

UNICEF Moldova

TERMS OF REFERENCE

Individual Consultancy

(Both national and international candidates are encouraged to apply)

Support to Knowledge Management efforts of Moldova Country office

Duration: 1 November 2018 – 30 January 2019 (three months, with possibility for extension)

Location: Home based (in case of international consultant) or office based (in case of national consultant)

Related to the following outputs of the Joint Government of Moldova/UNICEF Country Programme 2018-2022:

Outcome 3: Program Effectiveness

Country programme is efficiently designed, coordinated, managed and supported to meet quality programming standards in achieving results for children

Output 1: Programme Coordination

UNICEF staff and partners are provided guidance, tools and resources to effectively design and manage programmes

Indicators:

a/. Number of discussions ensuring mainstreaming of cross-sectoral issues in program results

c/. Percentage of UNICEF's KM products effectively used in quality program planning and monitoring (PRIME)

Output 4: Cross-sectoral approaches

Strategies to address cross-cutting issues related to child rights are developed and applied.

Indicator:

a/. Number of specific gender actions costed, implemented and reported

1. Background

In 2018, UNICEF Moldova started the implementation of its new 2018-2022 Country Programme of Cooperation with the Government of Moldova (GoM). The Country Program Management Plan (CPMP) identified knowledge management as key management strategy aiming to improving accountability of results and higher quality of programming through results-based management, monitoring and evaluation. The Country Program Document (CPD) stipulates that “knowledge generation and management will provide the necessary evidence for effective and efficient programming and implementation”.

In 2017 and 2018 UNICEF undertook a number of surveys and studies focused at ensuring additional evidence to support advocacy for policy reforms, support the better tailoring of program interventions aligned to the CPD Result and Resources Framework (RRF) and collecting baselines for the planned CPD results. Additionally, a number of cross-sectoral discussions were held in the office as well, bringing common understanding on complex

programmatic interventions requiring efforts from different sectors. UNICEF also took part in joint UN Country Team (UNCT) evidence creation efforts.

With the approaching of the year end, all these knowledge generation efforts will need to be further consolidated and incorporated in 2019 program implementation plans.

2. Purpose of the consultancy

The purpose of the consultancy is to support UNICEF Moldova Country office in consolidating and preparing comprehensive summaries of various key knowledge generation reports that will contribute to consolidation of evidence and incorporation of this evidence in various program planning and reporting processes, including in the Country Annual Reporting (COAR) process.

3. Objectives of the individual consultancy

The objective of the consultancy is to:

- a/. support finalisation of key research and studies, with particular focus on quality review and drafting of quality executive summaries;
- b/. prepare comprehensive summaries of key research documents with focus on key findings and recommendations;
- c/. support the development of a roster of national consultants from a list of technically cleared applications and assessments;
- d/. support the finalisation of gender mainstreaming and cross-sectoral implementation analysis of the 2018 country program implementation.

4. Details of how the work should be delivered

Under the overall guidance of the Child Rights Monitoring Officer (and in close collaboration with UNICEF Deputy Representative and Program staff), the consultant will:

a/. In coordination with the respective Program Officer- study lead, the consultant will ensure quality review (and/or redrafting as required) of developed executive summaries of key research documents, in reviewing finalised research reports. The executive summaries will be developed in English (if the consultant is proficient in Romanian, then executive summary in Romania will be developed as well). UNICEF will forward electronic copies of the reports to the consultant.

b/. Simple summaries of key research activities were prepared by Program Officers. The consultant will review the simple summaries against the full report and, in further discussing and consulting with the Program Officer-study lead, will amend and adjust the summaries, as required, to ensure that summaries comprehensively present key findings and key recommendations for action. All summaries should not be more than two pages.

In addition, UNICEF, as part of a joint UNCT effort, took the lead and guided the development of a Youth Social Cohesion and Reconciliation (SCORE) study for Moldova. The consultant will review all summary findings of the survey prepared under the form of various presentations graph, tables and data sets, and, under the guidance of the Deputy Representative, will prepare templates for the development of SCORE Youth thematic program briefs (preparation of the briefs itself will be covered by additional consultancy).

c/. The consultant will review summaries of applications from national consultants for variety of UNICEF commissioned consultancies conducted in the past three (3) years and will develop, based on a template provided by the Child Rights Monitoring Officer, summary

tables/ roster of consultants based on key thematic areas (e.g. Child Protection, Education, Health etc.)

d/. The consultant will support the Deputy Representative in conducting an assessment of the 2018 country program implementation in regard to cross-sectoral efforts and gender mainstreaming by reviewing, in coordination with all concerned Program officers and implementing partners, key sectoral activities and identify and assess specific cross-sector and gender mainstreaming activities and their related cost.

