

## **TERMS OF REFERENCE**

### **Development of Roster of Inclusive Social Policy (ISP) Consultants to be engaged by UNICEF offices across different locations in India**

#### **1. BACKGROUND / RATIONALE**

Inclusive Social Policy Programme aims to achieve social policy and strategies that inform more effective and efficient planning, budgeting and implementation of social service programmes for reducing inequities and gender inequalities especially for the most vulnerable and marginalized children and adolescents. The vision of the programme is therefore, to strengthen government systems, prudent fiscal management and enhanced financing through innovative sources to facilitate reduction of child deprivations, support development and implementation of effective policies of social and economic inclusion, especially for the most marginalized and vulnerable children and adolescents.

The Inclusive Social Policy outcome will (1) support evidence-based planning and development of integrated social protection policies and programs informed by child, gender and shock perspective being implemented by different departments and ministries (2) support in enhancing fiscal space and strengthening public finance systems for children, adolescents and women for governments at national, state and levels through efficient and effective spending, and (3) support child friendly local governance structures and systems at national and decentralised levels to plan, implement and deliver social services for children by building capacity of local institutions both in rural and urban areas, generate awareness among communities and local government functionaries, quality data research, evaluation, support monitoring of program implementation including in both rural and urban contexts. (4) support in routine measurement and analysis of multi-dimensional child deprivations and vulnerabilities at national and state levels.

ISP Programme adapted the following strategies and approaches for achieving the outcome result. The following thematic areas for which a roster of consultancies are sought:

- **Strengthening social protection programmes** implemented at national and state level (both from a design, implementation and research perspective) – covering emerging needs and priorities around portability of social protection for migrants, gender transformational social protection programmes, climate adaptive and shock responsive social protection programmes; social protection programmes for addressing malnutrition and needs of adolescent and young people;
- Building and strengthening social protection programme Management Information Systems (MIS) and social registries, and Civil Registry and Vital Statistics (CRVS) and data systems and analysis. Technical support on designing, mapping, integrated systems design, and programmatic roll out and capacity development.
- **Strengthening child friendly local governance /enhance government capacity** at national and state levels for policy implementation for quality of social services to improve or operationalize the basic elements of social protection systems for children; for evidence-based planning, budgeting, implementing and evaluating national policies with stronger equity focus; to mainstream SDGs into policies and plans and monitor at national and decentralized levels (states and Panchayats) in both rural and urban contexts. Support governments at state and local levels to achieve SDGs by adopting and institutionalising a mechanism towards localised monitoring of SDGs especially those targeted towards children and women in the priority sectors including early learning, maternity benefits and nutrition.
- **Public financial management** at national and decentralized levels by supporting analysis to influence policies to enhance fiscal space and strengthen public finance systems for children, adolescents and women at national and state level, including at municipal and panchayat levels, especially linking outcomes to expenditure for enhance value for money (VfM) and improved targeting of spending. Help sub- national governments to innovate new mechanisms for generating

additional resources and improve efficiency and utilization of spending to achieve improved results for children with a target to achieve the SDGs on time.

- **Evidence generation on multi-dimensional child deprivation/vulnerabilities** by using innovative methods and technologies, research, data and monitoring, admin data systems, evaluation and global knowledge exchange through South-South cooperation. Identification and bridging of data gaps in order to be able to effectively plan, develop programmes and monitor programmes with a strong feedback mechanism for better implementation. Develop a Status of Children Analysis Report to identify thematic areas and sectors that would need enhanced focus from delivery of services perspective.
- **Policy dialogue and advocacy, strategic planning and knowledge management (KM) on social policy** to strengthen policies, effective planning and public finance management at state and central level with government partners with cross-cutting mandates and undertake gender mainstreaming in sectoral policy frameworks.

Building a pool of highly qualified consultants/experts/ advisors who can provide technical assistance and provide strategic advisory support including engagement with government at the highest level to develop institutional capacity of our partners at different levels which is paramount in achieving the ISP programme outcome and outputs.

## **2. PURPOSE OF ASSIGNMENT**

1. UNICEF aims to build a pool of pre-qualified high-calibre candidates who will be included in a **roster as ‘Inclusive Social Policy (ISP) Consultants’**, from which UNICEF country office and different state offices can quickly select and fill a requirement through a faster hiring process as soon as a need is identified.
2. Candidates who meet the required qualifications and experience are invited to apply following which, a desk review of their skills and experience will be done to determine whether they qualify for the ISP Roster. The process will ensure all candidates in a Roster Group are evaluated prior to recommendation for a specific consultancy opportunity. Successful candidates will be notified and placed in an ISP Roster Group for a three-year period. However, engagement of identified consultants for specific assignments would be as per the specific Terms of Reference and terms and conditions specified in the specific contract entered subsequently.
3. The Roster of ISP Consultants, once in place, will allow programme colleagues to select three or more potential candidates from the roster for further appraisal and selection of one candidate, rather than going through a formal advertisement process for each consultancy assignment. Ideally, this will expedite the placement of consultants (both short term and long term) and provide the supervisor the scope to choose from a vast pool of potential candidates with varied backgrounds and experience. In this context, should any of the currently on-board consultants with UNICEF be interested in being considered for future opportunities with UNICEF, they need to apply to the roster.

## **3. OBJECTIVE/S**

To provide specialized technical support in the form of research and analysis, developing policy briefs, policy advocacy support and knowledge management around specific topics of UNICEF supported social protection programmes, child friendly local governance both in urban and rural context, public financial management, multi-dimensional child deprivation /vulnerabilities, implemented at national and state level (both from a design, implementation, monitoring and research perspective).

