

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

### Emergency Response Roster for Rapid Deployment in Malawi

<b>PURPOSE AND VALIDITY OF THE EMERGENCY ROSTER</b>	<ul style="list-style-type: none"> <li>• This generic advertisement facilitates the sourcing and selection of qualified and eligible (pre-vetted) national and international candidates for inclusion in the UNICEF MALAWI Emergency Consultancy Roster ONLY.</li> <li>• Candidates maintained in any roster must be screened for qualifications, references, prior work experience, and separation of good standing</li> <li>• The Roster will remain valid for 36 months.</li> <li>• Selection from the Roster: when the emergency need arises, the office will invite candidates from the Roster to express their interest and availability as well as submit their financial proposals based on an all-inclusive fee for the specific assignment and terms of reference.</li> <li>• Selected consultants will provide expert technical services and support the emergency activities against the terms of reference and scope of work below.</li> <li>• These assignments will be for rapid deployment.</li> </ul>
<b>Title of Assignment</b>	Education Cluster Coordinator
<b>Requesting Section</b>	Education
<b>Location</b>	<ul style="list-style-type: none"> <li>• This assignment will be based in Blantyre or Lilongwe (<i>to be confirmed at the time of recruitment</i>), or any district as dictated by the relevant emergency.</li> <li>• It will be expected of the consultant to travel to the various affected districts across Malawi for field monitoring and attend required meetings/events.</li> <li>• The consultancy is not office-based; however, the consultant will be expected to attend related and scheduled meetings and briefing sessions at the office or online or at any agreed location.</li> </ul>
<b>Contract Duration</b>	<ul style="list-style-type: none"> <li>• Consultants will work on specific deliverables and timeframes determined by the office during engagement and based on emergency needs.</li> <li>• The contract duration will depend on the scale of the emergency and assignment needs – the consultancy duration will thus be confirmed at the time of engagement against the specific assignment's terms of reference.</li> </ul>

## BACKGROUND

Malawi's new Country Programme (2024-2028) includes three components: (1) child survival and development; (2) learning, skills development and protection; and (3) social policy. All components are supported by the programme and operational effectiveness and efficiency imperatives. All UNICEF programmes focus on risk-informed programming across the humanitarian and development nexus in all the above three outcome areas. Risk-informed programming across the humanitarian and development nexus in all three outcome areas will contribute to strengthened disaster preparedness, enhanced climate adaptation/mitigation and response, and increased resilience capacity of institutions, communities, and young people. Programming aligns with UNICEF Core Commitments for Children in Humanitarian Action and the Inter-Agency Standing Committee's Transformative Agenda.

Malawi is ranked fifth in the 2021 Global Climate Risk Index<sup>1</sup>. According to the Children's Climate Risk Index (UNICEF, 2021), Malawi is among the top forty countries with high climate risk for children and the most vulnerable communities. Malawi is highly susceptible to climate and environmental shocks, including flooding, drought, cyclones, and extreme heat. Such shocks have recently increased in frequency and magnitude and are among Malawi's children's greatest threats. As per UNICEF, 'Climate Landscape Analysis for Children in Malawi' report (CLAP) 2022 that climate-related hazards have resulted in the loss of life, displaced thousands of people, and damaged or disrupted roads, health facilities, schools, and power supplies across the country. Malawi also faces frequent outbreaks of cholera, endemic malaria, and the re-emergence of vaccine-preventable diseases such as polio, contributing to a need for a programme response fully responsive to an increased poly-crisis environment.

## JUSTIFICATION

Malawi has a history of both public health and climate change-related emergencies. Climate-related, encompassing droughts, floods (often caused by cyclones or tropical storms and heavy rains), food insecurity, and infectious disease outbreaks. Cholera, Polio, Measles, Malaria, COVID-19, Schistosomiasis, and other infectious diseases create public health emergencies with devastating consequences in Malawi; there are also emerging Scabies outbreaks reported from schools in some districts. A cholera outbreak was reported in March 2022, which has been ongoing to date, with cases reported across all districts. On 13 March 2023, Tropical Cyclone Freddy affected at least 2.5 million people<sup>1</sup> (including 51 per cent female and 56 per cent children), left 659,278 displaced, injured 2,186 people, and killed 679. The 659,278 displaced were housed in 776 camps.

