

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS

PART I		
Title of Assignment	<i>National Consultancy:</i> Support institutionalization of Birth Registration in the Health sector	
Section	Health	
Location	Lilongwe	
Duration	Long-term arrangement contract for an 8-month period of which the consultant will work 120 days during this period	
Start and End Date	From:1 May 2021	To: 31 December 2021

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 equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. 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 nations.

The overall goal of the UNICEF Malawi Country Programme of Cooperation, 2019-2023, is to contribute to the Government of Malawi's efforts to implement and decentralize policies related to children, focusing on the most disadvantaged and deprived, to have their rights progressively respected and fulfilled so they can survive, grow and develop to their full potential in an inclusive and protective society. The country programme is aligned with country and UNICEF regional and global priorities and expected to contribute to the Malawi Growth and Development Strategy (MGDS) III, 2018-2022, and the United Nations Development Assistance Framework (UNDAF), 2019-2023, while concurrently working toward the achievement of the Sustainable Development Goals (SDGs).

Birth registration is key in securing the right to life, freedom and protection as well as exercising basic rights, claiming entitlements and accessing a range of governmental services. Strengthened identification and authentication can establish a basis for a more effective, inclusive and accountable social protection systems. There is an estimated over 8.4 million children under the age of 16 in Malawi that are not registered and much more that do not have a birth certificate. Birth registration is a key national priority for UNICEF's country programme and a key component under Goal Area 3 of UNICEF's Global Strategic Plan. UNICEF and UNDP have embarked on a joint project to "reduce the gap" in birth registration. Closing this gap through the registration of children with a unique identifier presents an opportunity for Malawi not only to increase the birth registration coverage but also to improve service delivery and evidence-based policy making and programming to realize children's rights to survival, development and protection. In addition, it offers great opportunities to strengthen services in health, nutrition, child protection, social protection and education.

JUSTIFICATION

Universal birth registration provides every child with a birth certificate, an essential legal document required to secure basic human rights to name, identity and nationality. Birth registration certificate is the first step in

securing recognition of individuals before the law and safeguarding their human rights and access to basic social services. Having a birth certificate has a number of benefits:

1. As a legal document and proof of age, helps to prevent violations of rights of a child, including child marriage, trafficking, child labour and the use of child soldiers, particularly among vulnerable and marginalized populations.
2. Birth certificate also facilitates access to school, health services and social protection benefits, which reduces vulnerability of children to poverty and risk of exploitation.

Ninty per cent (90%) of births take place in in over 570 health facilities in 28 districts but only about 25% of the live births were notified with NRB system in 2019. Currently, it is only about 30 per cent of under five children that are registered and much less have a birth registration certificate. Lack of a birth certificate which is a legal document and proof of age renders the children unseen, uncounted and excluded. This affects children's ability to enjoy universal human rights and their right to birth registration and to a name, legal identity and nationality as enshrined in several international human rights law/instruments and conventions and treaties as well our National Registration Act of 2010.

UNICEF Malawi is therefore seeking to engage a CRVS (birth registration) consultant to provide technical support for the Ministry of Health (MoH) to institutionalize birth registration so that it is a permanent practice in the routine business processes of health facilities and the sector in general. The goal is that every every live birth is notified with the civil registration authority which is NRB (National Registration Bureau) as required by the National Registration Act of 2010. The CRVS consultant is an advocate for every child and provides technical and operational support to the Ministry of Health to develop an institutionalisation action plan. In addition to this the CRVS consultant will support the National Registration Bureau (NRB) in the implementation of the UNICEF supported activities to ensure timely excution, achievement of targets and reporting.

PURPOSE OF THE ASSIGNMENT

The CRVS consultant will conduct a readiness assessment for the MoH to institutionalise birth registration and develop a birth registration institutionalisation action plan for the MoH based on proven, scalable and sustainable interventions.

SCOPE OF WORK/OBJECTIVES

The CRVS consultant shall perform the services under the overall guidance and direction of the Child Protection Specialist (Civil Registration and Vital Statistics) in the UNICEF Malawi Health Section.

The CRVS consultant is expected to provide technical guidance, operational and coordination support by conducting a readiness assessment for the MoH to fully institutionalise birth registration processes in the system. The CRVS consultant will also support monitoring and supportive supervision of birth registration in the health facilities and provide technical support to director of health and social services (DHSS) on monitoring and utilization of vital statistics for programme planning and budgeting. The CRVS consultant will also explore links between the health sector and CRVS/ID systems such use of unique ID in health and interoperability between CRVS system and HMIS.

The CRVS consultant is an advocate for every child and provides technical and operational support to Ministry of Health which is the civil authority in administering, executing and implementing a variety of tasks to notify

births in health facilities and support innovations to accelerate birth registration. The consultant will also work with the National Registration Bureau (NRB) in order to strengthen the collaboration and working arrangements with MoH including ensuring MoH active participation in the CRVS TWG and Steering Committees. The consultant will also support the National Registration Bureau (NRB) in the implementation of the UNICEF supported activities to ensure timely execution, achievement of targets and reporting.

The CRVS consultant will provide strategic information to support MCO's engagement in strategic advocacy with MoH, NRB and partners and donors to identify challenges, solutions and incentives for birth registration and birth certificates.

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/communication lines):

The CRVS consultant shall report to the UNICEF Malawi Child Protection Specialist (CRVS) and a copy of each completed deliverable with Ministry of Health and copy to the National Registration Bureau.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

The consultant shall report as per agreed workplan and deliverables for the assignment which are in the form of reports and other indicated products. Any changes or modifications to the reporting requirements deemed necessary shall be communicated by the Child Protection Specialist (CRVS).

