

ANNEX 3 – TOR TEMPLATE

TERMS OF REFERENCE

Purpose of the Assignment: Consultancy to write a Child Poverty in Mozambique 2018 Report

Section Submitting: SPEAR

Purpose and Objective:

As part of UNICEF's continued efforts to generate quality evidence on child poverty and disparities, and in light of SDG 1.2 "By 2030, half the proportion of men, women and children living in poverty in all its dimensions, according to national definitions," UNICEF Mozambique has undertaken a comprehensive Child Poverty Study in collaboration with the Ministry of Economy and Finance (MEF) and other key stakeholders. A new Child Poverty in Mozambique Report (2018) will adopt a multidimensional approach to measure child poverty recognizing the complex and intertwined relationship between the lack of income and child and adolescent well-being. Its goal is to further understand how and where children are experiencing multidimensional poverty to allow a more nuanced set of policy responses through national poverty-reduction strategies.

UNICEF Mozambique has championed comprehensive child poverty assessments in the country for over a decade. The first attempt to assess the prevalence of child poverty, as a concept distinct from adult poverty, was carried out by UNICEF CO in 2006. The most recent 2010 Child Poverty and Disparities Report, which utilized Multiple Indicator Cluster Survey (MICS) 2008, the Household Budget Survey (IOF) 2008/2009, and the 2009 National Child Mortality Study, gave an overview of child poverty in the context of a broader socio-economic trends. It highlighted problems and trends related to health, education, child protection, gender equality and HIV/AIDs. It also identified geographic disparities as a persistent issue affecting the majority of child related indicators.

The Child Poverty in Mozambique 2018 Report (hereinafter 'the CP report') will present the monetary and multidimensional child poverty analysis based on a series of background papers produced by UNICEF Mozambique in collaboration with the United Nations University (UNU-WIDER) and UNICEF Office of Research – Innocenti. Drawing on the most recent Household Budget Survey (IOF 2014/2015) it will look into prevalence, intensity and change over time in child poverty in Mozambique using the Multidimensional Poverty Index (MPI) and the Multidimensional Overlapping Deprivation Analysis (MODA). It will also draw on the complementary analysis related to the drivers of child-marriage and child malnutrition in the country. The report also will take stock of other ongoing and most recently research completed in Mozambique including qualitative data collected from adolescents under the Adolescent - led Situation Analysis. Finally, it will discuss the effectiveness of social protection policies in reducing child poverty in the country. Importantly, the report will contextualize the findings in the light of changed political and socio-economic landscape of the country due to 2016 Financial Crises and its consequences for the public finance for children.

The overall purpose of the consultancy is to write the CP report drawing on the background research described above. In this task the consultant ('the report writer') will ensure the CP report retains the technical rigor of the analysis while conveying key findings in a communication style accessible to policy makers, academics, media and general public. The writer will also be responsible for producing an executive summary of the CP Report, thematic briefs and other communication materials associated with the report launch.

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1. Methodology and Technical Approach:

The consultancy will be based on the desk review of already produced background working papers and drafts with completed statistical analysis. Further literature review conducted by the consultant is required to provide a contextual background on the current socio-economic situation of Mozambique (post 2016) and its relevance to child well-being. UNICEF Mozambique CO, Social Policy Evaluation and Research (SPEAR) team will provide the consultant with the above-mentioned data and assist a consultant with sourcing other national documents as requested.

2. Activities and Tasks:

The consultancy includes the following activities, to be carried out in collaboration with the UNICEF Mozambique Social Policy Evaluation and Research (SPEAR) and its partners:

- a) To study the background analysis developed by the research teams and their collaborators, including literature review on the topic, to identify gaps that may affect a presentation of the material, to draw up a skeleton plan for the layout and flow of content of the report, hereinafter referred to as the CP report 'outline'.
- b) To draft the main text of the Report in English (approx. 33, 000 words) including thematic boxes, graphs and tables. Verify consistencies across analytical context and suggest improvements on the technical context if necessary.
- c) To present the first draft of the report to UNICEF and its partners such as the Ministry of Economy and Finance (MEF) within the advisory group meeting (two-day field trip to Maputo, Mozambique).
- d) To revise the text and tables to reflect comments received from UNICEF Mozambique CO, donors, government and research partners.
- e) To copy edit and proofread all text, boxes, text figures including acknowledgements, sources and notes in consistent style (English).
- f) To provide support materials for the Report launch: summary, short thematic briefs, Q&A sheet (English or Portuguese).

3. Deliverables and Payments:

In dialogue with the UNICEF Mozambique Social Policy Evaluation and Research (SPEAR) team, the consultant will be responsible for delivering the following key-tasks, within an agreed timeframe between May 2018 and September 2018.

Deliverable 1

Delivery timeframe: **30 May, 2018**

Deliverable/product(s): An outline of the CP report is submitted for the discussion with UNICEF Mozambique CO Social Policy Evaluation and Research (SPEAR) team.

Payment n.1: 5% of the total cost USD

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Deliverable 2

Delivery timeframe: **30 June, 2018**

Deliverable/product(s): The first draft of the CP report text including textboxes, charts, and tables is completed.

Payment n.1: 20% of the total cost USD

Deliverable 3

Delivery timeframe: **31st of July**

Deliverable/product(s): The second draft incorporating comments and suggestions received under the internal review, carried out by UNICEF Mozambique CO, is completed.

