

UNICEF China Terms of References For Individual Contractor

Job Title of Individual Contractor: Technical Expert – Child Sensitive Social Protection (Cash Plus and MIS)

Requesting Section: Social Policy

Background of Request for Individual Contractor:

In August of 2020, the Government of China announced a long-term national agenda to reform the social assistance system. One of the key components of the reform agenda is to strengthen the linkage between cash transfer and social services, in order to identify and provide more tailored support to the assistance recipients. Meanwhile, to consolidate the achievements of poverty alleviation, Ministry of Civil Affairs (MCA) established a Low-Income Population Monitoring System to support dynamic monitoring of any trends indicating a return to poverty, identify people in need of support and provide them timely and targeted assistance.

This policy trend has created a space and demand on UNICEF to continue its collaboration with MCA for improving the social protection programmes so that they are more equitable, effective, integrated and inclusive to benefit needy families and children in China.

Purpose of Assignment:

Under the general guidance of the supervisor, the contractor will provide technical assistance and coordination support to the implementation and monitoring of various stages of UNICEF China's social protection programming. This includes programmes aimed at (i) strengthening the linkages between cash transfer and social services and (ii) improving the child-sensitiveness of the Low-Income Population Monitoring System.

Major Duties and Responsibilities:

In alignment with the scope of work as described above, the contractor is expected to perform the following duties and responsibilities. However, as the actual starting date may impact the actual activities, the tasks may slightly change in line with priorities of UNICEF and the partners and will be agreed upon with the supervisor ahead of time.

- Support implementation of activities related to piloting cash plus models and establishing child-sensitive MIS module.
- Provide technical inputs for the drafting and/or review of relevant documents for project activities, including but not limited to concept notes, terms of references, theory of change, conceptual framework, need assessment tools, implementation plans, M&E framework, research reports, capacity building plans, advocacy materials.
- Coordinate with partners for technical discussions and completion of deliverables.
- Facilitate organization of meetings, events and capacity building sessions with implementing partners, experts and other stakeholders of the two projects.
- Conduct desk research and contribute to development of technical and analytical write-ups on integrated social protection system and child-sensitive MIS, such as regular or ad-hoc policy briefs.

- Support in coordinating field visits and processing administrative aspects of project activities if needed.
- Support preparation of UNICEF annual end-of-year reporting on the project activities as required.
- Support other ad-hoc project related work assigned by the supervisor.

The contractor will be based in UNICEF China office in Beijing on a daily basis and may need to periodically conduct field visits when necessary.

The contractor will be paid monthly based on submission of the monthly progress report and agreed deliverables.

Start Date: July 4, 2022

End Date: December 30, 2022

Total Duration: 5 months 20 days

Individual Contractor's Qualification Requirements:

- **Minimum Academic Qualifications required and disciplines:**
 - University degree in Social Work, Social Policy, Public Policy, Development Studies or a related field is required.
- **Knowledge/Experience/Expertise/Skills required:**
 - At least one year of relevant professional work experience, preferably in coordination and implementation of development or research projects at the national or international level;
 - Good knowledge of international development, social protection, poverty, and government policies related to social assistance in China;
 - Good communication skills with government partners, research institutes and/or think tanks;
 - Experience in organizing meetings, conferences or trainings with experts and/or governments;
 - Fluency in English and Mandarin, both written and spoken;
 - Strong organizational skills to promote smooth project management;
 - Ability to work within the international and multicultural environment; and
 - Work experience with the UN or other international development organizations is an asset.
- **Other requirements:**
 - Travel to project sites as needed.