

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/ CONTRACTORS



Title of contract/consultancy:	Social Protection Technical Contributor
Type of engagement:	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor
Workplace of Consultancy / Location:	Remote with 2 visits to Belize if international; In the office as may be required, if local.
Duration:	10 months
Start Date:	6/1/2023
End Date:	3/31/2024
Requesting Section:	Social Policy
Supervisor:	Enkhnasan Nasan-Ulzii, Social Policy Specialist

BACKGROUND (*)

UNICEF Belize, in collaboration with the Government of Belize (GOB) Ministry of Human Development, Families, and Indigenous Peoples' Affairs, the Ministry of Economic Development; Ministry of Foreign Affairs; Ministry of Rural Transformation, Community Development, Labour and Local Government; Office of the Prime Minister, BELTRAIDE and the Social Security Board), ILO and WFP, is implementing a Joint SDG Fund Programme (JP) on "Building a resilient Belize through universal, adaptive and sustainable social protection", launched officially in April 2022. The JP aims to support a stronger, coordinated, integrated, shock-responsive, and resilient social protection system in Belize that reaches the most vulnerable, women and children through the development and implementation of the National Social Protection Strategy, inclusive of the Social Protection Floor (SPF).

The social protection system remains fragmented as no specific legislation and/or strategy on social protection, with 38 service delivery activities and yet relatively low coverage. Hence, the JP aims to support the GOB in establishing the conditions for an enabling environment and governance mechanisms that will provide for the adequate policies, regulations, and action plans to guide the sector, starting with a National Social Protection Strategy, providing a social protection floor, progressive universal coverage and shock-responsiveness.

The development of the National Social Protection Strategy under this consultancy will complement and build on the ongoing work of UNICEF and the Ministry of Human Development, Family and Indigenous Peoples' Affairs (MHDFIA) on costed Social Protection Floor.

PURPOSE/SCOPE OF ACTIVITY/ASSIGNMENT (*)

The purpose of this consultancy is to provide a technical expertise to UNICEF Belize and the MHDFIPA in development of social protection national strategy and action plan, inclusive of shock-responsive social protection (SRSP) and a comprehensive and sustainable Social Protection Floor, establishment of national social protection coordination mechanism, and capacity building within the implementation of the Joint SDG Fund Programme on Resilient Belize.

KEY EXPECTED RESULTS (*)

The consultant is expected to deliver the following key results:

1. Draft Social Protection Strategy for Belize and Action Plan, with M&E framework
2. Establishment of National Social Protection mechanism

3. Technical support for organization of annual social protection event and capacity building

WORK ASSIGNMENT OVERVIEW		
Key Activities/Responsibilities/Tasks (*)	Deliverables/Outputs (*)	Date
<ul style="list-style-type: none"> Draft Social Protection Strategy for Belize and Action Plan 	<ul style="list-style-type: none"> Workplan for the consultancy Desk review of Social Protection Strategies/Action plan, experiences to identify good practices Initial consultations with partners Technical contribution to June TWG Technical contribution to June/July Steering Committee Quality assurance for the 6-month progress-report due in July 	June 2023
<ul style="list-style-type: none"> Draft Social Protection Strategy for Belize and Action Plan Establishment of National Social Protection mechanism Technical support for organization of annual social protection event and capacity building 	<ul style="list-style-type: none"> Draft outline of the strategy Outline of the coordination mechanism Validation meetings Concept note for Annual Social Protection Conference, including agenda. Technical support in preparation for Annual Social Protection Conference Technical contribution to July TWG 	July 2023
<ul style="list-style-type: none"> Draft Social Protection Strategy for Belize and Action Plan Establishment of National Social Protection mechanism Technical support for organization of annual social protection event and capacity building 	<ul style="list-style-type: none"> Draft National SP strategy and action plan Draft MOU/TOR for the establishment of National coordination mechanism Draft plan/ concept note for a training, including agenda. Technical contribution to August TWG 	Aug. 2023
<ul style="list-style-type: none"> Draft Social Protection Strategy for Belize and Action Plan Establishment of National Social Protection mechanism Technical support for organization of annual social protection event and capacity building 	<ul style="list-style-type: none"> Advanced draft National SP strategy and action plan Final draft MOU/TOR for the establishment of National coordination mechanism Validation meetings Technical contribution to September TWG Technical contribution to and presentation at the September Steering Committee 	Sept. 2023
<ul style="list-style-type: none"> Draft Social Protection Strategy for Belize and Action Plan Establishment of National Social Protection mechanism Technical support for organization of annual social protection event and capacity building 	<ul style="list-style-type: none"> Technical support for organization of annual social protection event Presentation of the first draft strategy and proposed coordination mechanism at the event Report of the social protection event and recommendations 	Oct. 2023

