

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title Consultant to support the development of a new Country Programme for UNICEF Ethiopia (CPD 2025-2030)	Funding Code Grant: SC220739 WBS: 1410/A0/07/880/010/001	Type of engagement <input checked="" type="checkbox"/> Consultant Individual <input type="checkbox"/> Contractor Institutional Contract	Duty Station: Home based and Field trip to Addis Ababa
Purpose of Activity/Assignment: The purpose of this consultancy is to support the development of UNICEF Ethiopia's (ECO's) Country Programme Document (CPD 2025-2030) and mainly covers the development of a Theory of Change (ToC) and Results and Resources Framework, and the write up of the Explanatory Notes and the Country Programme Document (CPD).			
Scope of Work: Under the overall guidance of the Deputy Representative Programmes, and supervision of the Chief Programme Monitoring Unit (PMU) and in coordination of overall CPD Strategic Advisor, the consultant will provide technical support to the development of the CPD of UNICEF Ethiopia, starting from the development of a Theory of Change to the final write up of the Country Programme Document. The key duties and responsibilities of the consultant include the following: <ol style="list-style-type: none"> 1. Coordinate and provide quality assurance to the development and finalization of the Theory of Change (ToC) and Results Framework of the new Country Programme including the preparation of tools and guidance notes and the facilitation of internal and external consultations 2. Draft the programme explanatory notes 3. Draft a solid child centred CPD to be submitted to ESARO and the Executive Board for review, and finalize with feedback 			
Budget Year: 2023-2024	Requesting Section/Issuing Office: Deputy Representative	Reasons why consultancy cannot be done by staff: CPD development is a time-consuming process that requires a specific expertise in strategic planning that will remain focused on the process throughout the period to ensure respect of deadline. Country Office staff will then be able to continue focusing on the management and implementation of the regular and emergency response programme while interacting with the consultant to ensure that the proposed strategic direction of the next CPD is aligned to the critical needs of the children in the country.	
Included in Annual/Rolling Workplan: Yes <input type="checkbox"/> No, please justify: Work plans cover activities that are led by Government Implementing Partners, while CPD preparation is an internal UNICEF activity.			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input checked="" type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: NA			
Supervisor: Mariko Kagoshima, Deputy Representative	Start Date: 22 April 2024	End Date: 21 October 2024	Number of man-Days 50

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
1. Review of the prioritized deprivations and bottlenecks to ensure alignment with interagency priorities	Deprivations and bottlenecks are aligned with interagency priorities	29 April 2024	
2. Develop a concept note for the ToC development workshops	Concept note prepared for ToC development workshop	5 May 2024	
3. Coordinate and provide support to the ToC development process	ToC development process is well coordinated, and technical support is provided (ToC workshop)	6 -15 May 2024	
4. Review of the draft ToCs to ensure crosscutting dimensions and risks are included	Draft ToCs are reviewed and finalized with inputs provided and the integration of crosscutting dimensions and risks ensured	24 May 2024	
5. Coordinate the development of the Results and resources framework and the detailed results framework including the detailed outcome and output level logical framework analysis	Results and resources framework drafted with a detailed outcome and output level logical framework analysis	27-31 May 2024	
6. Drafter the programme explanatory notes	Programme explanatory notes drafted	3- 12 June 2024	
7. Review and provide feedback on the first drafts of the Result Resources Framework and the detailed results matrix	Results and resources framework is quality assured and finalized with inputs	12 June 2024	
8. Finalize the Result Resources Framework and the detailed results matrix with inputs		19 June 2024	
9. Finalize programme explanatory notes with inputs from Programme Sections	Explanatory notes finalized with inputs	26 June 2024	
10. Draft the CPD	CPD is drafted	28 June 2024	
11. Finalize CPD with inputs	CPD is finalized with inputs and submitted to the RO on time	15 July 2024	
12. Finalize CPD with ESARO inputs	CPD is finalized with RO's inputs and submitted to the Executive Board on time	30 September - 15 October 2024	
Estimated Consultancy fee			

Travel International (if applicable)	One round trip		
Travel Local (please include travel plan)	Not applicable because there is no field trip planned for this consultancy		
DSA (if applicable)	\$209 DSA calculated for 10 days		
Total estimated consultancy costs¹			
Minimum Qualifications required:	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Knowledge of the RBM principles and experience of facilitating RBM trainings • Ten years of work experience in social development in the UN/UNICEF/INGO • A minimum of a five-year experience in leading strategic planning processes, including leading UNICEF CPD development processes • Familiarity with UNICEF Planning tools, approaches, and guidelines • Excellent communication and facilitation skills • Previous experience in similar assignments with UNICEF, ideally within the Eastern and Southern African Region 		
<p>Bachelors <input type="checkbox"/> Masters <input checked="" type="checkbox"/></p> <p>PhD <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Enter Disciplines:</p> <ul style="list-style-type: none"> • Development Studies • Social Sciences 			
Selection criteria			
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p>Transportation arranged by the office:</p>	<p><input checked="" type="checkbox"/> Home Based: The consultant will work from home and will undertake in country visits to achieve some key deliverables. While in the country the consultant will use Office meeting facilities to have meetings and one to one discussion with different colleagues.</p> <p>Office Based:</p> <p>If office based, seating arrangement identified:</p> <p>IT and Communication equipment required: _____ The consultant will not be assigned UNICEF's ICT equipment and will use personal ICT equipment to undertake the assignment.</p> <p>Internet access required: <input checked="" type="checkbox"/></p>		
<p>Request Authorised by Section Head</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Request Verified by HR:</p> <p>Signature: _____ Date: _____</p>		

Approval of Deputy Representative (if Programme)

Signature: _____ Date: _____

Representative (in case of single sourcing/or if not listed in Annual Workplan)

Signature: _____ Date: _____

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant