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| **Title:** Planning, Monitoring and Reporting Contractor | **Funding Code** | **Type of engagement**[ ]  Consultant [x]  Individual Contractor | **Duty Station:**Nairobi |
| **Purpose**To provide technical support in programme planning, monitoring, and reporting to UNICEF Kenya Country Office. The position aims to strengthen overall country office programming and provide additional support to zonal offices and counties, in line with the new country programme 2022 – 2026. |
| ***Background and Justification:***UNICEF Kenya is currently transitioning to a new Country Programme Document, 2022-2026. PME as a Section plays a central role in providing assurance to the office that overall country programming meets highest quality standards. The Section aims at ensuring that the country programme is effectively supported to meet quality programming standards in achieving results for children.With a new focus on strengthening devolution as well as influencing upstream policy development, Planning, Monitoring and Evaluation work under the new CPD is centred around the following areas:1. Supporting annual programme and management planning including development of annual rolling work plans and annual management plans as well as supporting UNICEF’s online results planning, in line with the Country Programme Document and UNICEF’s global strategy
2. Providing technical support to mid and end year reporting including development of reporting guidelines and templates, quality assurance of RAM reports and ensuring that all reports are captured in UNICEF’s reporting systems
3. Strengthening the office capacity in overall results based and participatory planning, monitoring, reporting and evaluation
4. Strengthening capacities of counties in preparation of evidence-based plans that address the needs of children
5. Building the capacities of national and county level bodies in in M&E - initiatives including supporting national and county M&E policy development
6. Providing technical expertise for programme (section) development of monitoring systems and integration of technology for real time reporting to support quick decision-making that is crucial for devolution to work
7. Support humanitarian-development nexus in planning, monitoring, processes of the office and supporting counties on the same
8. Capacity building of Zonal Offices M&E focal points on planning, monitoring, and evaluation as a critical element in fostering devolution and for having “one office” approach

PME plays a central role in providing assurance to the office that overall programming meets highest quality standards. The Section aims at ensuring that the country programme is effectively supported to meet quality programming standards in achieving results for children.With the transition to the new CPD, a heavy focus on devolution, and considering existing staffing levels in the Section, there is need for additional manpower support to ensure quality programming standards in achieving results for children are met.In view of the above, the Section seeks to recruit an Individual Contractor to support in delivery of quality programming.***Scope of Work***The contractor will be supervised by the Planning and monitoring officer and Chief of PME as second reporting supervisor and will work with the Planning & Monitoring Specialist, and rest PME team for specific products.***Work relationships:***The incumbent will work closely with all sections at UNICEF including zonal offices. The contractor will work with national and county governments as required, as well as with other UN agencies and development partners.***Outputs/Deliverables:***The contractor will provide a monthly report based on the activities outlined above. The monthly report should include products delivered and milestones. Payment will be monthly. |
| **Budget Year:** | **Requesting Section/Issuing Office:** | **Reasons why consultancy cannot be done by staff:** |
| *2022/23* | *Planning, Monitoring and Evaluation (PME)* |  |
| **Included in Annual/Rolling Workplan***:* [x]  Yes, [ ]  No please justify:  |
| **Contractor sourcing:**[x]  National International [ ]  Both**Contractor selection method:** [ ]  Competitive Selection (Roster)[x]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[x]  New SSA (contractor) [ ]  Extension/ Amendment |
| **If Extension, Justification for extension:**  |  |
| **Supervisor:****Planning, Monitoring Officer** | **Start Date:****1st November 2022** | **End Date:****15 October 2023** | **Number of Days (working)** **11.5 Months** |
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| **Estimated Consultancy fee** |  |  |  |
| Travel International (if applicable) | In consideration of a monthly payment vis a vis the deliverables payment, the Contract amendment under the **Itinerary, Mode(s) of Travel and Standards of Accommodation** section, for UNICEF to cater for individual contractor’s travel by directly raising their travel authorization instead of reimbursement. This will include equivalent air tickets and DSA rates payable to staff members undertaking a similar travel for official purposes according to the travel policy. |  |  |
| Travel Local (please include travel plan) |  |  |
| DSA (if applicable) |  |  |
| **Total estimated consultancy costs[[1]](#endnote-2)** |  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| [x]  Bachelors [ ]  **Masters** [ ]  PhD [ ]  Other Enter DisciplinesUniversity degree in social sciences, development planning, planning, evaluation, survey implementation, advanced statistical research. | * At least two years of professional work experience in UNICEF **programme planning, monitoring, and reporting** including the following:
* Experience in RAM reporting, UNICEF annual work-planning, Annual reporting process, planning and organizing Mid-year and Annual Reviews, would be an advantage
* Experience in emergency programming, including emergency program monitoring and reporting will be an advantage.
* Additional years of experience in above areas will be an asset
* Fluency in English is required. Knowledge of local language is an asset.
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| **Administrative details:**Visa assistance required: [ ] Transportation arranged by the office: [x]  | [ ]  Home Based [x]  Office BasedIf office based, seating arrangement identified: [x] IT and Communication equipment required: [x] Internet access required: [x]  |
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|  | *Date: 23/08/2022* |
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1. 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

Remarks: Candidates must provide their financial proposal together with the application. [↑](#endnote-ref-2)