**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **TITLE** | **FUNDING CODE** | **TYPE OF ENGAGEMENT** | **DUTY STATION** |
| Strengthening community-based prevention and early intervention programme service delivery |  | Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | SOUTH AFRICA/ Pretoria |
| **Purpose of Activity/Assignment:** | | | |
| In collaboration with the National Department of Social Development (DSD), UNICEF is providing technical and financial support to monitor and oversee implementation of the Risiha Programme.  The main purpose of this assignment is to enable civil society organisations with the capacity to provide prevention and early intervention services to all vulnerable children.  The Risiha programme is operationalised through Drop In Centres - a community-based facility that provides basic services to support the emotional, physical and social development needs of vulnerable children. In the 2016/17 Financial Year, National DSD conducted an audit. The audit found that from the sample of DIC’s audited there were gaps in: organisational governance, implementation of services of and programmes and compliance with national norms and standards.  It is for this reason that UNICEF is seeking the services of a consultant to support the National DSD in building the capacity of DICs to ensure quality prevention and early intervention programmes to vulnerable children. The consultant will work in close collaboration with officials from the Orphans and Vulnerable Children Directorate and Child Protection Officer. The consultant will be based at the DSD Pretoria offices full-time to act as the key coordinating unit amongst all parties. | | | |
| **SCOPE OF WORK:** | | | |
| **Scope of Work:**  The consultant will be embedded in the DSDs Orphans and Vulnerable Children Directorate with dual reporting to the UNICEF and DSD for the duration of the assignment.   1. **CBPEI Programme management, monitoring and delivery of results**   This may include, but not limited to the following:   * In collaboration with government and other stakeholders, participate in monitoring and evaluation activities, programme and annual reviews to assess progress and to determine required corrective action where required to achieve results. * Undertake field visits at the provincial, districts and where possible service point levels to conduct periodic programme reviews with government counterparts and other partners. * Actively monitor programmes/projects through field visits (in-person and remote), surveys and exchange of information with partners to assess progress, identify bottlenecks and potential problems. * Support in the preparation of regular and mandated programme reports for management, donors and other stakeholders * Based on the outcomes of the training, and in collaboration with the National Department of Social Development and UNICEF, develop improvement plans for selected DICs in Limpopo, Eastern Cape and Gauteng provinces.   Beyond the generic programme management, the consultant will be responsible for delivering the following:   1. **Organisational Development of Drop-in-Centres:**   Based on the 2016/17 audit report, the consultant is required to provide organisational training to DICs in prioritised provinces, including but not limited to Limpopo, Eastern Cape, and Gauteng provinces with training in the following areas:   * Financial management, including resource mobilisation * Monitoring and evaluation * Human Resources Management (HRM) * Donor reporting  1. **Capacity building on the Core Package of Training**   The consultant contractor will be expected to conduct capacity building with all implementers of the Risiha Programme ensuring that all districts are covered. The approach of the capacity building should equip implementers to align Theory into practice. The session should be practical focusing on the following:   * Introduction to Risiha Programme * Domains of Core Package of Services * Orientation to Core Package of Services Tools (Ungubani, Girl/Boy Index) and Enablers. * Risiha Assessment and Care plan Development process. * Orientation of Prioritisation Framework process * Case Management process, linkages and Network * Clear Definition of roles and responsibilities on the workforce implementing RISIHA Programme.  1. **Mapping of registered and unregistered drop in centres providing Risiha services:**  * Digitization of registered and unregistered drop-in centres from all provinces.  1. **Development of a proof of concept for donors to leverage corporate funding to support:**  * Infrastructure development to meet national norms and standards * Risiha programme core package of services * Adolescents and youth development programmes * Capacity building of the workforce * Monitoring and evaluation | | | |
| **Child Safeguarding** | | | |
| Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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: | | | |
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| **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): | | | |
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| More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | | | **Reasons why consultancy cannot be done by staff:** | | | |
| 2021 | UNICEF South Africa | | | This is a assignment requires expertise on organizational development and the national Risiha programme for implementation and scale up. Furthermore, there is limited capacity within the section to support the improvement and quality of services, requiring a dedicated person to monitor and follow up on progress. | | | |
| **Included in ANNUAL/ROLLING WORKPLAN:** | | | YES  NO, please justify: | | | | |
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| **CONSULTANT SOURCING:** | | | | | | **Request for:** | |
| National  International  Both | | | | | | New SSA – Individual Contract  Extension/ Amendment | |
| **Consultant selection method:** | | | | | |
| Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | | | |
| **If Extension, Justification for extension:** | | | | | | | |
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| **Supervisor:** | | **Start Date:** | | | **End Date:** | | **Number of Days (working)** |
|  | | *TBC* | | | *11.5 months* | | *TBC (monthly)* |

