

TERMS OF REFERENCE

Planning, Annual Reviews and Work Plan Quality Assurance Consultant

CONTRACT MODALITY Individual Consultancy

DUTY STATION home based

DURATION OF CONTRACT 2 months

Purpose of Assignment

UNICEF Mozambique is implementing its Country Programme (2022–2026) in partnership with national and provincial government counterparts. Annual Reviews with ministerial counterparts are a key accountability and strategic planning mechanism to assess progress against CPD outputs and outcomes, identify bottlenecks, and agree on corrective actions and priorities for the following year.

Due to temporary understaffing within the Planning and Monitoring Unit, additional technical capacity is required to ensure:

(i) Planning, Review and Quality Assurance Support

- High-quality preparation and facilitation of annual reviews,
- Systematic follow-up of agreed actions,
- Quality assurance of annual work plans (national and provincial),
- Alignment between national-level commitments and provincial implementation plans, including technical review of provincial work plans to ensure targets and budgets are fully aligned with national priorities,
- Strengthened coordination with the four Field Offices to ensure consistent and timely planning processes across national and provincial levels.

(ii) Internal Coordination and Technical Support for the Global Monitoring Framework Rollout (Baselines, Milestones and Targets)

- Support Sections to complete Strategic Plan BMT,
- Quality assurance of BMT inputs,
- Participate in BMT clinics for updates and communicate challenges from Sections to RO/OSE-DAPM.

Scope of Work

The consultant will work under the supervision of the overall supervision of the Deputy Representative Programs and Planning and technically assisted by the Monitoring Specialist (Chief Planning and Monitoring UNIT OIC) and in close collaboration with Programme Sections and Field Offices.

Planning, Review and Quality Assurance Support

A. Support to Annual Reviews with Ministerial Counterparts, the consultant will:

- Support preparation of annual review documentation, including:
 - Consolidation of performance data and key results,
 - Identification of bottlenecks and implementation gaps,
 - Drafting briefing notes and review agendas.
- Ensure alignment between RAM narrative reports and review discussions.
- Support sections in structuring evidence-based presentations.
- Participate in annual review meetings as needed to:
 - Document agreed actions and decisions,
 - Ensure clarity on follow-up responsibilities,
 - Capture strategic recommendations.
- Develop a consolidated matrix of agreed actions with timelines and responsible parties.

B. Planning Follow-up and Quality Assurance, the consultant will:

- Review existing annual work plans (AWPs) for coherence with CPD outputs and outcome indicators.
- Ensure alignment between:
 - Agreed annual review priorities,
 - Section work plans,
 - Provincial-level operational plans.
- Provide structured feedback to sections on:
 - Clarity of results statements,
 - Measurability of indicators,
 - Logical sequencing of activities.
- Develop or refine a simple follow-up tracking tool for:
 - Monitoring implementation of review commitments,
 - Tracking progress on key agreed corrective actions.
- Support mid-cycle planning adjustments if required.

C. Provincial Work Plan Development (Field Offices), in coordination with the four Field Offices, the consultant will:

- Support translation of national-level priorities into provincial operational plans.
- Facilitate virtual or in-person planning sessions with Field Offices.
- Ensure provincial work plans:
 - Reflect equity-focused targeting,
 - Include measurable deliverables,
 - Align with available resources.
- Ensure consistency of formats and reporting expectations.
- Consolidate provincial plans into a harmonized planning matrix.

Internal Coordination and Technical Support for the Global Monitoring Framework Rollout (Baselines,

Milestones and Targets)

A. Support Sections to complete Strategic Plan BMT requirements

- Coordinate internal preparations for BMT data entry:
 - Ensuring all programme Sections understand requirements, timelines and responsibilities.
 - Provide technical guidance on indicator definitions, methodological expectations, and acceptable data sources for baselines, milestones and targets.
 - Ensure timely and accurate submission of all BMT inputs in accordance with global deadlines.
- Facilitate working sessions with Sections
 - Clarify questions related to the BMT process
 - Support strengthening data quality and ensure consistency.
 - Monitor progress on BMT completion and follow up proactively with Sections to address gaps, delays or inconsistencies.

