

Terms of Reference

National Consultancy: Social Assistance Advisor within the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY)

Contract modality: Consultant contract or Individual Contractor

Section: Policy and Public Finance for Children

Duty station: [Phnom Penh, Cambodia] , home-based , or hybrid

Duration: 11.50 months, from 1 May 2022 to 15 April 2023

1. Background

The Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) has implemented the Cash Transfer Programme for Pregnant women and Children under Two, launched in mid-2019. The Cash Transfer Programme for the Poor and Vulnerable households affected by covid-19 was launched mid – 2020 through digitization system of the programmes’s Management Information System (MIS), with the provincial department of MoSVY (P-DoSVY) and communes included in the updating, management and use of the MIS.

With the recent approval of the Family Package concept note by the Executive Committee for the National Social Protection Councils to integrate four cash transfer programmes, the Cash Transfer Programme for Pregnant Women and Children under Two, the Cash Transfer programme for Elderly people, the Cash transfer programme for persons with disabilities, and the scholarship programme, MoSVY will be the lead implementing ministry of the Family Package.

In addition, in late 2019, the Sub-Committee on Social Assistance, an assisting body of the Steering Committee of the National Council for Social Protection was created with a secretariat established at the Ministry of Social Affairs, Veterans, and Youth Rehabilitation. The sub-committee on social assistance’s role is leading and coordinating technical work to support the functioning of the Steering Committee with a special emphasis on coordinating the implementation of social assistance programs consistent with Social Protection policy, including coordination of the process of designing the Family Package Framework and the new planned establishment of “National Social Assistance Fund, NSAF” for coordination the implementation and monitoring of the programme.

In order to timely prepare for rolling-out of the Family Package Programme and the functioning of the NSAF, there is a strong need for timely placement of a Social Assistance Advisor to develop operational manuals for Family Package and its plan for rolling out training to relevant implementing officials at sub-national levels, development of required regulations for family package and NSAF, including new Prakas and Decisions as well as communication materials for the family packages.

2. Purpose

The purpose of this consultancy is to provide technical and advisory support to MoSVY for operationalization of the core cash transfer programmes of the family package and the National Social Assistance Fund as well as coordination with key stakeholders and technical support to the social assistance sub-committee and building capacity of the MoSVY team.

3. Work Assignment

The key assignments for the consultancy include:

- Prepare workplan for completing assignments, including dates, resources, dependencies and a plan for communications/issue resolution to all team members and the management team of MoSVY.

- Review relevant documents including but not limited to
 - Family Package Programme Design Framework
 - Cash transfer programme for pregnant women and children under 2 years
 - Monitoring and Evaluation Framework of Cash transfer programme for pregnant women and children under 2 years
 - Sub-decree on establishment of Social Assistance Sub-Committee
 - Sub-decree on establishment of National Social Assistance Fund
- Develop an Operational Manual for the Family Package Programme
- Draft policy and legal documents in relation to roll-out of the Family Package Programme
- Develop capacity building plan for rolling out the Family Package Programme
- Develop communication material for the Family Package
- Develop BCC programme for CTP-PWYC and the Family Package
- Draft legal documents and decisions for functioning of the National Social Assistance Fund
- Build capacity of MoSVY on Operational Manual for the Family Package Management and Implementation
- Prepare final report on Social Protection Training roll-out
- Provide capacity building to MoSVY IT team on operational of the Family Package for inputs in designing integrated delivery system of the family package.
- Provide capacity building to MoSVY M&E and Capacity Building team

4. Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO

If YES, check all that apply:

- **Direct contact role** YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

- **Child data role** YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

5. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

- Academic qualification at the Master’s level in the relevant fields such as social sciences, political science, economics etc.
- At least 3 years of professional experience working with government institutions in Cambodia providing advisory roles in policy formulation and inter-ministerial coordination
- Proven experience with design and/or implementation of social assistance programmes

Knowledge and Skills

- Demonstrated knowledge Social Protection, particularly social assistance
- Proven knowledge and understanding of the Cambodian context
- Excellent management, interpersonal, planning and coordination skills

- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships

Competencies

- Drive for results
- Applying technical expertise
- Communication
- Working with people

Languages

- Fluency in spoken and written Khmer and English

6. Location

The consultant is expected to work in country and full-time and be based in the MoSVY Office. Travel to Battambang, Banteay Meanchey, Kampot, Kampong Cham, Mondulhiri, Siem Reap, and Stung Treng provinces for a total of 50 days is anticipated during the contract duration.