Payment n.1: 20% of the total cost USD

Deliverable 4

Delivery timeframe: **15th August**

Deliverable/product(s): Complementary communication materials are finalized: Q&A, thematic briefs as requested.

Payment n.1: 20% of the total cost USD

Deliverable 6

Delivery timeframe: **3rd September 2018**

Deliverable/product(s): The text of the CP report is finalized and proofread.

Payment n.1: 15% of the total cost USD

Payments will be processed upon acceptance of the corresponding deliverable and against an invoice that will make reference to the contract and deliverable number. Payments will be approved by the respective section chief.

The consultants' fee may be reduced if the assignments/deliverables are not fulfilled to the required standard. In a case of serious dissatisfaction with the consultants' performance the contract may be terminated in line with UNICEF procedure in such matters.

4. Management and Supervision:

The consultant will work under the direct supervision of the Research and Evaluation Specialist, SPEAR section and in consultation with thematic sections of UNICEF Mozambique CO. Additional guidance will be provided by the SPEAR section chief and UNICEF Mozambique's senior management. The Consultant will work at his/her home base, in regular electronic and skype consultations with the Supervisor and other consultants concerned with the project. The consultant is responsible for all aspects of the work to ensure timely delivery of the CP report text in English. UNICEF Mozambique CO will provide a consultant with the UNICEF Style guide.

The text will be reviewed and finalized based on comments to be provided by internal and external reviewers, and upon discussion with UNICEF Mozambique Country Office. The report will be identified as institutionally authored by UNICEF Mozambique CO. The contribution of the consultant ('writer') will be acknowledged in the 'acknowledgement section' of the CP report.

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Proposed timeline of the consultancy:

15 May – 16 May 2018

Inception skype call of the consultant with the SPEAR team to discuss the scope, clarify the CP report objectives and audience.

15 May – 31 May 2018

Consultant reviews the background research, conducts additional desk review on the topic, prepares an outline of the Report for the discussion with UNICEF Mozambique CO.

31 May 2018

Skype call with the Research and Evaluation Specialist, Chief of SPEAR and UNICEF colleagues to discuss and agree on the Report outline.

1 June - 30 June 2018

Consultant prepares the first draft of the Report including corresponding text, preliminary textboxes, charts, and tables.

1 July – 6 July 2018

Technical advisory meeting with UNICEF, MEF and other partners in Maputo to present the first draft of the report.

1 July - 13 July 2018

Internal review process of the Report text (carried out by UNICEF Mozambique CO with inputs received at the technical group meeting).

14 July - 31 July 2018

Consultant prepares the second draft of the Report including the executive summary for the review by UNICEF and its key counterparts.

1 August – 15 August 2018

Review of the second draft by UNICEF and its key partners. Consultant prepares communication launch materials: Q&A, thematic briefs as requested.

15 August – 15 September 2018

The consultant incorporates comments and changes in the final draft and proof-reads the text. Supports the production of communication products.

5. Qualifications and Specialized Knowledge:

Academic qualifications:

- At least a Masters' degree in Journalism, English literature, Communication, Development or related subjects.

Work experience:

- At least 8 years of relevant work experience in writing, editing and/or research in areas of child well-being, poverty and broader socio-economic issues.
- Prior experience and successful record in producing high profile publications for UN or International Organizations focused on child well-being is considered a key asset.

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Specific knowledge, competencies and skills required

- (1) High quality analytical and writing skills (in English) with experience of communicating research for the purpose of wider advocacy on behalf of children.
- (2) Good understanding of statistical evidence and technical language related to multidimensional poverty analysis.
- (3) Familiarity with the key issues, policy debates and technical content relevant for child poverty, deprivation and relevant socio-economic issues.
- (4) Familiarity with key issues affecting child well-being in South-East Africa and Mozambique.

Language skills:

English. Knowledge of Portuguese language is an asset.

6. In-country Travel.

One field trip (tentative two full days) to present and discuss the first draft of the report at the technical advisory meeting in Maputo during the first week of July.

Travel will be organized by UNICEF through a Travel Authorization per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

7. Evaluation Criteria

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV, cover letter and writing samples, indicate their all-inclusive fees for the services to be provided. The office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time. The technical evaluation criteria are stipulated below.

Item	Technical Criteria/Qualifications	Max. Points
1	Education	20
	Graduate degree in the relevant field (Journalism, English literature, Communication, Development or similar).	20
2	Experience	30
	Minimum 8-year experience in the related field (writing, research, editing)	10
	Proven record of high-profile flagship publications produced for non-governmental or UN organisations	10
	Proven record of communicating technical (quantitative) analysis to a wider audience	20
3	Technical Skills and Knowledge	30
	High quality analytical and writing skills (in English) as proven by writing samples	10
	Range and depth of knowledge related to the CPR topic (child poverty and well-being)	10
	Range and depth of knowledge of the situation of children in Mozambique and South-East Africa	10
	Total Technical Score	80
	Minimum Technical for pass to financial assessment	60
	<i>Only those candidates meeting the minimum technical score will be eligible for further review.</i>	

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8. Remarks:

The prospective candidates are expected to submit an expression of interest (cover letter) as well as one or two the most recent and relevant writing samples. The candidate are also asked to submit their financial proposal (daily rate and estimate cost per assignment).