

**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR**

<b>Title of Assignment</b>	<i>International Individual Contractor: Emergency Response and Recovery Specialist</i>	
<b>Requesting Section</b>	Community Development and Resilience	
<b>Location</b>	Place of assignment: Lilongwe	
	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: Based in Lilongwe and will be working 5 weekdays and follow the office hours of the duty station – any absence from work must be reported to the supervisor	
<b>Contract Duration</b>	<b>6 months</b>	
<b>Number of working days</b>	<b>Monthly</b>	
<b>Planned Start and End Date</b>	<b>From:</b> 1 June 2022	<b>To:</b> 30 November 2022

**BACKGROUND**

On 21 January 2022, a tropical depression formed in the northeast of Madagascar in the Indian Ocean and moved into the Mozambique channel. It intensified, developing into a moderate tropical storm (named Ana) that hit the southern parts of Malawi on 24 January 2022. The President of Malawi declared a state of disaster on 26 January 2022 and UNICEF immediately launched a response with other UN agencies in support of Government efforts. A series of flooding events have been experienced since then including Cyclone Gombe and sporadic flooding occurrences.

Over 1 million people were affected by the flooding events. Tropical Storm ANA alone affected 995,000 people including 130,000 children. Of those affected, about 190,000 were displaced and sheltered in 187 displacement sites mostly in schools. The floods caused extensive damage to infrastructure including schools, health facilities, roads, power transmission infrastructure and crop fields thus seriously affecting access to social services. Children have been heavily impacted with learning disrupted for 400,000 learners due to damaged school infrastructure and sheltering of displaced people in some schools. As the rain season progressed, the country experienced other flooding effects, including those due to tropical storm Gombe which affected 35,383 households (159,226) and displaced 11,008 people with 67 camps established for temporary shelter.

The floods occurred in the context of a continued fight against the COVID-19 pandemic. In December 2021, Malawi experienced its fourth wave of COVID-19, brought on by the Omicron variant. The fourth wave was officially announced by the government on 29 December 2021. As of 29 March 2022, Malawi conducted 560,820 tests, of which 85,625 tested positive for COVID -19. Since the pandemic started, 2,626 fatalities have been registered. Malawi has recorded the highest Case Fatality Rate of 3.07 per cent globally. The impact of COVID-19 is being further exacerbated, especially in the southern districts of Malawi, by the recurrent floods.

Further complicating the COVID-19 and emergency flood response is the first reported case of wild polio in Malawi in 30 years. On 17 February, the President of Malawi declared a public health emergency after a case of wild poliovirus was discovered in Lilongwe. Reaching children with polio immunisation is a challenging undertaking considering that access to routine immunization for children compromised by COVID-19 and access to healthcare facilities nearly impossible in some areas due flood waters, and bridges, swept away due to the heavy rains.

Cholera is the thord public health emergency that malawi is experiencing. On 2 March 2022, Malawi confirmed the first case of cholera in the current cholera season (November 2021-October 2022). As of 28 March 2022, 35 Cholera cases were registered with two deaths. This pauses an additional strain to the already oversterteched health system.

The current situation in Malawi poses multiple threats to child survival and development, with the most vulnerable children from the poorer southern districts at extreme risk of preventable childhood diseases.

## **JUSTIFICATION**

Immediately after the onset of a crisis, UNICEF developed a 3 month response plan which outlines strategies to provide immediate lifesaving support and assistance to the population affected while, building and strengthening national and local capacities and systems right from the start of humanitarian action to reduce needs, vulnerabilities of and risks to affected populations. The plan was later adjusted to include interventions beyond the 3 months response phase, including a range of interventions to facilitate improvement in the overall well-being of the affected population by supporting the return to their homesteads from displacement sites, the transition back to their normal lives and their early recovery for the period up to end of the year 2022.

To progress from the short to medium-term early recovery interventions to a longer-term strategy as part of the regular country programme and the Child Youth Friendly Community Initiative (CYFCI), there is need to establish the foundations for longer-term and post-crisis resilient and sustainable recovery measures that encompass the restoration of their physical assets, livelihoods, socio-cultural and economic status not only to the levels prior to the disaster but with emphasis on building back better. In order to effectively and efficiently do this, UNICEF is looking for additional technical support to undertake the assignments defined in these Terms of Reference.

## **PURPOSE OF THE ASSIGNMENT**

The main purpose of this assignment is to provide technical assistance to UNICEF Malawi Country Office to fine-tune and effectively implement its early recovery efforts to ensure that their outcomes become assets for long-term development and thereby foster the self-reliance of affected populations and help rebuild livelihoods. The assignment also aims to establishing the foundations of longer-term recovery through the identification of risk reduction and building back better initiatives for inclusion in the CO Rolling work plan.

## **SCOPE OF WORK/OBJECTIVES**

The individual contractor will report to the Chief of Community Development and Resilience. Under his/her direct supervision, s/he will carry out the tasks as follows:

1. Provide technical assistance in the effective implementation of the response and recovery plan
  - a. Facilitate the identification innovative approaches for effective implementation of the response and recovery plan ensuring continuity between the humanitarian response, recovery and development phases and disaster risk reduction activities
  - b. Facilitate effective implementation of the response and recovery plan
2. Facilitate effective transition from response and early recovery to long-term recovery, reconstruction and livelihood restoration programming by
  - a. Leading the analytical work for the identification of risk reduction and building back better initiatives for inclusion in the CO Rolling work plan.
  - b. Assisting in the determination of emergency preparedness measures to be incorporated in the rolling work plan to minimise impact of similar disasters in future
  - c. Leading in cross sector dialogue to ensure a multisector approach in the recovery, reconstruction and long term programming

## REPORTING REQUIREMENTS

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

The individual contractor will report to the Chief of Community Development and Resilience.