protection event and capacity building	<ul style="list-style-type: none"> • Agreement/MOU/TOR on the establishment of National coordination mechanism • Technical support in training on selected topic of the social protection • Report of the capacity building, including recommendations. • Technical contribution to October TWG 	
<ul style="list-style-type: none"> • Draft Social Protection Strategy for Belize and Action Plan • Establishment of National Social Protection mechanism 	<ul style="list-style-type: none"> • Advanced draft National SP strategy and action plan • 1st Meeting of the national coordination mechanism • Technical contribution to November TWG 	Nov. 2023
<ul style="list-style-type: none"> • Draft Social Protection Strategy for Belize and Action Plan • Establishment of National Social Protection mechanism 	<ul style="list-style-type: none"> • Advanced Draft National SP strategy and action plan • Report of the 1st Meeting of the national coordination mechanism • Technical contribution to December TWG • Technical contribution to and presentation at the December Steering Committee 	Dec. 2023
<ul style="list-style-type: none"> • Draft Social Protection Strategy for Belize and Action Plan • Establishment of National Social Protection mechanism 	<ul style="list-style-type: none"> • Presentation of the National SP strategy and action plan by CEO Caucus • Finalization of the National SP strategy and action plan • Technical contribution to January TWG 	Jan. 2024
<ul style="list-style-type: none"> • Draft Social Protection Strategy for Belize and Action Plan • Establishment of National Social Protection mechanism 	<ul style="list-style-type: none"> • Validation of the National SP strategy and action plan • 2nd Meeting of the national coordination mechanism • Technical contribution to February TWG 	Feb. 2024
<ul style="list-style-type: none"> • Draft Social Protection Strategy for Belize and Action Plan • Establishment of National Social Protection mechanism • Technical support for organization of annual social protection event and capacity building 	<ul style="list-style-type: none"> • Technical contribution to Last TWG • Final draft of SP strategy and action plan inclusive of costed SPF • Final reports of the annual conferences and training • Established coordination mechanism, its TOR and minutes of the first 2 meetings • Final consultancy report 	March 2024

Payment will be made upon completion of each deliverable.

TRAVEL REQUIREMENTS*

If international, the consultant will travel 2 times to Belize during the consultancy. If local, the consultant will travel locally, when necessary.

MINIMUM EXPERIENCE / QUALIFICATIONS (*)

<p>Education:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Master's Degree in Social Studies, Economics, Public Finance Management, Public Policy and/or Administration, Social Sciences or other relevant disciplines</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Knowledge of social protection (including applied to emergencies), poverty measurement, and/or public finance • Experience/knowledge of social policy research and analysis • Previous relevant experience with the United Nations, international cooperation agencies or government institutions is an asset • Work experience in Belize or the Caribbean region is an advantage • Experience in interacting with/coordinated work between government institutions, international cooperation and civil society • Ability to write high quality technical documents • Capacity to work in a team, and to adequately juggle with competing priorities • Excellent spoken and written English
<p>Years of Experience: 8 years or more</p>	

CONDITIONS OF SERVICE (*)

Before commencing work, a consultant or individual contractor shall submit a statement of good health and take full responsibility for the accuracy of that statement, including confirmation that he or she has been informed of the inoculations required for the country or countries to which travel is authorized. Consultants and individual contractors shall assume all costs that may occur in relation to the statement of good health.

Consultants and individual contractors are required to certify that they are covered by medical/health insurance.

International consultant is expected to travel to Belize at least twice to Belize (October 2023 and January 2024) for a week on each visit. If local, the consultant will be visiting the UNICEF office when needed and attending key meetings and events in person. The consultant will be required to use his/her own IT equipment.

RECOURSE (*)

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

PROPERTY RIGHTS

UNICEF shall hold all property rights, such as copyright, patents and registered trademarks, on matter directly related to, or derived from, the work carried out through this contract with UNICEF.

TRAININGS

Consultants and Individual contractors, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract.

- [Ethics and Integrity at UNICEF](#)
- [Prevention of Sexual Harassment & Abuse of Authority](#)

- [Sexual Exploitation Abuse \(PSEA\)](#)

Consultants and Individual Contractors must complete the following course before commencement of any travel on behalf of UNICEF.

- [BSAFE Security Training](#)

Any consultant or individual contractor who is issued a UNICEF email address must complete the following courses no later than 30 days after signature of contract.

- [UN Human Rights and Responsibilities](#)
- [UNICEF Information Security Awareness Course](#)
- [Fraud Awareness](#)

HOW TO APPLY (*)

Prospective consultants should apply through UNICEF jobs website using the link provided, No later than 30th April 2023. The application package should include the following:

- a) A cover letter;
- b) Detailed Curriculum Vitae
- c) A proposal with a detailed budget inclusive of, daily and monthly rate, estimated travel costs and insurance.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.