5. Deliverables and Delivery dates

Nr.	Tasks/ Activity	Deliverables	Timeline*
1.	Quality review of executive summaries **	• Executive summaries for three reports (see Annex 1) prepared	Last week of October 2018
2.	Quality review of report summaries	• 2 pagers for 15 studies prepared	By third week of December 2018
3.	Review of Youth SCORE data	• Templates for the development of SCORE Youth thematic program briefs developed	First week of November 2018
4.	Conduct light assessment of 2018 country program cross-sectoral and gender mainstreaming efforts with related cost.	• Short assessment summary (10 pages max, in English)	Second week of January 2019
5.	Review of technically cleared consultants for roster	• Excel file with roster of consultants by key areas prepared	Third week of January 2019

* Exact deadlines and priority of the tasks will be mutually agreed upon contract signature. Prioritization of deliverables will be completed at the beginning of each month of the consultancy as per UNICEF's priorities and documented by UNICEF's contract supervisor/ CRM Officer in simple monthly task schedules.

** See Annex 1 for specific studies' tasks and lead Program officer

6. Performance indicators for evaluation of results

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

- Completion of tasks specified in ToR;
- Compliance with the established deadlines for submission of deliverables;
- Quality of work;
- Demonstration of high standards of cooperation and communication with UNICEF and with counterparts.

7. Working arrangements and reporting requirements

The consultant will work under the guidance of UNICEF Child Rights Monitoring (CRM) Officer and in close collaboration with UNICEF Deputy Representative and Program staff who will regularly communicate with the consultant to provide feedback, guidance and all other necessary assistance to support the consultant achieve the objectives of the consultancy, as well as to 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 and will be executed following approval from UNICEF. The consultant is expected to deliver each component of the work-plan electronically (in Word format) and in English. At each stage, the deliverable shall be sent to the CRM Officer by email, with the Deputy Representative in copy.

8. Qualifications and experience

The work is planned to be conducted by one individual consultant.

The key qualifications required include:

- Advanced university degree in Social Science (Education, Health and Social Policy and Welfare / Child Protection areas), Sociology, Anthropology, Political Science or related field.
- Minimum of 5 years of relevant professional experience related to human rights/child rights programing, social statistics and data analysis
- Previous experience in development of high level analytical reports, policy briefs and policy recommendations related to human/child rights (sample documents may be required).
- Ability to synthesize large amounts of information in succinct summaries combining quantitative and qualitative data
- Extensive knowledge of human rights based approach to programming and result based planning.
- Excellent English writing skills
- Knowledge of Romanian will be a strong asset
- Experience in working with UNICEF or other UN Agencies will be an asset.

9. Content of technical proposal to be submitted

- Description of the candidate's relevant experience with similar type of assignments (max 500 words)
- Minimum two short samples/ excerpts or links to related work previously conducted by the consultant (one preferably linked with a policy brief). The samples provided need to represent the consultant's own work and not reflect joint collaborative efforts in developing the documents (e.g. additional reviewers and editing completed by third parties)

In addition, please provide your *Curriculum Vitae*.

10. Content of financial proposal to be submitted

The applicant should fill in the Financial Offer Template and specify the requested consultancy fee per month in USD for completion of the tasks described in the Terms of Reference. The consultancy does not foresee international travel and daily subsistence allowance (DSA) costs.

Other expenses directly related to the ToR assignments and deliverables may be included in the financial offer unless specified that UNICEF will cover them separately (see paragraph 13 and 14 below).

The final selection will be based on the principle of "best value for money" i.e. achieving desired outcome at lowest possible fee.

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

11. Payment schedule

The payment will be done on a monthly basis as per the agreed monthly fee and after approval of deliverables as reflected in the contract and, consequently, as approved and reflected in monthly task schedules as specified under p.5 above. All deliverables must be submitted in time as per agreed in monthly priority schedules timelines as specified under p.5 above. All deliverables in regard to quality must be approved in writing by UNICEF before a payment is effectuated.

