

## TERMS OF REFERENCE

### UNICEF-Kyrgyzstan Country Programme Management Plan 2018-2022

Programme Title:	Research, Monitoring & Evaluation
Services Title:	UNICEF-Kyrgyzstan Country Programme Management Plan 2018-2022
Consultancy Mode:	National <input type="checkbox"/> International <input checked="" type="checkbox"/>
Type of Contract :	Consultant <input type="checkbox"/> Individual Contractor <input checked="" type="checkbox"/> Institutional <input type="checkbox"/>
Mode of Selection :	Competitive <input checked="" type="checkbox"/> Single Source <input type="checkbox"/>
Duration of Contract :	From: 15 June 2017 To: 15 August 2017

#### Goal of consultancy

To assist the Country Office for preparing a high quality Country Programme Management Plan (CPMP) 2018-2022 based on the new Country Programme Document (CPD) 2018-2022

#### Background

A current Country Programme of Cooperation between the Government of the Kyrgyz Republic (GOK) and UNICEF covers the period of 2012-2017.

UNDAF Strategic Prioritization Retreat was held (on 1-2 November 2016) to achieve an agreement among UN agencies and with the Government of Kyrgyzstan on the thrust and goals of development assistance provided by the UN in 2018-2022. The UNDAF development process was informed by the Common Country Assessment and UNDAF evaluation commissioned by the UN RC Office in 2016. Agreed UNDAF document, including Outcomes and Results & Resources Framework is to be signed these days by the GOK.

An evaluation of the current UNICEF Country Programme was carried out in 2016. The evaluation covered most of the programme cycle implementation period, from commencement (2012) to the end of 2015. The evaluation had assessed the relevance, effectiveness, efficiency, impact and sustainability of the strategies adopted to achieve Country Programme results. Recommendations and guidance for the strategic planning for the next program cycle, based on the lessons learned and achievements of the current CP, were provided.

Based on the UNDAF provisions and UNICEF Country Programme evaluation findings and recommendations, Country Office started preparation for the next five-year programme cycle by developing Programme Strategy Notes (SN, or Strategy Notes) to inform the CPD 2018-2022 and its Results and Resources Framework (RRF). Strategy Notes were finalized in February 2017, and then CPD and RRF were developed and submitted to the UNICEF Regional Office in May 2017.

Now Country Office have to prepare CPMP to set management results, standards and performance indicators for efficient management of the CP implementation. The CPMP, as a strategic five-year

planning document, links the CO structure and resources with the structure, budget and key results of the country programme.

#### **Work Assignment:**

Under general supervision of the Deputy Representative, in consultations with the Representative, the consultant is expected to draft a quality CPMP 2018-2022 and to assist the CO to make a flawless submission to PBR by the Regional Office.

The office will share all the relevant documents to be reviewed by the consultant and will have constant email and skype interaction for further clarity on the work and the supporting documents. A few conference calls are planned with the consultant for discussing the overall strategic directions and other emerging issues.

The consultant will need to come to the country to conduct a workshop with the CO staff. In the course of workshop, consultant will facilitate the work to identify the technical areas required for the new Country programme 2018-2022.

After the workshop, in consultations with the Representative and Operations Manager, the consultant is expected to review and edit the draft CPMP prepared by the CO.

#### **Specific Activities**

In consultation and collaboration with the UNICEF-Kyrgyzstan Country Office, the consultant will be responsible for the following activities:

- Desk Review of key documents, including:
  - UNICEF-Kyrgyzstan Programme Strategy Notes
  - Draft UNICEF-Kyrgyzstan CPD 2018-2022
  - UNDAF 2018-2022 document and annexes
  - Common Country Assessment and UNDAF 2012-2016 evaluation reports
  - Country Programme Evaluation report
  - UNICEF-Kyrgyzstan SitAn key considerations and findings;
- Provide advice and technical guidance on the formulation of the quality Country Programme Management Plan for the next programme cycle;
- Facilitate a workshop with the CO staff to the areas of competencies which the new Country programme require;
- Critically consolidate all suggestions and feedbacks and prepare a quality Country Programme Management Plan (in line with UNICEF formal requirements to the document) and close consultation with the CO management.

#### **Deliverables:**

- 1) Facilitated workshop and draft CO organizational structure with competencies required
- 2) Finalized CPMP 2018-2022

#### **Qualification or specialized knowledge/experience**

- Education: Master degree in Social Science or equivalent

- **Work Experience:** 15 years of experience in managing development programmes. At least 10 years in senior management capacity, preferably in a mix of RO or HQ-based and country-based positions. Documented experience in change management, and as head of office.
- **Special skills:** Solid experience with UNICEF policy and procedure, preferably in a mix of programme and operations functions. Institutional knowledge of the UN and UNICEF systems and processes;
- **Competencies:** Very good analytical skills in relation to development challenges and relevant transformation processes; very competent in conceptualizing complex management challenges; excellent writing skills

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#### **Reporting Line**

The consultant will report directly to the Deputy Representative in the UNICEF Country Office.

#### **Duty Station and Official Travel Involved**

Bishkek, Kyrgyzstan

The consultant is expected to spend approximately a week in Kyrgyzstan to conduct a workshop with programme staff. For this official travel the contractor will be paid daily subsistence allowance (DSA) for Kyrgyzstan which shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC). Travel paid by UNICEF in advance, and travel costs reimbursed after travel, shall be based on economy class travel, regardless of the length of travel, subject to exceptional approval of business class travel by the Head of Office/ Division Director, for example for medicals reasons when certified by UN Medical Services in New York.

#### **Terms of Payment, Duration of contract and Fees:**

UNICEF CO will issue an individual contract upon agreed assignment and budget. The estimated duration of work is 15 working days within the period of 15 June – 15 August 2017.

Consultant is to indicate their daily fee for the services to be provided. The fees payable to a consultant shall follow the "best value for money" principle, i.e., achieving the desired outcome at the lowest possible fee. A lump sum fee will be paid in upon satisfactory performance of the service. This contract does not allow payment of off-hours, medical insurances, taxes, sick leave.

The service provider will be paid upon for submission of the successfully completed evaluability assessment. 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.

**Performance indicators**

The service provider's performance will be evaluated against the following criteria: timeliness, responsibility, initiative, communication, and quality of the deliverables (See the above section Deliverables).

**Source of funding**

Contract will be charged from UNICEF Non-Grant GC funds