

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

TITLE	Technical support to UNICEF PMR section to prepare Country Office Annual Reporting (COAR) including the Country Office Summary Narrative and Results Assessment Module (RAM) reports.	
Requesting Section	PMR	
Type of engagement	Consultant	
Start/End date	11-Nov-24	28-Mar-25
Duration	4 months	
Duty Station	Remote	
Number of working days	44	
Terms of payment	Upon completion of each deliverable according to schedule	
Budget year	2024-2025	

Background:

Ukraine is the second-largest country in Europe, with an estimated population of 44 million prior to the escalation of the war with the Russian Federation. Ukraine is in the third year of the escalation of the full-scale war – a war which has eroded the progress made by Ukraine and reversed human development gains, causing significant civilian casualties, the largest mass displacement in Europe since World War II, and demographic shifts with dire implications for the country’s recovery and long-term development. As at March 2024, the UN verified that since the start of the war: 600 children in Ukraine have been killed and 1,357 have been injured, with explosive weapons causing 87 per cent of child casualties; 34 per cent of 6.5 million refugees are estimated to be children; 3.7 million people remain internally displaced in Ukraine; approximately 630,000 displaced children have returned to their place of origin; and approximately 700,000 children live in temporarily occupied areas along the front lines, experiencing intense shelling and severe constraints to basic needs (for further reference: [SitRep mid-year 2024](#)).

Additionally, UNICEF Ukraine is finalizing its cooperation cycle in 2024 and planning the new one for 2025. As a result, the Office is under high demand for producing plans and reports. Therefore, additional support is required for the end-of-year report to advance the compilation and editing tasks of the narrative versions prepared by various Programme Sections, including Field Offices. This support will help ensure the consistency and coherence of the report and facilitate writing that effectively highlights UCO’s results.

Purpose of Activity/Assignment:

Goal and Objective: Under the overall guidance of the Chief Planning, Monitoring, and Reporting of UNICEF Ukraine, the consultant will support UNICEF Ukraine in compiling, reviewing and copy editing the 2024 Country Office Annual Report, including the Country Office Summary Narrative and Results Assessment Module (RAM) reports, assuring the highest quality as per the UNICEF guidelines including the Style Guide.

Main Duties and Responsibilities:

1. Support UCO Sections and Field Offices in producing end-year narrative reports through guidance and organization in writing, with a focus on results.
 - Review the annual report guidelines.
 - Produce a timeline for each milestone.
 - Coordinate with PMR on actions and revisions for the various parts of the report, ensuring consistency and coherence.
2. Perform substantive writing and editing by:
 - Ensuring consistent style of writing and tone throughout the reports.
 - Correcting spelling, punctuation, grammar, and syntax mistakes and eliminating repetition and ensuring a concise way of writing.
 - Consolidate and produce a write-up based on content inputs and data provided by UNICEF Ukraine.
3. Results Assessment Module Reports (RAM)
 - Edit Results Assessment Module (RAM) reports from each section to ensure coherence and results are clearly and effectively articulated.
4. Country Office Summary Narrative Report
 - Compile, review and edit the draft inputs from Programme Sections, Field Offices, and Operations to produce the draft Summary Narrative.
 - The situational analysis section should be written based on the edited annual RAM reports and draft inputs from Programme Sections.
 - The Summary Narrative Report content should be in line with the global Specific Guidelines for Country Office Annual Reports.

Minimum requirements:	Education <i>[specify disciplines]</i>	Master's degree	An advanced, post-graduate University degree in social and behavioural science, statistics, sociology, public health, public governance, education, protection, or other related social science field.
	Professional experience <i>[number of years, relevant to the assignment, other specifics]</i>		<ul style="list-style-type: none"> • At least 10 years of work experience in a relevant field. Demonstrated experience with Human Rights Based Approach to Programming, Results-based Management (RBM). Experience of conducting Cross Sector support workshops and/or COAR development in UNICEF. Understanding of the most recent UNICEF guidance on the strategic planning processes. • Proven experience in writing analytical papers related to children’s rights issues/UNICEF programme documents and Strategy Briefs.
	Language	English	Proficient/Native [C2]
		Ukrainian	is an advantage
	Skills and competencies		<ul style="list-style-type: none"> • Strong analytical, organizational skills and conceptual thinking. • Ability to work under pressure, manage multiple tasks and commitment to work to tight timeframe and meet deadlines.

- Excellent communication and presentation skills.

Work assignment overview:

Deliverable	Deadline	# of w/days
Preparatory work in coordination with PMR section:		
Review the annual report guidelines and produce a timeline for each milestone	18 November 2024	5
RAM Outcome and Output reports:		
Support Sections in producing the First draft and compiling the various parts and inputs from sections.	12 December 2024	5
Comments provided on RAM Output and Outcome narrative reports	23 December 2024	3
Second draft Outcome and Output narrative reports produced	06 January 2025	4
Third draft Outcome and Output narrative reports	17 January 2025	4
Final copy-edited RAM Outcome/Output narrative reports	24 January 2025	5
Country Office Summary Narrative Report		
First draft Summary Narrative report	18 December 2024	4
Second draft Summary Narrative report	26 December 2024	3
Third draft Summary Narrative report	13 January 2025	3
Final draft Summary Narrative report	21 January 2025	3
Final copy-edited Summary Narrative report	27 January 2025	5
Sub-total:		44

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

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 Consultants. Consultants 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 selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.