**Terms of Reference**

**Individual Consultant (International)**

**Winter Preparedness and Shock-responsive**

**Social Protection Pilot**

1. **Background:**

Mongolia faces unique challenges related to its vast territory, dispersed population and extreme weather conditions. It is the second-largest landlocked country in the world and exposed to winter temperatures as low as -40°C during the cold season that lasts from approximately October till April. The situation is worsened by environmental degradation and climate change that is already affecting Mongolia and fundamentally undermining the lives of children in rural Mongolia. Mongolian rural herder families and their children are nomadic and heavily dependent on their livestock as their main and often only source of income and a key contributor to their diet. Especially during the winter, herder families are at significant risk of losing their livestock bringing them into poverty, resulting in more malnourished children, and more children dropping out of school.

UNICEF, with support of an international consultant, supported the assessment of the current situation of the country’s overall capacity for climate-resilient social protection, availability of financial resources including government budget allocation, commitment from Government, effectiveness and suitability of the cash transfer for resilience building and humanitarian situations in terms of reducing a negative impact of a specific climate-hazard such as dzud on child health and development outputs. The assessment also incuded the capacity of the existing markets and services, assessment of the national capacity and systems in place, mapping of financial service providers, assessment of the existing cash transfer mechanism and delivery system and coordination for delivery of the cash.

Based on the assessment, and under the leadership of the MLSP, UNICEF supported the implementation of the pilot programme for cash assistance for rural children living under climate related risks in the Zavkhan province. The Pilot aims to test the capacity and flexibility of current national social protection system to scale-up in shocks, including payment system, databases, processes, staff, existing inter-ministerial and service provider agreements (e.g. Bank), as well as the usefulness of using cash assistance to prepare for and respond to dzud.

More specifically, the pilot programme aims to test:

* how provision of a welfare-focused cash transfer helps households avoid negative coping strategies harmful to children;
* how national safety nets (CMP) can be used to respond to slow-onset disasters faster and more cost-effectively than traditional humanitarian approaches;
* how existing government social welfare programs/systems (targeting via CMP database, payment via banks) should be leveraged and adjusted to respond to shocks;
* how early warning systems can be used for targeting people affected by a disaster ;
* how different timing of payment (before dzud and after dzud) help households to cope.

UNICEF offered a cash assistance programme designs to the Government of Mongolia and as agreed with the government/MLSP, a cash assistance programme is being piloted in selected soums of Zavkhan province of Mongolia as follows:

* Early Action / Winter Preparedness Component has been conducted in December, 2019. 40,000 MNT was paid to 2730 children in Tosontsengel, Ikh-Uul, Tes and Bayantes soums in Zavkhan province which had the highest dzud risk. Soums for early action had been be selected using data sources provided by the National Agency for Meteorology and Environmental Monitoring (NAMEM) and input from the National Emergency Management Agency (NEMA) and local authorities.
* Early Response Component. 20,000 MNT had been paid in to the approximately 7000 children in selected 23 soums during the dzud in February. Further two installments of 20,000 MNT will be paid in March and April 2020. Soums for early response were selected in January 2020 based on annual dzud mapping from NAMEM, as well as in consultation with national and sub-national governments.

UNICEF Mongolia is seeking an international consultant to support the pilot implementation, monitoring and evaluation, documentation and scale-up of the cash assistance programme for rural children.

1. **Purpose of the Consultancy:**

Purpose of this consultancy is to to support pilot implementation, monitoring and evaluation, documentation and scale-up of the pilot cash assistance programme for rural children.

1. **Specific Tasks of the Consultancy:**

To achieve the purpose of this consultancy, the consultant will be expected to perform the following tasks:

* Support for the design and implementation of the Post Distribution Monitoring (PDM) for the post-dzud early response payments and impact evaluation;
* Update and expand the operational manual (OM), with the support of the Pilot Team Leader;
* Support the pilot data manager to develop the paper-based MIS and data templates
* Advice on improvement of daily program operations, including the payment verification and reconciliation processes;
* Facilitate/support coordination with relevant development partners to keep the discussion and work on the institutionalization of the shock-responsive social protection (SRSP) programmes into the national social protection system.
* Support meetings with government to discuss the expansion of the pilot in year 2;
* Support meetings with the Ministry of Finance to touch base on potential long-term financing (i.e. Special Reserve Fund).
* Support coordination with impact evaluation actors and UNICEF Mongolia for planning, obtaining data, provide feedback, context and support for the development of the impact evaluation questionnaires;