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

The individual contractor will be required, to submit by email detailed monthly reports using a format that will be agreed at the beginning of the assignment. Coordination meetings with the supervisor and other staff members taking part in the response and recovery will also be held when necessary. The individual contractor will also participate in emergency management team meetings at frequencies determined by the Office as well as interagency meetings to support better positioning of UNICEF and identification of areas of collaboration with external key stakeholders. In between the monthly reports, bullet point flash updates will be provided to flag operational issues that require immediate action by programme sections.

### How will the individual consult and deliver work and when will reporting be done:

The individual will work in close consultation with the Emergency Specialist. Considering the multisectoral nature of emergency preparedness, response and recovery, the individual will engage in regular interaction with emergency focal points and other UNICEF staff members as well as participate in relevant interagency meetings to ensure the completion and quality of the expected deliverables and support linkages with external key stakeholders.

## EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the individual contractor will be expected to perform the following activities and deliverables as per the schedule and monthly workplan below:

Task/Milestone	Deliverable/Outcome	Planned Completion date	% of total fee payable
Plan of action for completion of all tasks	Workplan	Based on the agreed upon monthly workplan	Monthly fee payable based on the deliverables as per the agreed upon workplan
Based on literature review, field visits and discussion with beneficiaries, key informant interviews and discussions with key stakeholders within and outside UNICEF, facilitate the identification of innovative approaches for effective implementation of the response and recovery plan ensuring continuity between the humanitarian response, recovery and development phases and disaster risk reduction activities	Refined response and early recovery plan		
Support effective implementation of the response and recovery plan	Monthly implementation progress reports		
Based on lessons learnt from the emergency response, assist in the determination of emergency preparedness measures to be incorporated in the rolling work plan to	Note for record of meeting (s) and documented preparedness actions agreed		

minimise impact of similar disasters in future	with UNICEF section engaged in a particular month		
Lead the analytical work for the identification of risk reduction and building back better initiatives for inclusion in the CO Rolling work plan.	Progress reports at end of each moth and final repot documenting the identified initiatives at the end of the assignment		
Lead in cross sector dialogue to ensure a multisector approach (CYFCI) in the recovery, reconstruction and long term programming	Progress report at end of each month		
Final report	Final report		

This is a tentative schedule, the details of which will be articulated in the Work Plan developed and agreed in consultation with the contract supervisor.

#### PERFORMANCE INIDICATORS 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

#### 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.

International flight costs will be reimbursed on actual expenditures and upon presentation of original supporting documents. As per UNICEF operational guidelines, travel for international consultancies, will be in economy class and will use the most economical route. UNICEF Malawi will provide transport for official and approved field travel . A flat rate will be provided for living expenses for actual days spent in country including days spent on mission out of the Lilongwe.

#### DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

##### Academic qualification:

- Advanced University degree in one of the following fields: social sciences, public administration, international law, public health, nutrition, international relations, business administration or other related disciplines. Preferably a combination of management, administration, and relevant technical fields.

**Work experience:**

- 5 years of progressively responsible professional work experience at the national and international levels in programme/project development, planning, implementation, monitoring, evaluation, and administration.
- Experience in recovery/resilience or disaster risk reduction/management
- Experience coordinating deliverables with interdisciplinary teams
- Experience in leading cluster coordination; and high frequency reporting (HPM, sitreps, etc).
- Experience of working with UNICEF on Emergency coordination/programme management
- Field work experience

**Technical skills and knowledge and Competencies:**

- Specialized training/experience in emergency response management highly desirable
- Proven success in facilitating interagency processes in an emergency response; including liaising with Government partners; stakeholders and implementing partners.
- Substantive knowledge in UNICEF areas of practice
- Knowledge of the core commitments for children, humanitarian standards and principles including accountability to affected populations, centrality of protection and protection from sexual exploitation and abuse (PSEA)
- Knowledge of risk-informed programming approaches that build and strengthen national and local capacities and systems
- Excellent communication and interpersonal skills

**Languages:**

- Fluency in English (verbal and written skills) is required.

**ADMINISTRATIVE ISSUES**

UNICEF will regularly communicate with the individual contractor 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 individual contractors and individual contractors, the individual 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 upon acceptance of the offer. Prior to the issuance of the official contract, the individual contractor is requested to complete the applicable mandatory trainings.

The Individual Contractor will be based in Lilongwe and will be working 5 weekdays and follow the office hours of the duty station – any absence from work must be reported to the supervisor. Office space will be provided at UNICEF offices in Lilongwe and the Individual Contractor will have to use her/his personal laptop. There will be frequent travel to disaster affected districts mostly in southern Malawi and the individual contractor is expected to submit his/her monthly travel plan for approval.

**CONDITIONS**

- The consultancy will be on a short-term arrangement basis over a period of 6 months.
- 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 individual contractor.
- The individual contractor will be based in Lilongwe with visits to affected districts as and when needed

- The individual contractor will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The individual contractor is not entitled to payment for overtime, weekends, or public holidays.
- The individual contractor will receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month.
- International travel expenses will be reimbursed against actuals, unless otherwise agreed.
- Transport will be provided to the individual contractor during in-country field travel, if planned and approved and living expenses will be reimbursed against actuals, unless otherwise agreed
- 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 individual contractor 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.
- The individual contractor will not have supervisory responsibilities or authority on UNICEF budget.
- 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 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 assignment is an on-site support.

## HOW TO APPLY

Interested individual contractors should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the individual contractor’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.



Financial  
Proposal.xlsx

4. References details