How will consultant consult and deliver work and when will reporting be done:

The consultant will work with the Ministry of Health in the Department of Nursing Services and the Central Monitoring and Evaluation Division (CMED) and its partners who will support the review of deliverables while reports on other products shall be submitted to the Child Protection Specialist (CRVS) as per the assignment deliverables and submission timelines indicated in the expected deliverables section.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
1. Prepare an inception report	Submission of an inception report detailing methodology, workplan and time frame on how the assignment will be accomplished to be submitted within five (5) days after signing the contract. This should include initial observations on areas for improvement based on the consultant's expertise and understanding of the birth registration context in the country.	10	28 May 2021	7%
2. Conduct an assessment of the	Submission of an assessment report which will include existing strategies on birth	20	2 July 2021	20%

Task	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
health sector to determine the status, capacity and maturity of the institutionalisation of CRVS in the sector and the resources available.	notification in the health sector and documentation best practices related to acceleration of the registration of newborns; major bottlenecks at different stages of the birth notification, vital statistics generation and use in the health sector including administrative, organizational structure, human and financial resources, infrastructure, operation and management etc.			
3. Develop monitoring, evaluation and reporting tools for health, community based birth registration and and implementation of UNICEF supported NRB activities.	Submission of monitoring, evaluation framework and multi-level (national, district & community) reporting tools for birth registration in the health sector.	15	23 July 2021	20%
4. Monthly monitoring, evaluation and reporting for health, community based birth registration executed and implementation of UNICEF supported NRB activities.	Submission of a birth registration monitoring system using community and HIS indicators on birth registration; providing bimonthly analysis reports on the progress and gaps on key CRVS indicators across districts and their health facilities and establish dashboard that illustrate indicators based on the community and HIS indicators on birth registration (on going up to December 2020).	60 (6x10)	26 November	46%
5. Birth registration institutionalisation strategy in MoH and implementation plan executed as planned	Submission of a birth registration institutionalisation strategy in MoH strategy in the MoH and implementation plan execution report	15	17 December	7%
Totals		120 days		100%

However, as the actual starting date may impact the dates estimated in the TOR, the exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts
- Diligence and initiative

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

Travel costs including DSAs will be covered in accordance with UNICEF policy and reimbursed on actual expenditures and upon presentation of original supporting documents.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

A Master's Degree in the in Demography, Economics, Social Statistics, Public Health, Development Studies or related discipline with emphasis on evidence based systems strengthening, health information management, and research, is required.

Work experience:

- Five years of progressively responsible professional work experience and proven track record in the theory and practice of strategic CRVS interventions at the national and district level;
- Proven experience of support to governments to develop CRVS strategy interventions;
- Excellent analytical and writing skills are necessary;
- Excellent communication, advocacy and people skills;
- Demonstrated experience in supporting Government and its stakeholders and capacity building is essential.
- Familiarity with UN systems and UNICEF is considered an asset.

Technical skills and knowledge:

- Demonstrated experience working national Government structures and ability to foster and maintain strong professional relationships at national and district levels.
- Demonstrated experience working with multiple stakeholders (e.g. Government, UN, NGOs etc) and building capacity is essential.

Competencies:

- Hands-on experience in the theory and practice of strategic CRVS interventions at the national and district level with a focus on birth registration.
- Ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts in written and oral form.
- Good understanding of health system at national and district level and its governance structures.
- Knowledge of global developments in child protection, particularly in the area of birth registration, including the application of the equity lens and human rights perspectives to programming.
- Ability to harmonize CRVS-generated data with Malawi's existing Health Information System and working with HMIS/DHIS to strengthen the information system.

- Technical support to the monitoring and assessment activities: qualitative and quantitative data collection, analysis and interpretation, programme quality assurance and control, financial management.
- Knowledge of and experience in application of innovation for health information system.
- Excellent knowledge and experience in the methods of communication to clearly and concisely express ideas and concepts in written and oral form and to listen to and acknowledge others' perspectives and views.
- Computer knowledge, skills and practical experience, including internet navigation, network, telecommunications and various office applications.

Languages:

Fluency in English and the local language in Malawi is required.

ADMINISTRATIVE ISSUES

The assignment is open to national professionals and the work will involve working with the Ministry of Health in the Department of Nursing Services and the Central Monitoring and Evaluation Division (CMED) at national and district level. The consultant will be based at MoH and will also have engagement with NRB.

UNICEF in liaison with MoH will regularly communicate with the consultant through the Child Protection Specialist (CRVS) and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the consultant will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. The consultant/individual contractor is requested to complete all the applicable mandatory trainings prior to contract commencement.

The consultant will be required to provide her/his own laptop and health insurance.

CONDITIONS

- The consultancy will be on a long-term arrangement basis over a period of 8 months, however the consultant will only work for 120 days during this contract period.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be based at NRB headquarters in Lilongwe with travel within Malawi as required.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The consultant is not entitled to payment for overtime, weekends or public holidays, medical insurance, taxes, and any form of leave.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the consultant and reimbursed against actuals, unless otherwise agreed.
- Transport will be provided to the consultant during in-country field travel, if planned and approved.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.

- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- The assignment is an on-site/off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.
4. Contact details of at least two referees for similar assignments.
5. Certified references on similar work done in the past five (5) years.