With protracted poly-crisis specially Cholera, Malawi Government and relevant agencies continued to respond to the situation. As humanitarian partner, UNICEF continuously supports the Government of Malawi in responding to multiple emergencies in a coordinated and effective manner to reach more children and families affected by humanitarian crises. At the heart of UNICEF's response is the Core Commitments for Children in Humanitarian Action (CCCs). The CCCs call for the rapid provision and deployment of qualified personnel to act in the first eight critical weeks of humanitarian response and provide guidance for action beyond that, moving towards defined benchmarks. Therefore, UNICEF is seeking dedicated individuals willing to work on emergency response and preparedness, risk-informed and resilience programming, and operations and programme

<sup>1</sup> Germanwatch (2021), *Global Climate Risk Index 2021*, p.8.

activities in various fields to ensure the survival and well-being of children, women, and affected communities in an emergency.

## **PURPOSE OF THE ASSIGNMENT**

The purpose of the assignment is to support the functioning of the Education Cluster in ensuring smooth coordination, information sharing and data collection amongst humanitarian stakeholders, including Cluster members and other humanitarian actors such as Government officials at the national and sub-national levels, development partners, and local communities. Additionally, the Cluster Coordinator will support the Ministry of Education in facilitating processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective response by the cluster.

Under the overall guidance and direction of the Chief of Education, the Education Cluster Coordinator is expected to provide technical coordination related support throughout all stages of emergency programming to facilitate the management and delivery of results through key global, regional and country partnerships and so successfully manage and coordinate the various emergency response efforts and contributing to the below objectives:

## **SCOPE OF WORK/OBJECTIVES**

The Education Cluster Coordinator is expected to provide technical support in partnership with counterparts and partners with a specific focus on the following elements:

1. Support the Education Cluster Coordination Team (Ministry of Education, UNICEF and Save the Children) in organising regular Cluster coordination meetings for enhanced participation and information sharing to ensure appropriate coordination between all cluster partners.
2. Support the Education Cluster Secretariat (Ministry of Education) in preparing for meetings, drafting meeting minutes with clear actions and due dates, and circulating the meeting presentations and minutes.
3. Regularly update and maintain a contact list of all cluster partners and working groups at the national and district levels.
4. Support the cluster in developing the response and recovery plans.
5. Work with cluster partners to identify national and sub-national-level information gaps and propose ways to bridge information gaps.
6. Ensure PSEA is mainstreamed and monitored per Inter-Agency Standing Committee guidelines and procedures.
7. Support the Ministry of Education and Cluster co-leads in conducting the mapping of all current and potential actors— Government, national and international humanitarian organisations as well as national institutions, and the private sector through the provision of regular inputs/updates on the clusters 5W's (Who, What, Where, When and for Whom) matrix, cluster priority response matrix and other tools.
8. Support UNICEF colleagues in UNICEF internal emergency planning and reporting requirements.
9. Support the development of emergency supply plans.
10. Support the UNICEF Emergency Team and participate in internal cluster coordinators meetings/emergency meetings.

11. Interact and coordinate with other clusters and UNICEF cluster coordinators from other clusters through inter-cluster coordination fora and regular one-on-one meetings.
12. Provide substantial support to cluster working groups as required and facilitate exchange on cross-cutting issues.
13. Monitor the performance of the core cluster functions' performance and support the Ministry of Education and co-leads where necessary.
14. Support advocacy initiatives on issues impacting humanitarian needs and response efforts by collecting information and human interest stories in liaison with humanitarian partners, government officials, the media, etc.
15. Draft and provide inputs to the humanitarian situation report emphasising cluster achievements by providing relevant and up-to-date information.
16. Draft high-quality and regular district and sub-district emergency education situation updates
17. Compile regular inputs on the emergency-affected areas for the national and sub-national clusters with the expected outputs.
18. Provide daily updates to the Chief of Education and the Emergency Coordinator in charge of field operations. Support documentation of the UNICEF and cluster response reporting sex and age disaggregated data that should inform the decision-making.
19. Support the Education Cluster in developing a framework for monitoring and evaluating the cluster response and recovery plan and support the development of indicators that the cluster needs to monitor, linked to the response plan.
20. Undertake regular field monitoring visits to schools to progress in the achievement of results, lessons learned and challenges
21. Contribute to drafting and preparing regular situation reports highlighting relevant operational factors affecting the humanitarian situation and response efforts.
22. Follow up on proof of delivery and utilisation of emergency supplies, including end-user monitoring.
23. Promote and provide training and capacity building activities of the Government and other cluster partners, especially district cluster members.
24. Support the Cluster Coordination Team and cluster partners in preparedness and contingency planning by consolidation the inputs by partners for the Cluster Response Plan
25. Support the Cluster Coordination Team and cluster partners in setting up and maintaining a Cluster complaint and feedback mechanism based on the inputs/guidance provided and feedback regularly to the Cluster partners.
26. Be accountable to the affected population through effective and inclusive consultative and feedback mechanisms
27. Monitor performance of the IASC Minimum Requirements for delivery of the Core Cluster Coordination Functions and collaboratively develop and implement with partners an annual work plan to grow and maintain them.