1. **Deliverables and Timeframe:**

| **Deliverables** | **Date of Delivery** | **Estimated days of consultancy** |
| --- | --- | --- |
| * Designation of the PDM for the post-dzud early response payments; documentation of pilot flow and track records regards with implementation; * Update and expansion of the Operational Manual (OM) * Paper-based MIS (Management Information System) and data templates to manage the pilot expansion through UNICEF systems in a way that can be later integrated into the existing MLSP MISs; * Costed options for a rigorous impact evaluation; * Identification of potential partners / funding opportunities for expansion of programme | April | 10 |
| * Improved daily program operations, including final payment, design and contracting of the impact evaluation | May | 5 |
| * The finalization of PDM report with the team; * Information sharing documents/products to summarize pilot and presentation of the results of the pilot at a workshop including national and local government actors working in social protection and disaster management; * Potential technology solutions to boost communications and monitoring capabilities; * Identified the key gaps/challenges in the pilot that need to be resolved before expansion and proposing solutions to these to MLSP and other relevant actors. | June | 15 (5 remote, 10 in country) |
| * Detailed work plan and detailed budget to be agreed with MLSP and relevant provinces for pilot scale up, * National SRSP strategy aimed at institutionalization of the SRSP and work plan together with UNICEF Mongolia | July | 5 |
| * Continued support to and coordination with impact evaluation actors and UNICEF Mongolia for planning, obtaining data, providing feedback and support for the development of the impact evaluation questionnaires and etc; * Designed M&E strategy (& tools) and revised theory of change; | August | 5 |
| * Workshop to move the development of a national SRSP strategy and work plan forward & brief SRSP actors on the upcoming activities for the pilot expansion and impact evaluation; | September | 7 (2 remote, 5 in country) |
| * Preparation for pilot expansion launch and impact evaluation baseline data collection. | October | 5 |
| * Geographical targeting and payments | November | 2 |
| * Implementation of monitoring activities, complementary to impact evaluation. | December | 3 |
| Total |  | **57** |

1. **Contract duration:**

Contract will start on 7th of April and end on 31st of December 2020 (Total 57working days)

1. **Qualification requirements:**

Professional requirements of the consultant will include:

* An advanced university degree (Master, PhD) in the field of finance, Humanitarian action, economics, environment, climate change or other relevant field
* Relevant working experience in designing and conducting rapid impact assessment, post distribution monitoring, and impact evaluation on climate resilient social protection, humanitarian cash transfer or related field
* Demonstrated experience in conducting analyses or similar studies, and design or recommend social protection measures/cash transfer programmes
* Proven track record on successful delivery of high-quality reports and recommendations
* At least 10 years relevant work experience in developing countries
* Previous work with the UN and/or UNICEF will be considered an asset
* Demonstrated analytical, negotiating, advocacy, reporting and writing skills.
* Good qualitative and quantitative analytical skills;
* Good reporting and presenting skills;
* Punctuality and availability to complete the work on time;
* Excellent attention to detail and evidence of quality outputs from previous assignments;

1. **Project management:**

Direct supervisor: Chief of Social Policy, UNICEF Mongolia

Frequency of performance review: Formal performance assessment shall be conducted at every stage of contract payment.

Travel and work arrangements: Home based with two missions to Mongolia (Ulaanbaatar city and selected provinces). The office will cover the travel cost. About 3 weeks in country travel in May and September 2020. The cost of travel to Mongolia should be included in consultant’s financial proposal as travel lump sum. Lump sum should cover economy round trip ticket cost, daily allowance for about a week and inclusive of visa and all types of insurance related costs.

1. **Payment schedule:**

Payments will be done in the following installments upon submission of the agreed deliverables:

* 50% of the total agreed fee will be paid upon the completion of the deliverables planned between April-July, 2020
* 50 percent of the total agreed fee will be paid upon the completion of deliverables planned August-December, 2020

Travel lump sum will be paid on arrival of the consultant.

UNICEF reserves the right to withhold up to 30% of the total fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNICEF.

1. **Type of support to be provided by UNICEF:**

Discussions on contract work assignments and deliverables will be provided by the contract supervisor. The contract supervisor will be available, as/when required, to provide comments to submitted outputs in a timely manner.