7. Duration

The consultant is expected to work for a period of 11.5 months (239 working days), with an expected starting date of 1 May 2022 until 15 June 2023. The indicative schedule of the work assignments with specific timelines is mentioned in “8. Deliverables.”

8. Deliverables

The indicative schedules of the work assignments with specific timelines are in the below table:

<i>Deliverables and descriptions</i>	<i>Number of working days</i>	<i>Due date</i>
<p><u>Deliverable 1: Report on Workplan for completing assignments</u></p> <p>1.1. Monthly Work Plan for delivery 1(maximum two pages) 1.2. Progress report (maximum three pages):</p> <ul style="list-style-type: none"> • Report on Workplan for completing assignment • Report on draft Operational Manual for Family Package • Report on SA Sub-Committee consultation on OM • Report on draft summary Operational Manual for Family Package for inputs for IT team to design integrated delivery system <p>Report on final booklet and leaflet for BCC for CTP-PWYC</p>	20 days	By May 30, 2022
<p><u>Deliverable 2: Report on Family Package Operational Manual Consultation, Social Protection Training Package and Covid-19 Vaccination follow up.</u></p> <p>2.1. Monthly Work Plan for delivery 1(maximum two pages) 2.2. Progress report (maximum three pages):</p> <ul style="list-style-type: none"> • Report on training plan for CCWC on BCC-PWYC • Report on documentation of operational manual consultation meeting with internal MoSVY and SNA and plan for inter-ministerial consultation 	21 days	By June 30, 2022

<ul style="list-style-type: none"> Report on draft legal documents for the Family Package and NSAF Final report on SP training package roll-out 		
<p><u>Deliverable 3: Report on Family Package Operational Manual Consultation and legal documents</u></p> <p>3.1. Monthly Work Plan for delivery 1(maximum two pages)</p> <p>3.2. Progress report (maximum three pages):</p> <ul style="list-style-type: none"> Report on the implementation of BCC CTP-PWYC training plan for CCWC Report on final Operational Manual for approval by MoSVY Report on documentation of inter-ministerial consultation meeting of relevant Prakas for family package and NSAF 	21 days	By July 31, 2022
<p><u>Deliverable 4: Report on Family Package Operational Manual Consultation and legal documents</u></p> <p>4.1. Monthly Work Plan for delivery 1(maximum two pages)</p> <p>4.2. Progress report (maximum three pages):</p> <ul style="list-style-type: none"> Final report on implementation of BCC CTP-PWYC training plan Report on training materials (presentation, videos, etc.) for roll-out the implementation of the Family Package, including SOP for establishment of provincial helpdesk to address at provincial level Report on Roll-out training plan for Operational Manual and integrated delivery system Report on draft NSAF's SoP for the implementation of the Family Package 	21 days	By August 31, 2022
<p><u>Deliverable 5: Report on the training materials and communication material for roll-out the implementation of the Family Package</u></p> <p>5.1. Monthly Work Plan for delivery 1(maximum two pages)</p> <p>5.2. Progress report (maximum three pages):</p> <ul style="list-style-type: none"> Report on draft communication materials for roll-out the Family Package Programme Report on final NSAF's SOP for implementation of the Family Package Report on final training plan and schedules for roll-out training 	22 days	By September 30, 2022
<p><u>Deliverable 6: Report on the implementation Training Plan for national level</u></p> <p>6.1. Monthly Work Plan for delivery 1(maximum two pages)</p> <p>6.2. Progress report (maximum three pages):</p> <ul style="list-style-type: none"> Report on final products of communication materials for roll-out the Family Package Programme Report on status of implementation of training plan, conducting training for national level Report on training session plan for trainers Report on coaching MoSVY team to conduct quality trainings and use of training session plan 	16 days	By October 31, 2022
<p><u>Deliverable 7: Report on the implementation of roll-out training plan for provincial and district levels</u></p>	21 days	By November 30, 2022