B. Quality assurance of BMT inputs

- Review Section submissions for methodological soundness, coherence and internal consistency.
- Verify alignment between BMT values and existing results frameworks (national and provincial), workplans and programmatic priorities.
- Identify discrepancies or unrealistic targets and provide structured feedback to Sections for refinement.
- Maintain a consolidated BMT QA tracker to document issues identified, actions required and completion status.

C. Participation in BMT clinics and structured engagement with RO/OSE-DAPM

- Compile and consolidate questions, clarification needs and challenges raised by Sections in preparation for global and regional BMT clinics.
- Communicate these issues systematically to the Regional Office/OSE-DAPM ahead of clinics to ensure they are addressed in the sessions.
- Participate in all relevant BMT clinics to capture updates, methodological clarifications and new requirements.
- Disseminate key updates to programme Sections and ensure consistent interpretation of global guidance.
- Support internal follow-up actions resulting from clinics, including refinement of BMT values, alignment of methodologies, and adjustments requested by RO/OSE-DAPM.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline (in weeks/months) and input days to complete the deliverable
Support annual reviews (SPSP (MPD and MoF), EDU (MEC), CP (MTGCAS) and Health (MoH)	Deliverable 1 – Consolidated annual review preparation package (per sector if required)	31/03/2026
Support annual review meetings	Deliverable 2 – Matrix of agreed actions from ministerial annual reviews	30/03/2026

Develop or refine a simple follow-up tracking tool	Deliverable 3 – Follow-up tracking tool for implementation of review decisions	03/04/2026
Planning follow-up and quality assurance	Deliverable 4 – Quality-assured sections and provincial work plans aligned to CP outputs (baselines, targets and budget) ready for signature	15/04/2026 for National plans 20/05/2026 for Provincial plans
Develop and maintain updated a follow up matrix to update progress on BMT process	Deliverable 5 – Internal progress monitoring tracker for BMT completion	27/03/2026
Engagement with Sections and RO/OSE DAPM and participate in webinars/BMT clinics if any	Deliverable 6 – Consolidated list of questions/clarifications from Sections submitted to RO/OSE DAPM and summary notes with key updates and follow up actions shared with Sections	15/04/2026
Quality Assurance of BMT Inputs	Deliverable 7 – Final set of quality-assured BMT values ready for submission.	20/04/2026
Development of assignment report	Deliverable 8 – End of assignment summary note with recommendations	29/05/2026

Payment Schedule:

Payment will be made on submission and acceptance of 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.

Important Notes

- 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 for ensuring that the health insurance (and visa if applicable) 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.

**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES
(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

- **Education:** Master's degree in development studies, international development, economics, statistics, applied statistics, public administration, public policy, monitoring and evaluation, social sciences, data analysis or data science
 - **Work Experience:** At least 8 years of experience working on results-based management (RBM), including work planning, indicator formulation, and performance analysis.
 - Proven ability to analyse programme data and synthesize findings into clear review and planning products.
 - Excellent quality assurance skills for workplans, indicators, and monitoring frameworks.
 - Demonstrated ability to guide teams through baseline, milestone and target setting (BMT) processes.
 - Strong analytical and problem-solving skills, with attention to methodological soundness and data quality.
 - Excellent facilitation skills for supporting programme sections and Field Offices in planning processes.
 - Ability to translate technical guidance into practical tools, templates and user-friendly instructions.
 - Strong coordination and communication skills to consolidate inputs across multiple programme areas.
 - Ability to produce concise, high-quality deliverables under tight deadlines.
 - Recent experience working with UNICEF, including familiarity with UNICEF planning, monitoring systems, internal workflows and documentation platforms is an asset (e.g., RAM, work planning systems, SharePoint environments).
 - **Language Requirements:** Fluent in English is a must
 - Working knowledge of Portuguese is desirable
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