

UNICEF Guyana and Suriname Terms of Reference for Consultant for the development of the new Country Programme of Document 2022-2026	
Type of contract	International Consultant to facilitate the development of Guyana and Suriname Country Programme Document (CPD) 2022-2026.
Proposed level	Senior P5 Level
Duration	40 working days (between 1 st April 2021 - 15 th July 2021)
Location	Home based – dates to be agreed for in-country visit.
Reporting to	Area Representative for UNICEF Guyana and Suriname

1. Background:

The UNICEF Guyana and Suriname Area Office, in collaboration with national partners, wishes to develop the new Country Programme of Cooperation between the Government of the Cooperative Republic of Guyana, the Republic of Suriname and UNICEF.

The overall goal of the current UNICEF country programme (2017 – 2021) is to support the efforts of the governments of Guyana and Suriname to promote and protect the rights of all children and to give all children equal opportunities to reach their full potential.

During the last two decades, both countries witnessed massive economic development and social transformation. Since 2017, the Governments of Guyana and Suriname have introduced many important national strategies, policies and programmes to accelerate child centered Sustainable Development Goals.

Despite their qualification as "upper middle-income countries" and the progress realized in the last decades in Guyana and Suriname, inequities and inequalities remains the key factors for child deprivation, especially for children living in the hinterland and those who belong to the poorest quintile families. Under-5 child mortality rate is 39 (Guyana) and 19 (Suriname) per 1,000 live births. Access to education has improved, with an increase enrollment in primary school (95 percent/Suriname, 97/Guyana). However, challenges remain with retention and quality education. In Guyana, the Net Intake Ratio (primary) fell from 77.93 percent/male and 74/female in 2017-2018 to 68.81 percent/male and 65.17/female in 2018-2019. The main concerns remain at upper secondary, with 28% out-of-school children, 31 percent attendance and 24 percent completion rate. Students with disabilities start school later, have difficulty in accessing facilities and have the highest drop-out rate. Epidemic violence remains high: From 2010 to 2019, 70 percent of children (aged 2-14 years) reported experiencing violent discipline by an adult of the household in Guyana; in Suriname, the level increased from 84 to 87 percent. Access to water is high with 98 percent (Suriname) and 94 (Guyana); meanwhile access to clean drinking water remains only at 57 percent (Suriname). 89 percent of households (Suriname) and 87 (Guyana) use improved sanitation facilities.

Both countries are suffering from a severe economic crisis due to the COVID-19 pandemic and a high level of debt (2020). The impact of climate change has also considerably affected social indicators in both countries.

The current program of cooperation (CPD 2017 – 2021) is coming to an end. The Situation Analysis of children and women is currently ongoing in both countries and will serve as the basis for the design of the new Country Program Document and will feed into the UN Common Country Assessment. These Terms of Reference (ToR) specifically relate to the purpose, scope and process for elaborating a new human rights-based, SDG-centered, equity and life-cycle-focused, gender-sensitive and risk-informed Country Programme Document (CPD) between the Government of the Cooperative Republic of Guyana, the Republic of Suriname and UNICEF.

2. Justification:

The current Country Programme 2017-2021 between UNICEF and the Government of the Cooperative Republic of Guyana and the Republic of Suriname is in its last year of implementation. The office is preparing the next Country programme which will run from 2022 to 2026.

The UNICEF Guyana and Suriname Office is seeking to hire a reputable international consultant to undertake the development of the new Country Programme Document (CPD).

The new UNICEF Programme of Cooperation should respond to the priorities of the new Governments in both countries, as well as challenges underpinned by the COVID-19 Pandemic. The CPD is developed in sync with UN agencies working on the next United Nations Multi country Sustainable Development Framework (UNMSDF) for the Caribbean, the new UNICEF Strategic Plan 2022-2026 (pending) and “Agenda 2030 - Decade of action – SDGs”. It will be informed by the Situation Analysis of children and women, UN Common Country Analysis, the SDG Progress Report and the UNMSDF evaluation report. It will be equity-focused with a clear articulation of a theory of change for each priority outcome. Other critical aspects will include a focus on gender responsiveness as well as the mainstreaming of resilience and emergency response.