<p>7.1. Monthly Work Plan for delivery 1(maximum two pages)</p> <p>7.2. Progress report (maximum three pages):</p> <ul style="list-style-type: none"> • Report on status of implementation of training plan at provincial and district level • Report on coaching MoSVY team to monitor and coaching to provincial trainers and use of training session plan 		
<p><u>Deliverable 8: Report on the implementation of roll-out training plan for commune/sangkat programme focal points</u></p> <p>8.1. Monthly Work Plan for delivery 1(maximum two pages)</p> <p>8.2. Progress report (maximum three pages):</p> <ul style="list-style-type: none"> • Report on status of implementation of training plan for communes/sangkat focal points • Report on coaching MoSVY team to monitor and coaching to provincial trainers and use of training session plan 	19 days	By December 30, 2022
<p><u>Deliverable 9: Report on the implementation of roll-out training plan for commune/sangkat programme focal points</u></p> <p>9.1. Monthly Work Plan for delivery 1(maximum two pages)</p> <p>9.2. Progress report (maximum three pages):</p> <ul style="list-style-type: none"> • Report on status of implementation of training plan for communes/sangkat focal points • Report on coaching MoSVY team to monitor and coaching to provincial trainers and use of training session plan 	19 days	By January 31, 2023
<p><u>Deliverable 10: Report on the implementation of roll-out training plan for commune/sangkat programme focal points</u></p> <p>10.1. Monthly Work Plan for delivery 1(maximum two pages)</p> <p>10.2. Progress report (maximum three pages):</p> <ul style="list-style-type: none"> • Report on status of implementation of training plan for communes/sangkat focal points • Report on coaching MoSVY team to monitor and coaching to provincial trainers and use of training session plan 	17 days	By February 28, 2023
<p><u>Deliverable 11: Report on the implementation of roll-out training plan for commune/sangkat programme focal points</u></p> <p>11.1. Monthly Work Plan for delivery 1(maximum two pages)</p> <p>11.2. Progress report (maximum three pages):</p> <ul style="list-style-type: none"> • Report on status of implementation of training plan for communes/sangkat focal points • Report on coaching MoSVY team to monitor and coaching to provincial trainers and use of training session plan 	18 days	By March 31, 2023
<p><u>Deliverable 12: Report on the implementation status of the MIS</u></p> <p>12.1. Final report of the assignments</p> <p>12.2. Report on coaching sessions for supporting the roll-out of family package</p> <p>12.3. Final handover notes with key follow up actions and classification all files by folders</p>	24 days	By April 15, 2023
TOTAL	239 days	

9. Reporting Requirements

This assignment requires the Consultant to produce work plans for each deliverable output and progress reports (maximum three pages) in English against the above objectives and activity plan and submit them to MoSVY and UNICEF.

10. Payment Schedule linked to deliverables

Payment terms in relation to key deliverables are specified in “Deliverables section”. The payment is made on deliverable output basis upon the submission and approval of the progress report and workplan of the following deliverable output.

Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment:

- 8% upon satisfactory completion of deliverable 1
- 9% upon satisfactory completion of deliverable 2
- 9% upon satisfactory completion of deliverable 3
- 9% upon satisfactory completion of deliverable 4
- 9% upon satisfactory completion of deliverable 5
- 7% upon satisfactory completion of deliverable 6
- 9% upon satisfactory completion of deliverable 7
- 8% upon satisfactory completion of deliverable 8
- 8% upon satisfactory completion of deliverable 9
- 7% upon satisfactory completion of deliverable 10
- 7% upon satisfactory completion of deliverable 11
- 10% upon satisfactory completion of deliverable 12

** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

11. Administrative Issues

The consultant shall be required to include the cost of in-country travel in the financial proposal. Travel cost shall be calculated based on economy class travel, regardless of the length of travel. Costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC). Access to UNICEF office and internet will be provided by UNICEF based on need and availability.

12. Contract supervisor

The consultant will work under the supervision of the Social Policy Specialist. Compliance with the ToR and timely delivery of the expected deliverables will be closely monitored. Upon completion of work assignments, the supervisor will evaluate the consultant’s work, certify relevant documents and process/follow-up on the payments.

13. Nature of ‘Penalty Clause’ to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

14. Submission of applications

Interested candidates are kindly requested to apply in and upload the following documents:

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including:
 - Consultancy daily/monthly fee
 - International travel to/from Cambodia (if applicable). The travel cost shall be based on the most direct and economy fare
 - In-country travel for 50 days, per-diem to cover lodging, meals and any other cost associated to take over the full assignment
 - Medical insurance (health and accidental death, medical evacuation) for the entire duration of the contract.

15. Assessment Criteria

a) Technical Qualification (max. 100 points) weight 70 %

- Academic qualification at the Master's level in the relevant fields (20 points)
- Professional experience in social protection, social assistance (50 points)
- Knowledge, skills, competencies and languages (30 points)

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technically qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The contract shall be awarded to a candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

A two-stage procedure shall be utilised in evaluating proposals, where the evaluation of the technical proposal will be completed prior to any price proposal being reviewed and compared. The templates for documenting the assessment are available in [link](#).

The Cumulative Analysis Method (weight combined score method) will be used for evaluation and selection in this process.

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- Knowledge, skills, competencies and languages (30 points)

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