Deliverable (delivered according to the timeline agreed upon with UNICEF)	Proportion of payment
November 2018	Monthly fee payable at the end of November 2018
December 2018	Monthly fee payable at the end of December 2018
January 2019	Monthly fee payable at the end of January 2019

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

12. Definition of supervisory arrangements

The consultant will be supervised by of the CRM Officer of UNICEF Moldova. Payments will be rendered as per the schedule outlined above, upon successful completion of tasks as agreed in monthly schedules (ref. p.5 above) and following a written confirmation by UNICEF in regard to the quality of the deliverables.

13. Work location and official travel involved

In case an international consultant is selected, the consultancy will be home based and will not involve official travel. Under this arrangement, it is expected that the consultant will be available for Skype/ telephone calls with UNICEF within the core working hours (10:00 AM – 16:00 PM) during work weeks and through e-mail at any time.

In case a national consultant is selected for the task, UNICEF will ensure a suitable workplace within UNICEF premises in Chisinau. The consultancy will be office based and aligned with the regular UNICEF Moldova working hours.

14. Support provided by UNICEF

UNICEF will communicate regularly with the consultant, and provide feedback, guidance and necessary support to allow achievements of objectives of the work, as well as to remain aware of any upcoming issues related to the performance and quality of work. UNICEF will provide

to the consultant all necessary program documents and research reports necessary for the completion of the task. UNICEF will facilitate individual or group discussions between the consultant and UNICEF Program officers to support completion of the tasks and deliverables in providing relevant background information.

15. Ethical considerations

The Contractor will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines ¹. 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 Assessment, 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.

As per the DHR PROCEDURE ON CONSULTANTS AND INDIVIDUAL CONTRACTORS, together with the Notification letter, the contractor will be sent the link on Agora containing UNICEF policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. During the first 30 days of the contract, the incumbent is requested to complete the applicable mandatory trainings on Agora.

¹ UNEG Guidelines <http://www.uneval.org/document/detail/102>

ANNEXES:

Annex 1 - Study summaries

2017 studies:

No	Study title	Key task	Lead Program Officer
1.	Assessment of LPA and youth council's capacity to implement youth policy and programmes at local level	Quality review of report summary – 2 pages	Alexandr Petrov
2.	Parenting of Adolescents - Regional study	Quality review of report summary – 2 pages	Alexandr Petrov
3.	Impact of Financial Decentralization on the Planning and Budgeting of Services for Children	Quality review of report summary – 2 pages	Xavier Sire
4.	Assessment of the national capacities for child rights monitoring	Quality review of report summary – 2 pages	Elena Laur
5.	Child Centered Climate Vulnerability Assessment	Quality review of executive summary Quality review of report summary – 2 pages	Elena Laur, Margarita Tileva
6.	Study on early childhood abandonment	Quality review of report summary – 2 pages	Sergiu Rusanovschi
7.	Analytical Review of Governance, Provision and Quality of Early Childhood Education Services at the Local Level in Countries of Eastern Europe and the Commonwealth of Independent States	Quality review of report summary – 2 pages	Larisa Virtosu
8.	Assessment of implementation of the Child care and development standards	Quality review of report summary – 2 pages	Angela Capcelea

2018 Studies

No	Study title	Key task	Lead Program Officer
1.	Baseline for the 2018-2022 Country Programme indicators	Quality review of report summary – 2 pages	Sergiu Rusanovschi
2.	Feasibility study on the ratification by the Republic of Moldova of the Optional Protocol to the Convention on the Rights of the Child on a communications procedure	Quality review of report summary – 2 pages	Sergiu Rusanovschi

3.	UNICEF brand awareness	Quality review of report summary – 2 pages	Angela Munteanu
4.	Study of the Cash-Based Social Protection System for Children	Quality review of report summary – 2 pages	Xavier Sire
5.	Inclusion of children with disabilities in education	Quality review of the report and executive summary Quality review of report summary – 2 pages	Liudmila Lefter
6.	Assessment of Adolescents participation in decision making	Quality review of report summary – 2 pages	Alexandr Petrov
7.	ECD KAP study	Quality review of executive summary Quality review of report summary – 2 pages	Larisa Virtosu