The International consultant will be recruited to assist with the entire process of developing the new Country Programme Document (CPD). This will allow for an independent and objective critique of the proposed strategic direction of the next country programme by a competent consultant with extensive experience and knowledge of UNICEF programming. Under the overall guidance of the Area Office Representative, and in close coordination with the Deputy Representative and the Programme Manager, the consultant will pull together the different pieces of information into a coherent equity-focused Country Programme Document. This will be done based on the new [CPD drafting guidelines](#), in close consultation with the Governments, development partners, civil society organizations, academia, beneficiaries, private sector and other related stakeholders including young population and children in both countries.

3. Purpose of the assignment:

The purpose of this consultancy is to write a coherent equity focused Programme Strategy Notes and Country Programme Document according to the latest guidance and aligned to national priorities and UNSDCF. This will include incorporating findings from the situation analysis, the common country assessments, national development plans, annual reports, as well as to write theories of change clearly articulated for each programme priority area.

The CPD, should be developed through the lens of social inclusion and will cover the following UNICEF Strategic Plan priority programme areas: **Every child survives and thrives; Every child learns; Every child is protected from violence and exploitation; Every child lives in a safe and clean environment and Every child has an equitable chance in life**, taking into account three UNICEF cross-cutting priorities: **Humanitarian action, Climate change and Gender Equality**.

4. Major Tasks to be accomplished:

Under the supervision of the Representative and in close coordination with the Deputy Representative and the Programme Manager, the international consultant will work with the M&E Specialists and Programme Staff in both countries. The key tasks include;

Review of relevant documents on the Situation Analysis of Women and Children in Guyana and Suriname (Current SitAn, 2019 MTR report, UN Common Country Assessment, UN MSDF evaluation report, gender review, conflict analyses, recommendations from human rights

treaty bodies and the Universal Periodic Review and other studies, research and evaluations conducted during the current programme).

- a. Facilitate and lead the consolidation of the key finding from the “Strategic Moments of Reflection” (SMR) with UNICEF Country staff and key Government stakeholder to validate Strategic Intent Memos.
- b. Undertake a series of consultations with key relevant stakeholders and partners.
- c. Support the development of the narrative of the Programme Strategy Notes and Theory of change formulation for each outcome/ priority area/ sector; and produce a concise next Programme Strategic Note.
- d. Using the standard CPD format and word limits, draft the new CPD that will be aligned to the UNMSDCF, national priorities, sector strategic plans and strategies, and UNICEF Strategic Plan as well as other global agenda for children and women (the document will also include the results and resources matrix and a costed evaluation plan).
- e. Prepare for, participate in and facilitate the high-level CPD validation workshop with Government and stakeholders.
- f. Finalize the 2022-2026 Country Programme Document incorporating inputs and comments from the validation workshop.

5. Methodology

UNICEF Guyana and Suriname will be following the updated [Procedure on the Development, Review and Approval of Country Programme Documentation \(FRG/PROCEDURE/2017/002\)](#). The UNICEF Guyana and Suriname Area Office (MCO) has already initiated activities to undertake the Situation Analyses in both countries, which involve extensive reviews with all stakeholders to identify levels of coverage of key interventions for each sector, identify bottlenecks and barriers for increased coverage, change in programme environment, identify new development priorities...

In addition, light Strategic Moments of Reflection (SMR) will be scheduled, aiming at consultation with diverse groups including experts, UN agencies, partners, donors, civil society organizations and private sector actors, in order to develop Programme Strategy Notes for each programme component/outcome of the new Country Programme, and to describe the multi-year strategies that UNICEF will pursue to achieve the results outlined in the new CPD (based on the new [CPD drafting guidelines](#)).

To ensure a participatory consultation process which is aligned with new corporate guidance, the international consultant will help facilitate the discussions on the development of CPD 2022-26, including the internal reflection meeting, the SMR (Strategic Moments of Reflection) as well as the CPD validation workshop, and other meetings if/when required. The role of the consultant will be to support programmes to develop the Theory of change and Programme strategy Notes, as well as all any supporting document needed for the formal submission of the CPD to the UNICEF Executive Board (including formal letters of endorsement by the Governments, etc). The Consultant will have a leading role in facilitating and organizing the key milestones of the CPD preparation process, liaising with other UN agencies, Resident Coordinators offices and other consultants working on evidence products (such as SitAn, CCA and UNMSDF Evaluation, and any other strategic documents from Government and development agencies).

