

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

TITLE	Consultant – expert on progress on Small-Scale Grants Initiative		
Requesting Section	Child Protection		
Type of engagement	Consultant		
Start/End date	01-Jul-24	30-Jul-25	
Duration <i>[up to 36 months without mandatory break-in-service]</i>	12 months		
Duty Station	Kyiv		
Number of working days	240 days		
Terms of payment	Upon completion of each deliverable according to schedule		
Funding source	SM220687	7090220 - Local Consultant/Contractors	
Budget year	2024		

Background:

Ukraine has launched a series of reform initiatives to strengthen its capacity to provide adequate family and community-based care for the millions of children impacted by the war while progressively reducing its reliance on institutional care. Since the start of the full-scale war, the risks of institutionalization and social orphanhood have heightened, particularly for children with disabilities. Poverty of families, difficult life circumstances, and lack of services at the local level to support children and families with children also lead to child neglect and social orphanhood. The government of Ukraine has initiated a Better Care Reform aimed at strengthening families, communities, and the care system to ensure that all children have the right to grow up in a safe and nurturing family environment. This initiative aims to ensure that the most vulnerable children have access to essential health, education, and social services at the community level.

The minimum package of integrated social services and benefits (ISSB) will help keep families together and support the care of children in safe and caring families and community-based care, thus helping reduce dependence on institutional care. In addition to strengthening families and preventing unnecessary divorce, services will also target children in family alternative care and institutionalized children preparing for family reintegration. The approach emphasizes capacity building, sustainability, and alignment with national strategies for long-term support of social services.

The Small-Scale Grants Initiative forms a part of Ukraine's efforts to improve social services for children, focusing on family and community-based care while reducing reliance on residential institutions – Better Care Reform – addressing the need for more social workers and the decentralization of services. The Initiative aims to both purchase social services from grassroots social services providers through an advance-payment grant model, whilst at the same time building a diverse market of service providers through investments and collaborations with various stakeholders, including the Ministry of Social Policy, Donors, and UNICEF.

The Small-Scale Grants Initiative forms a part of Ukraine's efforts to improve social services for children, focusing on family and community-based care. The priority locations for grant implementation are linked to Better Care priority regions and will include the Volyn, Kharkiv, Kyiv, Chernyiv, Zhytomyr, Zakarpattya, Lviv, Khmelnytsky, Poltava, Dnipro, Mykolaiv and Chernivtsy regions.

Purpose of assignment:

To support the Child Protection Team in progressing on the Small-Scale Grants Initiative, implementation at national and subnational levels, and improving capacity building, sustainability, and alignment with national strategies for long-term support of social services.

The Consultant's scope of the work will include:

More specifically, the Consultant will support the Child Protection Team in the following main areas of work and tasks:

- The Consultant will work closely with the Project Office (based in the Social Protection Fund for Persons with Disabilities), the Administrator (will be selected through an open selection process), the UNICEF team, and all other actors during geographical selection, tender launching, interaction with potential bidders, involvement of communities, bid selection, contracting, grant transfer, monitoring and evaluation, etc.
- The Consultant will prepare regular reports on technical support and monitoring of the implementation of small-scale grants programme in communities delivered by the UNICEF partner, providing technical and administrative support to the Initiative.
- The Consultant will document the results obtained, including intermediate results, and hold an analysis of the implementation of a small-scale grants programme (policy materials, reports, supporting documents, etc.) for further application by UNICEF and governmental counterparts.
- The Consultant will facilitate a multi-level and multi-stakeholder consultative process with UNICEF partners, national and local authorities, CSOs, if necessary, and other actors that UNICEF deems relevant to ensure that Progress on Small-Scale Grants Initiative setup benefits from the knowledge and experience of a wide array of actors and also ensure their buy-in.

The consultant will support the Child Protection Section, working under the direct management of the Child Protection Officer to execute the work products described in the Deliverables.

The Consultant will provide in a hybrid format with at least several (2-3 days per week) office days with the UNICEF team and online remote work to provide specific deliverables according to the agreed schedule and confirmed availability for field missions according to programme needs.

