

UNICEF Moldova

Terms of Reference

Individual Consultancy on Public Finance for Development of the National Action Plan for Gradual Implementation of the Sanitary and Hygiene Norms for Preschools

Duration and timeline: 20 working days (within a two-month period March –April 2018)

1. Background

UNICEF provided support to the Government in developing the Sanitary and Hygiene Norms for Preschools which were officially approved in November 2016. This normative act establishes sanitary norms common to all preschool institutions including community centers, irrespective of the type of ownership and affiliation.

Following to this, UNICEF has taken the commitment to support the development of a National Action Plan for gradual implementation of the Sanitary and Hygiene Norms for Preschools.

In this context, UNICEF is seeking an experienced financial expert to provide support to the Ministry of Education, Culture and Research (MECR) in developing and budgeting, in close coordination with other line ministries (Ministry of Finance (MF), Ministry of Health, Labour and Social Services (MHLSS)) an Action Plan for Gradual Implementation of the Sanitary and Hygiene Norms for Preschools. The Action plan will be aligned to the provision of the Sanitary and Hygiene Norms for Preschools.

2. Purpose of the assignment

The purpose of this individual consultancy is to provide quality technical advice and support to Ministry of Education in budgeting the activities of the Action Plan for Gradual Implementation of the Sanitary and Hygiene Norms for Preschools.

The Financial Expert will work in a team with an expert in education who will be hired by UNICEF separately.

The consultancy is expected to be carried out within a two months period, starting from March and ending in April 2018, with possibility of extension as required.

3. Objectives of the consultancy

The objectives of this individual consultancy will be:

- Participate in the initial consultations with relevant stakeholders (including but not limited to Ministry of Education, Culture and Research, Ministry of Finance and Ministry of Health, Labour and Social Services to agree on key steps for developing the Action Plan or Gradual Implementation of the Sanitary and Hygiene Norms for Preschools;
- Analyse the cost-effectiveness and affordability of planned initiatives in the Action Plan taking into consideration relevant line Ministries budget analysis and the overall analysis of the fiscal space for the two concerned Sectors – Education and Health;
- Through consultative process, involving key technical experts from Ministry of Finance and other line ministries, develop the itemized budget of the Action Plan.

4. Details of how the work should be delivered

To achieve the above-mentioned objectives, the selected consultant, in close consultation with the expert in education, with the Ministry of Finance, and under the guidance of UNICEF will:

- Familiarize with the Sanitary and Hygiene Norms for Preschools;
- Familiarize with Law no. 181 from 25.07.2014 on Public Finances and Fiscal Responsibilities of the Republic of Moldova, including key budgeting principles applied in the Republic of Moldova, the structure of the national public budget and intergovernmental relations and the budget process¹;
- Conduct budget analysis and public expenditure reviews of the budgets of Ministry of Education, Culture and Research and Ministry of Health, Labour and Social Services, including revenue and expenditures review of the State Social Insurance Fund and the compulsory Health Insurance Fund. Timeframe of budget analysis will be defined in consultation with Ministry of Finance and line ministries. Only budget lines relevant to interventions outlined in the Action Plan for Gradual Implementation of the Sanitary and Hygiene Norms for Preschools will be analysed. As required (to be decided in consultation with stakeholders), selected local level budgets will be analysed as well;
- In view of the budgetary analysis, analyse the cost-effectiveness and affordability of the planned initiatives of the Action Plan, taking into consideration the fiscal space available;
- Through a consultative process, involving key technical experts from Ministry of Finance and other line ministries, cost all activities of the Action Plan;
- Participate in consultations and participatory meetings with national and local stakeholders;
- Participate in the validation workshop and based on received inputs from UNICEF and other stakeholders, finalize the budgeting of the Action Plan.

The work of the consultant will start once the first draft of the Action Plan for Gradual Implementation of the Sanitary and Hygiene Norms for Preschools is developed. The Consultant will report to UNICEF.

Monthly meeting with UNICEF will ensure quality control and will provide relevant technical and programmatic recommendations to the process and the Action Plan.

¹ Ministry of Finance, <http://www.mf.gov.md/node/10455> ,
<http://demo.weblex.md/item/view/iddbtype/1/id/LPLP20140725181/specialview/1#A5>