6. Key expected Results/Deliverables and Indicative Workdays

No	Activities/ Tasks	Deliverables	No of Days	Timeline
Preparation and desk review				
1	Desk review and prepare an inception report with proposed work-plan based on the review of all CPD preparation related documents.	Inception report with proposed work-plan	4 days	By 5 th April, 2021
2	Work with Country Management Team in preparation for the SIM and PSNs validation workshop.	Report summarizing key findings from SMR	2 days	9-10 April 2021
Consolidation of key findings from the SMR and development of the CPD				
3	Facilitate and lead a “Strategic Moment of Reflection” (SMR) internally with UNICEF staff and Key Government stakeholders to validate Strategic Intent Memos and PSNs.	Report on SMR including draft PSNs	3 days	12-14 April, 2021
	Produce a concise next Programme Strategy Note following the narrative theory of change formulation for each outcome area,.	Strategy Notes	5 days	
4	Produce First Draft Country Programme Document (2022-2026) (narrative, plus results and resources framework, costed evaluation plan and final PSN).	First Draft CPD with annexes	10 days	15-30 May, 2021
5	Coordinate and Facilitate the high-level CPD validation meeting with Government and stakeholders.	ToR of the Meeting Meeting report	5 days	7-11 June, 2021
6	Produce Pre-Final Country Programme Document (2022-2026) (narrative, plus results and resources framework and costed evaluation plan) incorporating comments from the high-level validation workshop with the Government and Stakeholders and incorporating MSDF priorities.	Pre- Final CPD with annexes	9 days	30 June, 2021
7	Finalize Country Programme Document (2022-2026) based on comments from RO.	Final CPD with annexes	2 days	15 July, 2021
			40 Days	

7. Reporting

The consultant will report to the Representative and will work in close coordination with the Deputy Representative and the Programme Manager, M&E Specialists, LACRO Planning Advisor and other programme colleagues.

8. Budget, Payment terms and deliverables

The proposed consultancy requires a senior international consultant who has experience in developing CPDs, One UN Plans and related programme documents. The consultant is expected to be very familiar with UNICEF/UN standards for planning documents that are sent to the Executive Board for approval. The international consultant is also expected to have experience and familiarity of the

context of working in middle income countries. The recommended rate is senior P5 level for the qualified candidate.

Deliverables	Percentage of cost to be paid	Amount
Deliverables 1 and 2	30%	TBD
Deliverables 3, 4, and 5	70%	TBD
Total consultancy	100%	TBD

9. Conditions and procedures

- All payments will be based on successfully completed deliverables and must be within the contract agreement.
- Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office before Travel Authorization is issued.
- No consultant may travel without a signed travel authorization prior to the commencement of the journey to the duty station.
- Unless authorized, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health Statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.
- Consultants are provided a workstation but need to bring their own lap-top and other working tools.

10. Qualifications and Experience

The International consultant should meet the minimum following criteria:

Education: Master’s degree in social sciences, programme management, Demography, Economy or other relevant disciplines, with specialized training in areas such as social statistics, planning, monitoring and evaluation.

Experience:

- A minimum of 12 years of professional relevant experience and proven expertise with planning and development, including strong understanding of UN’s relevant Programming Guidelines on UNDAF/UNMSDF process, Gender Equality, Human Rights Based Programming (HRBP) approach, Capacity Development, Environmental Sustainability and Results Based Management (RBM)).
- Strategic thinking and influencing decision making.
- Strong writing and analytical skills for quality report writing (*sample of a recent analytical report will be requested*).
- UNICEF experience in CPD Development required, UN Senior management an added advantage.
- Previous experience in facilitating meetings with large number of participants, including experience virtual facilitating of meetings.
- Strong presentation and communication skills in English (fluency required).

- Strong coordination skills and ability to adhere to deadlines.
- Previous work experience with UNICEF in a similar capacity is an advantage.
- Familiarity with integrated programme design is required.
- Previous experience in linking CPD with the new UNDAF/UNMSDF will be a definite asset.

Other competencies:

- Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships with national partners.
- Demonstrated leadership, coordination and facilitation skills.