Minimum requirements:	Education <i>[specify disciplines]</i>	Master's degree	Social sciences, business administration, international law, project management, finance, or a related discipline
	Professional experience <i>[number of years, relevant to the assignment, other specifics]</i>	<ul style="list-style-type: none"> - At least three years of professional experience successfully implementing Small-Scale Grants in social/other related spheres at national and/or subnational levels, grant-management. - Knowledge of the Ukrainian social policy-related legislation, including the social services system, mechanisms of involvement, and provision of services through social services commissioning. - Experience building a dialog with governments at national and/or sub-national levels and CSOs. - Experience working in cross-functional teams is advantageous. <p>Experience providing consultancy services to UNICEF and other UN agencies is desirable.</p>	
	Language	Ukrainian	Advanced [C1]
		English	Intermediate [B1]
	Skills and competencies	<p>Good analytical skills. Good communication skills. Good coordination skills.</p>	

Work assignment overview:

Deliverable	Deadline	# of w/days
<i>Deliverable 1.</i> Report on existing practices for implementing Small-Scale Grants in social/other related spheres at national and/or subnational levels, gaps analysis, and recommendations.	By 15 Aug, 2024	15
<i>Deliverable 2.</i> Reviewed documents, reports, meeting minutes, and other documentation submitted by and delivered by the UNICEF partner, providing technical and administrative support to the Initiative and the Social Protection Fund for Persons with Disabilities, and prepared recommendations; documented the	By 15 Sept, 2024	25

progress of small-scale grants in coordination with the Administrator and the Project office.		
<i>Deliverable 3.</i> Report on technical support and monitoring of the implementation of small-scale grants programme delivered by UNICEF implementing Agency.	By 10 Oct, 2024	15
<i>Deliverable 4.</i> Report on technical support of the project office based in the Social Protection Fund for Persons with Disabilities.	By 25 Nov, 2024	15
<i>Deliverable 5.</i> At least 24 trips are arranged in the framework of monitoring the implementation of small-scale grants in close cooperation with the Ministry of Social Policy, the Social Protection Fund for Persons with Disabilities, and the UNICEF partner providing technical and administrative support to the Initiative.	By 20 Dec, 2024	30
<i>Deliverable 6.</i> Report on on-site monitoring of small-scale grants implementation.	By 20 Jan, 2025	14
<i>Deliverable 7.</i> Report on documentation and knowledge management of the small-scale grant mechanism for further scaling up.	By 07 March, 2025	14
<i>Deliverable 8.</i> Prepared a Road map for implementing the Small-Scale Grants Initiative in Ukrainian communities (a comprehensive guide); documented all results.	By 25 Apr, 2025	30
<i>Deliverable 9.</i> Organized and established the regular coordination mechanism with the Administrator (implementing Agency) and the Project office.	By 30 May, 2025	45
<i>Deliverable 10.</i> UNICEF gets regular updates on the progress of small-scale grants; all briefs and reports are available.	By 10 Jun, 2025	25
<i>Deliverable 11.</i> Final Report highlighting (a) work implemented and (b) status of the progress on Small-Scale Grants Initiative	By 25 Jun, 2025	12
<i>Deliverable 12.</i> Complete offline Secure Approaches in the Field Environment (SSAFE) and Individual First Aid Kit (IFAK) training upon request – 4 days.	Upon request	
	Sub-total:	240

***Travel plan:** It is predicted that the Consultant will join some of the CP field visits, MoSP, and FUND monitoring missions to visit the Volyn, Kharkiv, Kyiv, Chernyiv, Zhytomyr, Zakarpattia, Lviv, Khmelnytsky, Poltava, Dnipro, Mykolaiv, and Chernivtsy regions. Total number of trip days per contact – 30 days.

Destination	Period [month, year]	Travel Days
Upon request	12 months	30

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

Individuals engaged under a consultancy 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. Consultants 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 consultant is solely responsible to ensure that the visa (if applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant 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. The vaccine mandate, 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.