

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Development of the New Adolescent Health strategy 2022-2026		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	LUSAKA, ZAMBIA
<p>Purpose of Activity/Assignment:</p> <p>The implementation period of the current Adolescent Health Strategy (2017-2021) comes to an end in December 2021. Granted some changes in programming context, Ministry of Health and partners have identified the need to review the current strategy and develop a successor strategy for the period 2022-2026. The services of an individual consultant are therefore sought to support these processes.</p>			
<p>Scope of Work:</p> <p>The overarching scope of the assignment will entail taking stock of achievements and lessons learned in implementation of the current Adolescent Health Strategy 207-2021 (i.e. to what extent it responded to needs of adolescents and young people and was consistent with national health agenda) and to develop a successor Adolescent Health Strategy 2022-2026 that is responsive to the health needs of adolescents and young people in Zambia and aligns to the national development agenda and the Sustainable Development Goals (SDGs).</p> <p>The key elements of the assignment are as follows:</p> <ol style="list-style-type: none"> i. Facilitate a rapid technical review of the Adolescent Health Strategy (2017-2021) to ascertain successes and lessons learnt in areas of service delivery (including implementation modalities), governance, and the adequacy of the scope of the strategy with regard to addressing priority health needs of adolescents and young people. ii. Review relevant literature and programme documents to understand current context of health programming for adolescents and young people including: burden of diseases and conditions of epidemiological relevance to adolescents and young people; strategic interventions and implementation modalities to address the health needs of adolescents and young people. An evidence synthesis report on adolescent health and HIV in Zambia will be the primary source document. iii. Identify and use an evidence-based framework for development of the Adolescent Health Strategy 2022-2026 iv. Facilitate development of the Adolescent Health Strategy 2022-2026 outlining strategic areas of focus, and a monitoring, evaluation and learning framework following established Ministry of Health guidelines on strategy development process. v. Facilitate the development of a costed national operational plan for the Adolescent Health Strategy (2022-2026) in close collaboration with Ministry of Health and other stakeholders (UN agencies, NGOs, CSOs, young people and academia) vi. Actively engage key and relevant stakeholders at all stages of the assignment vii. Facilitate validation of the Adolescent Health Strategy (2022-2026) and its operational plan with key stakeholders including cooperating partners, Government ministries, Non-Governmental and Civil Society Organisations and adolescents and young people 			

Whilst the consultant will be expected to develop his/her methodological approach for this assignment, the following key considerations are imperative and consistent with the global Accelerating Action for the Health of Adolescents (AA-HA!) framework and the global standards for adolescent health:

- i. Relevance: Prioritised interventions are appropriate and reflect the needs of adolescents and young people.
- ii. Effectiveness: Interventions included in the strategy are proven to address the needs of adolescents and young people.
- iii. Efficiency: Implementation modalities in delivering interventions reflect value for money
- iv. Equity: Espousing the principle of leaving no one behind and ensuring that access to essential services is according to need
- v. Rights based: Respect for human rights in programming for adolescents and young people
- vi. Meaningful participation and engagement: Adolescents, young people and relevant stakeholders are engaged at all levels including design, implementation, monitoring and evaluation of programmes targeting them

The consultant is expected to propose a detailed action plan outlining how the assignment will be undertaken

A technical team will be constituted to work in close collaboration with the consultant on all aspects of this assignment.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

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

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](#)

Budget Year: 2021	Requesting Section/Issuing Office: Health and HIV	Reasons why consultancy cannot be done by staff: The assignment requires services of an independent professional having expertise in the field of adolescent and young people’s health. Additionally, it requires investing much more time exclusively to complete the assignment and hence not possible for existing UNICEF staff to undertake the tasks.
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Included in Annual/Rolling Workplan: Yes No, please justify:

Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
If Extension, Justification for extension:			
Supervisor: Edgar Lungu, HIV/AIDS Manager	Start Date: 30 th September, 2021	End Date: 30 th January, 2022	Number of Days (working) 40
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline (days)	Estimated Budget (ZMW)
Develop an inception report with plan of action outlining detailed approaches and timelines for the assignment.	Inception report	3	9%
Undertake a rapid expert review of implementation of the Adolescent Health Strategy 2017-2021		5	
Review relevant local and international literature to understand the programming landscape in Zambia and proven interventions to address health needs of adolescents and young people	Situation and landscape analysis report	10	10%
Facilitate stakeholder workshops involving cooperating partners, Government ministries, Non-Governmental and Civil Society Organisations and adolescents and young people to undertake prioritisation exercise	Meeting report detailing prioritised strategic areas and corresponding interventions	4	
Produce draft Adolescent Health Strategy 2022-2026 with monitoring, evaluation and learning framework	Meeting Report	10	20%
Produce draft national operational plan of the Adolescent Health Strategy 2022-2026	Final report	10	20%
Undertake validation meetings for the Adolescent Health Strategy 2022-2026 and its operational plan		2	
Produce final approved Adolescent Health Strategy 2022-2026	Approved ADH Strategy 2022-2026	5	41%
		Total	
Estimated Consultancy fee			
Travel International (if applicable)	NA		
Travel Local (please include travel plan)			

DSA (if applicable)			
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Public Health, Development Studies; Social Science; Health Communication or any relevant field in international development assistance</p>	<p>Knowledge/Expertise/Skills required:</p> <ol style="list-style-type: none"> i. At least ten years' relevant experience including in development of strategies and programmes including Sexual Reproductive Health and HIV ii. Knowledge of adolescent health and HIV programme context in Zambia iii. Strong communication skills in English (spoken and written); iv. Proven experience in designing costed strategies and implementation plans v. Proven ability to work effectively in cross-cultural and multi-cultural settings and teams, and to deliver high-quality results within expected time frames. vi. Extensive experience and proven track record in the theory and practice of strategic communication interventions including integrated service delivery vii. Good grounding in participatory facilitation skills and latest techniques in skills and knowledge transfer viii. Proficiency in standard Microsoft Office applications and excellent communication and writing skills 		
<p>Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/></p>		
Request Authorised by Section Head	Request Verified by HR:		
<p><i>Approval of Deputy Representative Operations (if Operations):</i></p> <p>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)</i></p>		<p><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p>	

ⁱ 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

Text to be added to all TORs:

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.