## REPORTING REQUIREMENTS

### To whom will the consultant report (supervisory and any other reporting/communication lines):

- The consultant will report to the Chief of Education with frequent coordination with the Humanitarian Action and Resilience Section (HAR) and other sectors based on the emergency situation at the time of recruitment.
- The consultant will coordinate and work closely with the Government and the emergency technical focal points at UNICEF.

### What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

- Daily, weekly and/or monthly monitoring reports on the situation on the ground, reports on people in need and the reach of the response and progress and final report as agreed with the supervisor.
- Rapid and regular updates on the progress, especially input to Humanitarian Situation Reports and data requests is essential and critical.
- Regular discussions will be held face-to-face and virtually, and the consultant is expected to stay in touch via telephone, emails, and other online platforms.

### How will the consultant consult and deliver work, and when will reporting be done:

- The consultant will be field-based with regular presence in the emergency-affected districts.
- The consultant will provide monthly deliverables based on an agreed work plan and results-based schedule.
- In the first week of the month, the consultant will produce a work plan outlining the key deliverables in consultation with the contract supervisor. Where amendments arise during the month, a formal email will be shared and attached to the monthly report.
- Note that the consultant may be required to work irregular hours.
- The consultant will present the draft documents and the final report to UNICEF as agreed during the time of engagement and as per the work plan.

## EXPECTED DELIVERABLES

In alignment with the scope of work described above, the consultant will be expected to carry out emergency response activities which may be similar in output across the months, for which there will be monthly payments based on satisfactory performance-service delivery. In alignment with the nature of the assignment, a detailed work/implementation plan will be jointly prepared between the consultant and the contract supervisor, defining the delivery timelines and dates, outlining the planned tasks and concrete steps to be undertaken to successfully accomplish the assignment within the scheduled contract period as per broad outline below;

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% and amount of total fee payable
Emergency Planning	<ul style="list-style-type: none"> <li>• Education response and recovery plan developed</li> </ul>		Monthly	30%

<ul style="list-style-type: none"> <li>• Support the cluster in updating the Education Cluster response and recovery plan</li> <li>• Support UNICEF Education team in updating UNICEF internal emergency planning and response requirements</li> <li>• Support the cluster to develop contingency plans</li> </ul>	<ul style="list-style-type: none"> <li>• UNICEF Education team supported in updating its internal emergency planning requirements - EPP updated and submitted</li> <li>• Education Cluster Contingency Plan developed, and document submitted to DoDMA</li> </ul>			
<p>Cluster Coordination and Inter-cluster Meetings</p> <ul style="list-style-type: none"> <li>• Support UNICEF Emergency Team and participate in internal cluster coordinator meetings and emergency meetings</li> <li>• Interact with other clusters and other UNICEF cluster coordinators (including through inter-cluster coordination fora)</li> <li>• Provides substantial support to sector / cluster working groups as required and facilitates exchange on cross cutting issues</li> <li>• Monitor performance of the core cluster functions</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in relevant internal cluster coordination meetings/emergency meetings</li> <li>• Inter-cluster and other UNICEF coordinators interaction including through inter cluster coordination enhanced</li> <li>• Support provided to sector/cluster working groups and exchange of cross-cutting issues facilitated</li> <li>• Regular situation papers/reports highlighting relevant operational factors affecting the humanitarian situation and response drafted and prepared.</li> <li>• Core cluster functions performance monitored</li> </ul>		Monthly	30%
<p>Emergency Implementation, including supply tracking</p> <ul style="list-style-type: none"> <li>• Support development of emergency supply plan</li> <li>• Follow up on proof of delivery and utilisation</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Supply Plans developed in collaboration with UNICEF Education team by agreed deadline</li> <li>• Proof of delivery of supplies followed up</li> </ul>		Monthly	20%
<p>Monitoring and Reporting against the emergency</p>	<ul style="list-style-type: none"> <li>• Documentation of UNICEF and Education cluster response completed</li> </ul>		Monthly	20%