5. Deliverables and delivery dates

Nr.	Activity	Deliverables	Timeline*
1.	Familiarize with the Sanitary and Hygiene Norms for Preschools and Draft Action Plan and with Law no. 181 from 25.07.2014 on Public Finances and Fiscal Responsibilities. Consultation with stakeholders	Proposed approach to budgeting and costing of the Action plan submitted to UNICEF (inception report)	4 working days
2.	Conduct budget analysis of the budgets of Ministry of Education, Culture and Research and Ministry of Health, Labour and Social Services, State Social Insurance Fund, the compulsory Health Insurance Fund and fiscal space	Budget Analyses report submitted to UNICEF	5 working days
3.	Analyse the cost-effectiveness and affordability of the planned initiatives of the Action Plan	Cost effectiveness report (narrative paper) submitted to UNICEF	2 working days
4.	Through a consultative process budget the first draft of the Action Plan	First Draft budget of the Action Plan submitted to UNICEF	5 working days
5.	Revise the budget based on the recommendations received from UNICEF and other stakeholders	Second draft budget of the Action Plan submitted to UNICEF	2 working days
6.	Participate in the validation workshop at national level	Consolidated brief paper from validation workshop submitted to UNICEF	1 working day
7.	Incorporate final amendments based on validation workshop recommendations as required	Final draft budget of the Action Plan in Word and Excel format submitted to UNICEF.	1 working day
	TOTAL:		20 working days

** Exact deadlines will be mutually agreed upon contract signature.*

6. Reporting requirements

The consultant will report to the ECD Officer, who will regularly communicate with the consultant and provide feedback and guidance on his/her performance and all other necessary support so to achieve objectives of the consultancy, as well as remain aware of any upcoming issues related to consultant's performance and quality of work.

All activities and deliverables undertaken by the consultant shall be discussed and planned in consultation with UNICEF. The consultant is expected to deliver each component of the work plan electronically (in Word and Excel formats), in Romanian. At each stage, the deliverable shall be sent to the ECD Officer by E-mail, with the Deputy Representative in copy.

7. Performance indicators for evaluation of results:

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in the 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.

8. Qualifications and experience

- Advanced University Degree in Finance, Economics or related field. Accountancy or another professional financial qualification would also be desirable;
- Minimum of 7 years of relevant professional experience in budgeting governmental social sectors policies or programs. Budgeting of parenting governmental programs is an asset;
- Experience of influencing and negotiating with senior government officials and staff of international aid agencies will be an asset;
- Experience in working with the Government of Moldova and/or UNICEF or other UN Agencies will be an asset;
- Excellent command of Romanian or Russian, both oral and written;
- Working knowledge of English is a minimum, good command of English is a strong asset, both oral and written.

9. Content of technical proposal

- Relevant experience with similar type of assignments (max 300 words)
- Proposed approach and methodology (max 1500 words), including:
 - Timeline and milestones
 - Risk and mitigation measures
 - Ethical considerations and how the consultant will address them
- Annex: Short sample or links to related work previously conducted by the consultant

In addition, please provide your *Curriculum Vitae*.

10. Content of financial proposal

The applicant should fill in the Financial Offer Template and specify the all-inclusive consultancy fee, per day of work, requested for the tasks described in the Terms of Reference, in MDL.

Other expenses directly related to the ToR assignments and deliverables such as: (translation/interpretation costs, local transportation etc.) may be included in the financial offer unless specified that UNICEF will cover them separately (see paragraph 14 and 15 below).

If not provided by ToR, UNICEF will not reimburse costs not directly related to the assignment. The contract will not allow payment of off-hours, medical insurance, taxes, and sick leave.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet deadlines

11. Payment schedule

The payment will be done in tranches, according to the following schedule. All deliverables must be delivered on time and to the satisfaction of UNICEF Moldova.

Deliverable (delivered according to the timeline agreed upon with UNICEF)	Proportion of payment
Inception report	20%
Budget analysis, cost effectiveness reports and simulation models	20%
Draft 1 of the budgeted Action Plan	20%
Final version of the budgeted Action Plan.	40%

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered for failure to meet deadlines.

12. Definition of supervisory arrangements

The specialist will work under the oversight of ECD Officer of UNICEF Moldova. Payments will be rendered upon successful completion of each task, as per the schedule outlined above.

13. Work location and official travel involved

The work will require local travels in order to participate in consultative workshops in a mutually agreed location. The consultant is expected to cover costs, arrange and schedule such visits, including transportation. The UNICEF office will facilitate introductions to key informants.

Travel costs not actually incurred due to travel cancellation, delays, contract termination or modification are subject to deduction from final contract amount.

14. Support provided by UNICEF

UNICEF will regularly communicate with the specialist 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. UNICEF will provide an initial package of relevant documents and available research, and an initial list of relevant experts and counterparts to work with. UNICEF will also request relevant data – as agreed upon with the consultant – from relevant government counterparts.

15. Ethical considerations

The Contractor will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines². The Contractor should be sensitive to beliefs, manners and customs and act with integrity and honesty while interacting with stakeholders and beneficiaries. Furthermore, the Contractor should protect the anonymity and confidentiality of individual information. All participants should be informed about the context and purpose of the assignment, as well as about the confidentiality of the information shared. The Contractor is allowed to use documents and information provided only for the tasks related to these terms of reference.

² UNEG Guidelines <http://www.uneval.org/document/detail/102>