

**GHANA COUNTRY OFFICE**

**TERMS OF REFERENCE FOR HIRING CONSULTANT/ INDIVIDUAL CONTRACTOR**

Title	Individual Contractor -Public Finance for Children
Output and Outcome	Social Policy
Location/duty station	Accra, Ghana
Duration – number of months	11.5 months
Expected Start Date	December 1 <sup>st</sup> 2022
Expected Planned Fee (all inclusive)	tbd
Reporting to	Chief, Social Policy (P4)
Budget Code/WBS Element and Grant	Output 24 Non-Grant
Project and activity codes	Act 24.2

**1. BACKGROUND AND JUSTIFICATION FOR THE ASSIGNMENT:**

Ghana has experienced rising public sector debt, attributed in part to the impact of the COVID-19 pandemic, exacerbating the existing issue of limited fiscal space. Meanwhile, the Government of Ghana had forecasted that GDP growth would hover between 5-6% between 2022-2025. The worsening of the balance of payment position of the government has led to Inflationary pressures and exchange rate depreciation which in turn has necessitated an increase in government borrowing. There is also a significant shortfall in government revenue. Ghana’s GDP growth has been revised downwards, in line with the global slowdown in economic growth and the security challenges in the Sahel region. Aside from recent COVID-linked increases, Ghana has faced a steady decline in Official Development Assistance (ODA). Equally challenges in efficiency, budget credibility and budget adequacy have been impacting the effective delivery of social services for children.

Therefore, poor and vulnerable households have been under an immense amount of strain because of the impact of the COVID-19 pandemic and global impact of Ukraine crises. Children have experienced reduced access to essential goods and services, increased poverty, food insecurity, exposure to violence, abuse, and exploitation as well as a dip in physical and mental health. The high levels of inflation seen this year are rapidly putting increased pressure on poor and vulnerable households, potentially pushing more into absolute poverty. Prio to COVID crises, 28,2% of Ghanaian children were monetary poor, while 73,4% suffered from multidimensional poverty. The Government’s current spending plans are for a reduction in real terms social sector expenditure. Budget for social sectors is set to fall from 6.3% of GDP in 2022 to 5.2% of GDP in 2025. This is of concern at a time when social sector funding is most needed.

In this context, UNICEF is committed to support Government of Ghana (GoG) to ensure equitable and efficient service delivery with robust evidence, policy dialogue as well as supporting GoG’s PFM reforms, such as Programme Based Budget reform. UNICEF’s Public Finance for Children area of work aims to ensure that sufficient resources are allocated and efficiently used for child-related policies and programmes and that results-based budgeting and value for money approaches are adopted. It also aims to support GoG to find more fiscal space for social services as well as to ensure that resources are equitably and efficiently distributed and executed. UNICEF supports budget related participation, monitoring and oversight. PF4C team works in close collaboration with UNICEF section and their related line ministries and decentralised bodies as well as Ministry of Finance, National Development and Planning Commission, CSOs, academia and parliament.

Public Finance for Children is one of the cross-cutting areas in UNICEF Ghana. The overarching goal of the Public Finance for Children (PF4C) Framework is to contribute to the realisation of children’s rights by supporting the best possible use of public budgets. The framework is aligned with the United Nations Convention on the Rights of the Child Article 4 as well as the General Comment No. 19 on Public Budgeting for the Realization of Child Rights, as well as with UNICEF’s 2018-21 Strategic Plan.

**2. PURPOSE OF THE ASSIGNMENT:**

The Individual Contractor will be part of the Social Policy and Inclusion team, specifically PF4C team and works closely with the UNICEF Chief of Social Policy and Inclusion. S/he will lead section's budget analyses work in close collaboration of with sections (Education, Child Protection, Health and Nutrition, WASH and Social Protection) to promote equitable resource allocation and efficient expenditure to improve children's access to quality social services, particularly for vulnerable and poor children and families by generating evidence and advocating, aimed at supporting the Government of Ghana's budgetary decisions.

Towards this end, the key areas of this consultant's work in Public Finance Management for Children (PF4C) will be:

- 1) Lead timely development of summary social sector and sector budget briefs and infographics, based on equity and trend analysis of budget allocations, budget composition and source, actual expenditure to the social sectors particularly focusing on education, health, nutrition, water and sanitation, child protection and social protection;
- 2) Support sections in timely policy dialogue and strategic budget advocacy and related knowledge management actions, including guidance on policy briefs and advocacy material by developing Impact Action Plans.
- 3) Support new evidence-based PF4C initiatives including cost of inaction and budget credibility studies and costing exercises.
- 4) Develop updates on fiscal space and macroeconomic situation with special focus on revenue generation and debt.
- 5) Lead the PFM coordination with external stakeholders.
- 6) Support Chief and Management in IFI and PFM engagement through development of policy briefs and technical advice.
- 7) Support the development of UNICEF Ghana's PF4C strategy.
- 8) Support proposal writing.