<ul style="list-style-type: none"> <li>• Support documentation of UNICEF and Education cluster response</li> <li>• Undertake monitoring visits to schools to learn about progress against stated objectives, lessons learned and challenges</li> <li>• Contribute to drafting and preparing regular situation papers/reports highlighting relevant operational factors affecting the humanitarian situation and response efforts</li> <li>• Support advocacy initiatives on issues impacting humanitarian needs and response efforts through the collection of information, liaison with humanitarian partners, government officials, the media, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• SitRep inputs provided</li> <li>• Monitoring visits to schools conducted and field reports disseminated</li> <li>• Donor reports inputs provided</li> <li>• Advocacy initiatives on issues impacting humanitarian needs and response efforts supported</li> </ul>			
Total				100%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signature and which will be updated on a regular basis as needed.

#### 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
- Demonstrating high standards in cooperation and communication with UNICEF and counterparts
- Satisfactory quality completion of each deliverable
- Adherence to UNICEF's child safeguarding policy

#### PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract of the satisfactory and quality completion and submission of deliverables and upon receipt of the respective and

approved invoice. Once the supervisor approves and signs monthly reports, the consultant will issue a receipt for payment against the approved monthly report. 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

The consultancy cost will be based on an all-inclusive fee basis, including professional fees, travel and living costs, transportation costs (fuel, car hire, etc), stationary, communications, etc. No other costs are payable under this consultancy.

## DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

### Academic qualification:

- An advanced university degree in one of the following fields is required: education, social sciences, development, or other related disciplines.  
*\*A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an advanced university degree)*

### Work experience:

- A minimum of five (5) years of relevant professional work experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, with UN and/or NGO, including programme management and/or coordination in the first phase of a major emergency response.
- Experience with coordination, project management, planning, monitoring, evaluation and administration
- Previous experience with cluster coordination is an asset
- Experience in training Government and partner organizations on key humanitarian principles and thematic areas
- Experience in the UN common system is desirable.
- Background and/or familiarity with emergency is required
- Experience with finalising planning documents is essential

### Technical skills, knowledge and strength areas:

- Knowledge and programming experience in emergencies
- Drive for results.
- Ability to work effectively under stress and in emergency settings.
- Ability to work effectively in a diverse and multi-cultural team to achieve goals.
- Ability to develop new and nurture existing internal and external networks, partnerships and relationships which deliver results.
- Ability to communicate confidently and persuasively, both orally and in writing.
- Ability to analyse information, solve problems and make decisions in various contexts
- Strategic thinking
- The highest levels of personal integrity and commitment to adhering to required standards of conduct.
- Knowledge of results-based management principles is a strong asset
- Good knowledge of MS Office (including PowerPoint, Excel and Word) is essential
- Demonstrated coordination skills is essential

### Languages:

- Fluency in written and verbal English is required, familiarity with Chichewa will be asset.



## ADMINISTRATIVE ISSUES

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

As per policy on consultants, the individual will be expected to complete a list of mandatory training, including 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 acknowledgement upon acceptance of the offer.

Before the issuance of the official contract, the individual consultant is requested to:

- complete the applicable mandatory trainings.
- ensure that the visa (where applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. The consultant is solely responsible for both the visa and own health insurance.
- the selected consultant is subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts

The consultant must ensure the use of his/her own computer and be able to communicate using direct calls/WhatsApp, and any other approved electronic communication. Where approved, for work efficiency, the consultant will be provided a UNICEF email and ID only during the contract period.

## CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.

- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- The consultant will not have supervisory responsibilities or authority on UNICEF budget.
- 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. Consultants 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.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage candidates to disclose their disability during their application in case they need reasonable accommodation during the selection process and afterwards in the assignment.

#### HOW TO APPLY FOR THE ROSTER PURPOSE

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five (5) pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Certified reference letters from at least three (3) previous supervisors (full reference checks will be conducted at the time of recruitment against a specific emergency need and prior to engagement)

**Note:**

- Only shortlisted candidates will be contacted and advance to the next stage of the selection process.