package referral system, including clear instructions, procedures, and practical implementation
   - Engage with relevant stakeholders to gather their perspectives and feedback on the draft guideline.
   - Incorporate the valuable feedback into the final version of the guideline
   - Develop a training plan for the effective rollout of the Family Package referral system, including the necessary resources, costs, and timeline required for training implementation

Child Safeguarding
Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?
☐ YES ☒ NO
   If YES, check all that apply:

Direct contact role
☐ YES ☒ 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:
   
Child data role
☐ YES ☒ 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 Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates
### Work Assignments Overview

#### Workplan 1: Consultancy Workplan
- Conduct consultation meetings with relevant stakeholders to gather initial inputs for preparing the consultancy plan
- Create a consultancy workplan
- Finalize the consultancy workplan in collaboration with the Board of Directors of NSAF, the NSAF, and UNICEF

**Deliverable 1:**
- Report with detailed plan for consultancy, including timeframe
- Guideline for the Secretariat of the Board of Directors of the National Social Assistance Fund (NSAF)

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<thead>
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<th>Delivery deadline</th>
<th>Estimated Budget</th>
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<tbody>
<tr>
<td>30 Nov. 2023</td>
<td>18%</td>
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#### Workplan 2: TVET Cash Transfer
- Review the programme design of the National TVET Cash Transfer Programme for Youth in ID-Poor Households
- Prepare an Operational Manual, including M&E framework for the National TVET Cash Transfer Programme for Youth in ID-Poor Households
- Conduct consultation meetings with relevant stakeholders to gather feedback on the draft Operational Manual
- Finalize the Operational Manual for the National TVET Cash Transfer Programme for Youth in ID-Poor Households
- Develop training plan with costing for roll-out the programme

**Deliverable 2:**
- Operational Manual for Implementation of the National TVET Cash Transfer Programme for Youth in ID-Poor Households
- M&E framework for TVET- CTP
- Training plan for the effective rollout, including the necessary resources, costs, and timeline required for training implementation

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<th>Delivery deadline</th>
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#### Workplan 3: Shock Responsive Family Package
- Review the Shock Responsive Social Protection Framework
- Review draft Shock Responsive Family Package Programme Design
- Prepare a guideline for Shock Responsive Family Package, including Risk and Vulnerability Assessment tools and its M&E Framework
- Conduct consultation meetings with relevant stakeholders to gather feedback on the draft guideline
- Consolidate inputs and finalize guideline

**Deliverable 3:**
- Guideline for the implementation of the Shock Responsive Family Package
- M&E framework for the implementation of Shock Responsive Family Package
- Training plan for the effective rollout of the Shock Responsive Family Package

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### Work Assignments Overview

<table>
<thead>
<tr>
<th>Work Assignments Overview</th>
<th>Deliverables/Outputs</th>
<th>Delivery deadline</th>
<th>Estimated Budget</th>
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<tr>
<td>• Develop training plan with costing for roll-out the programme</td>
<td>Deliverable 4:</td>
<td>31 Dec. 2024</td>
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<td>• Guideline for the implementation of Family Package referral system</td>
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<td>• M&amp;E framework for the implementation of Family Package referral system</td>
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<td>• Training plan for the effective rollout of the Family Package referral system</td>
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<td></td>
<td>• Final consultancy report, including final versions of all deliverables</td>
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<td>Workplan 4: Family Package Referral System</td>
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<tr>
<td>• Review and evaluate the draft referral system for the Family Package and the Shock Responsive Social Protection Framework and provide suggestions and recommendations to improve the quality</td>
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<td>• Develop a comprehensive guideline for the Family Package referral system, including clear instructions, procedures, and practical implementation</td>
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<tr>
<td>• Prepare consultancy report</td>
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<tr>
<td>Total</td>
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<td>330 working days</td>
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1 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.