#### Child Safeguarding

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?  
 YES ( ) NO ( X ) If YES, check all that apply:

Direct contact role YES ( ) NO ( x ). If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES ( ) NO ( x ). If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos)

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

### 3. DURATION (START AND END DATES):

The contract is expected to start in November 2022 and end in October 2023, for total period of 11.5 months.

### 4. DELIVERABLES AND PAYMENT SCHEDULE:

#	Description of Deliverables	Target Delivery Date
1.	Monthly activity reports indicating tasks undertaken, progress and status of activities and any challenges encountered with lessons learned and recommendations and attaching relevant project documents produced. These are internal reports for UNICEF and are not for publication	End of every month of the contract

#	Description of Deliverables	Target Delivery Date
2.	Sectorial Budget Briefs produced by July 2023 and policy dialogue held together with sections.	July 2023
3.	Summary budget memo produced of 2023 State Budget	January 2023 and October 2023
	Cost of Inaction of Social Protection study supervised and produced	April 2023
4.	Budget Brief Impact action plans produced and internal planning session held	February 2023
5.	PF4C Strategy Produced	September 2023
6.	Trimestral Economic updates	Trimonthly

**Note:**

The individual contractor will be paid on a basis of negotiated all-inclusive (professional fees, Subsistence allowance) monthly fee that will be stated in the contract. In the event travel is foreseen; the applicable DSA rate will be used. Payment will be made upon satisfactory submission of monthly report based on the deliverables certified and approved by the supervisor

**5. OFFICIAL TRAVEL AND LOCATIONS INVOLVED (Estimate):**

Destination	Dates / No. of Days
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DSA for the period and cost for 1 international round ticket should be factored as part of all inclusive fee.	

**6. CONTRACT SUPERVISION AND REPORTING ARRANGEMENT:**

The individual contractor will be supervised by the Chief of Social policy and Inclusion.

**7. QUALIFICATIONS AND EXPERIENCE, SPECIALISED KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- At least Master's degree in Public Finance, Economics, Business Administration, and related fields;
- Must have demonstrated excellent research and analytical skills and the ability to analyze financial data as well as visual presentation skills by using infographics, charts and other tools to easily represent and communicate data to inform decision making;
- Minimum of 5 years working experience in any reputable organization;
- Must have an appreciable understanding of public financial management concepts and principles and applications as well as statistics;

- Be able to work independently as well as with a team in an international, multicultural and interdisciplinary environment and establish harmonious and effective working relationships both within and outside the organization;
- Excellent communication and writing skills of the English language, including ability to present information at different levels and to different technical and non-technical audiences as well as drafting publishable documents.
- Internet proficiency as well as proficiency in MS Office (Word, Excel, PowerPoint, etc.) and advance STATA is required. Knowledge in data application software is a must.
- Accuracy, speed, and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel; and office technology equipment;
- Sound security and gender awareness;

## **8. GENERAL CONDITIONS – PROCEDURES AND LOGISTICS**

- The Consultant will be required to work from the UNICEF office in Accra, Ghana and will be provided with a desk, laptop, internet, network and printer access.

## **9. POLICY – BOTH PARTIES SHOULD BE AWARE OF:**

- Under the consultancy agreements, a month is defined as 21.75 working days and 250 days in total during 11.5 months, and fees are prorated accordingly.
- The Individual Contractor will receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month, and up to 17 days for a maximum of 11.5 months contract.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- Consultants/ individual contractors will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant/ individual contractors will be required to sign the CIC Personal Status Profile prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section
- 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.

**10. COPYRIGHT, PATENTS, AND OTHER PROPRIETARY RIGHTS (if applicable)**

The Government of Ghana and UNICEF shall have the Copyright, Patents and other Proprietary Rights for all documents generated from this consultancy

**11. MODALITY OF DISSEMINATION:**

**a) Advertising vacancy**

Newspaper  E-mail  NICEF Website  ef/External websites   
 UN Agencies

Other  Please specify: (e.g. inviting experts in the field of .....)

**Application Procedure:**

Interested candidates should apply on-line to the link provided indicate their professional fees per month in USD

In addition to the CV/Resume, candidates should attach a two-page note on how he/she intends to effectively accomplish this assignment within the time frame.

**b) Selection from Roster**

**c) Other** Please specify:

Interviews planned:

Yes  No

**12. ENDORSEMENT OF TERMS OF REFERENCE:**

Function	Name	Signature	Date	Comment
<b>Prepared by</b>	Pauliina Sarvilahti Chief of Social Policy and Inclusion			
<b>Reviewed by</b>	Laurent Kibanda Maregesi HR Manager			

<b>Approved by</b>	Lucia Soleti, OIC, Deputy Representative			
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