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| **Work Assignment Overview** | | | |
| **Tasks/Milestone:** | **Deliverables/Outputs:** | **Timeline** | **Estimate Budget** |
| Attend introductory meetings with DSD and UNICEF to identify identifies the specific support that is required for the institutional contractor and discuss deliverables of the assignment | Minutes of the Introductory meetings | 1 Day | monthly |
| Utilising the Audit Report to develop an organisational development training programme | Training outline | 5 Days | monthly |
| Develop organisational development training manual | Approved training manual | 15 Days | monthly |
| Develop Risiha programme training manual | Approved training manual | 30 Days | monthly |
| Develop training implementation plan for all | Approved training schedule | 1 Day | monthly |
| Train districts on training curricula | Training and evaluation reports | 90 Days | monthly |
| Develop and monitor improvement plans for selected DICs | Quarterly report | 40 Days | monthly |
| Validate mapping of DICs compliant with national norms and standards | Report of proportion of DICs in full compliance | 10 Days | monthly |
| Draft concept notes for Mid-term review of UNICEF funded programmes | Concept note | 5 Days | monthly |
| Develop proof of concept for corporate partner | Proof of concept with costing for scale up | 15 Days | monthly |
| Produce the End of Consultancy Report | End of Consultancy Report produced | 5 Days | monthly |

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| **Estimated consultancy fee** |  |  |  |
| **Travel international** (if applicable) | n/a |  |  |
| **Travel local** (please include travel plan) | n/a |  |  |
| **DSA** (if applicable) | n/a |  |  |
| **Total estimated consultancy costs[[1]](#endnote-1)** |  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | | |
| Bachelors  Masters  PhD  Other  **Enter disciplines**: University degree in Social Work, Public Health, Social Policy, Development Studies, Social Sciences | * Minimum **10 years** of experience working within the children’s rights, public policy and development environment; * Proven competencies in development of training material, training and evaluation; * Demonstrated experience in grant management; * Demonstrated experience in project management and partnership development; * Demonstrated experiences in working with government stakeholders at district, provincial and national level * Outstanding research and analytical skills, including strong ability to analyse, integrate and summarise information from a wide range of sources; * Demonstrated capacity to engage with key stakeholders and facilitate workshops and dialogues * An added advantage having working experience in the GBV, SRHR, HIV and/or VAC programming; * Excellent writing skills in English, including a demonstrated ability to draft clear, concise and reports; * Good computer skills, including familiarity with search engines and academic databases; * Ability to work independently and to ensure high-quality deliverables; * Ability to work independently, remotely and to ensure high-quality deliverables * Experience working with UNICEF and government is desirable | | |
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| **Administrative details:** | | | |
| Visa assistance required:  Transportation arranged by the office: | Home Based  Office Based: | | |
| If office based: to be placed at National DSD offices  Seating arrangement identified:  IT and Communication equipment required:  Internet access required: | | |
| **Request Authorised by Section Head** | **Request Verified by HR:** | | |
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| *Approval of Chief of Operations (if Operations): Approval of Deputy Representative (if Programme)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Representative*    *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | |
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| 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 | | | | |

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| **How to Apply:** |

Interested and qualified candidates are requested to submit their application and one sample of written work to the following link: [https://www.unicef.org/about/employ/?job=](https://www.unicef.org/about/employ/?job=5)547200 by **11 January 2022**.

This notice will also appear on <http://www.unicef.org/about/employ/>, <http://www.unicef.org/southafrica>, UN Job List, UN Jobs

Please indicate your ability, availability and daily/monthly rate (in ZAR) to undertake the terms of reference above (including admin cost if applicable).

**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.**

**UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from South African nationals, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation**

**“UNICEF has a zero-tolerance policy on sexual exploitation and abuse, and on any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.”**

1. [↑](#endnote-ref-1)