#### 4. MAJOR TASKS TO BE ACCOMPLISHED

- i. Provide technical advisory and analytical support to strengthen **social protection** systems towards inclusive, child sensitive, integrated and progressively universal and shock responsive social protection programmes.
- ii. Support data analysis, data quality assurance and dissemination on the **Community Based Monitoring (CBM) 2.0** to UNICEF sectors and partners.
- iii. Provide technical advisory and analytical support to help develop a **national public financial management (PFM)** agenda through a child lens.
- iv. Provide analytical support to undertake **budget analyses especially Public Expenditure Review (PERs)** to develop policy briefs to improve efficiency and effectiveness of sector spending.
- v. Develop Policy Briefs to enhance fiscal space for priority sectors through enhanced utilisation and effective and efficient spending.
- vi. Provide technical advisory and analytical support to institutionalize a **mechanism for localized monitoring of SDGs**, especially those targeted towards children and women.
- vii. Provide technical advisory and analytical support to institutionalize a **mechanism of participatory governance** through advocacy with state governments to ensure participation of children and women in planning, budgeting, implementation and monitoring of schemes and programs.
- viii. Provide technical advisory and analytical support to develop **policy papers on urban social protection**.
- ix. Provide technical advice and analytical support for developing the **Child Friendly Cities Initiative**.
- x. Develop **analytical documentation, branded policy briefs, case studies, advocacy papers, public facing documentation** on social policy thematic programmes.
- xi. **Technical expertise on methodologies, data analysis, quality assurance** on monitoring, research and evaluation projects for social policy.
- xii. **Provide technical support on strategic planning on social policy** – social policy strategic planning facilitation and drafting of key social policy related planning documents.

#### 5. DUTY STATION

New Delhi, Bhopal, Bhubaneswar, Chennai (Tamil Nadu, Kerala), Gandhinagar, Guwahati, Hyderabad (Telangana, Andhra Pradesh, Karnataka), Jaipur, Kolkata, Lucknow, Mumbai, Patna, Raipur and Ranchi.

The position would be responsible for providing technical support to national / state / divisional / district level/ sub-district levels (in certain cases) Inclusive Social Policy Programme in UNICEF supported states in India. The position would be based at Country Office or State or selected district HQs within the states and might involve travelling to other UNICEF states.

#### 6. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

During the contract period, there could be some travel 1-2 weeks to states/district /sub-district level depending on specific and detailed ToR in the following states: New Delhi, Bhopal, Bhubaneswar, Chennai (Tamil Nadu, Kerala), Gandhinagar, Guwahati, Hyderabad/Telangana/Karnataka, Jaipur, Kolkata, Lucknow, Mumbai, Patna, Raipur and Ranchi.

#### 7. ESTIMATED DURATION OF CONTRACT (PART TIME / FULL TIME)

11.5 months (Full Time) or short duration depending on the need of specific ToR.

#### 8. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- **Education:** Advanced university degree in Economics, Public Policy, Public Administration, other streams of Social Sciences, International Relations, Political Science, Statistics, Demography or other relevant disciplines.
- Technical knowledge and relevant working experience with at least **7-10 years**
- Excellent technical knowledge about policy related public policy, design and implementation of cash transfers, social protection, local governance including political economy of decentralization, fiscal federalism and PFM in rural context (with PRIs) and urban contexts (with municipalities); related research and evaluation, social protection, MIS and data and RBM especially in context of India
- **Language:** Fluency in English and Hindi is required. Knowledge of other local Indian language as relevant to the state is an asset.
- Good negotiation and influencing skills supported by excellent communication and presentation skills is desirable.
- Computer literate and conversant with MS Office and its application, internet, e-mail,
- Working knowledge on analysis package like SPSS/ EP-Info/STATA (quantitative data) will be an added advantage
- Knowledge/familiarity with the social policies and programs for children and women in India
- Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations
- Previous experience working with UNICEF, or UN/multilateral organizations, International Financial Institutions (WB/ ADB/ KfW) is a strong advantage
- Experience of working with the Government at the National Level or Governments at the state and/ or local levels will be an added advantage.

## 9. SELECTION PROCESS

The criteria for evaluation will be as follows:

S. No.	Criteria	Min. Marks	Max. Marks
1.	Cover Letter – explaining the motivation for applying and explaining how the qualifications and skillset are suitable for this roster	07	10
2.	Relevant educational qualifications	07	10
3.	Relevant work/technical experience with minimum 7-10 years of relevant experiences	28	40
4.	Two Work Samples (e.g. Policy Briefs, Analytical research on relevant topics – Social Protection, Public Expenditure Review, social sector budget analysis, local governance)	28	40
<b>Total</b>		<b>70</b>	<b>100</b>

Candidates' who score 70 marks and above and score the minimum points against each of the above sub-criteria will be considered for inclusion on the roster.

## 10. PAYMENT SCHEDULE

As per the specific TORs.

## **HOW TO APPLY:**

Your application should be made through the online Portal (TMS weblink) and should contain the following attachments:

- i. A **Cover letter** explaining the motivation for applying and also explaining how the qualifications and skillset of the candidate are suitable **(to be uploaded online under cover letter)**
- ii. **Curriculum Vitae (CV) (to be uploaded online under CV/resume)**
- iii. **Minimum of two work samples** e.g. Policy Briefs, Analytical research on relevant topics – Social Protection, Public Expenditure Review, social sector budget analysis and local governance (only ppt/pdf document and not online links) **(to be uploaded online under ‘Other – Applicant’ as 1 document containing 2 work samples)**

**Please note without submitting the required documents and completion of the questionnaire, your application will be considered incomplete.**

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.
- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

**For any clarifications, please contact:**

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