**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

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| **PART I**  |
| Title of Assignment | Monitoring, Evaluation, Accountability and Learning (MEAL) Individual Contractor |
| Section | **Child Protection** |
| Location | Remote  |
| Duration | 11 months  |
| Start/End date | **From:1-Feb-22** | **To: 31-Dec-22**  |

**Background and Justification**

Children make up a significant part of the large-scale and complex population movements. Millions of children in the Eastern and Southern Africa Region are on the move within and across borders – fleeing conflicts, violence, poverty, disaster and in search of a better life. These children may face a variety of protection risks including detention, kidnapping, and an inability to communicate with caregivers they may have been separated from. With few opportunities to safe and regular migration, children resort to hazardous routes and risk falling into the hands of smugglers and traffickers where they become even more vulnerable to violence, exploitation and abuse. Children on the move have the right to safe movements. When this is assured, they will not only have access to opportunities that may be limited in countries of origin, but they will also make valuable contributions to the communities in their destinations.

UNICEF Eastern and Southern Africa Regional Office (ESARO) launched a European Union (EU) supported project to protect children on the move and to provide alternatives to child immigration detention. The project, entitled as ‘The EU Global Promotion of Best Practices for Children in Migration (2020 – 2023)’, covers two regions and four countries: El Salvador and Mexico in Latin America and the Caribbean Region (LACR); and South Africa and Zambia in Eastern and Southern Africa Region (ESAR). The overall objective of the project is to contribute to the effective protection of children on the move and the realization of their rights through gender-responsive child protection systems that provide quality integrated services, alternative care and mental health and psycho-social support. This initiative also aims at documenting and sharing lessons learnt and best practices towards the use of alternative care options to replace immigration detention, based on empirical evidence and data.

The project is coordinated by UNICEF and is implemented in cooperation with UNHCR. The logic of intervention for the project fits within the broader UNICEF and UNHCR strategic directions for engagement on children on the move. The project focuses on strengthenining integrated services and alternative care to immigration detention for children on the move through facilitation of the Best Interests Procedures (BIP); and inclusion of children on the move in case management systems. The project also increases frontline officials and service providers capacities on case management, gender-based violence and MHPSS. Good practice will be documented and shared, contributing to the development of useful models that could be replicated at regional and global level.

UNICEF ESARO is thus looking for a Monitoring, Evaluation, Accountability and Learning (MEAL) Contractor who will lead the design and implementation of monitoring and evaluation, accountability and learning processes throughout the implementation of the project.

**Scope of Work**

1. **Goal and Objective:** Under the supervision of the Child Protection Specialist (Emergencies) and working in close cooperation with the Child Protection Specialist (Migration), the Knowledge Management, Monitoring and Evaluation Specialists at UNICEF ESARO, the contractor will provide technical assistance to project countries to improve monitoring and evaluation, accountability and learning activities. She/he will support knowledge and capacity building on MEAL at regional and country level. She/he will communicate evidenced-based results, internally - to inform management and project decisions; and, externally - to donors and project participants for accountability purposes. She/he will also oversee producing information management products (e.g infographics) to support implementation, management and advocacy of the project. The contractor will also contribute to the UNICEF ESARO Child Protection Section Monitoring and Evaluation activities.
2. **Provide details/reference to AWP areas covered:** This activity contributes to Output 2 of the Child Protection Work Plan: Enhanced country office capacity to design, implement and monitor at-scale quality and evidence-informed programmes for prevention and response to violence against children, and provision of care and legal protection in development and humanitarian contexts.
3. **Activities and Tasks:**
	1. **Design and roll out monitoring and evaluation, accountability, and learning processes**
		* Lead the development and implementation of regional (ESARO and LACRO) and country specific (El Salvador, Mexico, South Africa and Zambia) MEAL plans, in line with UNICEF standards including Harmonized Approach to Cash Transfers.
		* Support, guide and provide standards and tools for gender and age disaggregated data collection and analysis across project countries.
		* Support study processes including evaluations, monitoring and reviews, lessons learning workshops and events.
		* Support the development and use of project information materials (such as flash reports and infographics).
		* Support the development and implementation of knowledge management and learning
		* Develop guidance and support countries to promote the participation of community members and project beneficiaries in MEAL activities.
	2. **Technical support to strengthen MEAL processes and outcomes**
		* Work with the project teams (at regional and country level) in the development of the monitoring framework, relevent tools and mechanisms.
		* Provide technical support on developing and implementing country specific MEAL plans.
		* Ensure the compliance of project activities with contractual commitments.
		* Assist project team in compiling and disseminating relevant reports, plans, and information/data documents.
		* Provide technical support to the project team on child protection information management.
	3. **Capacity building**
		* Identify MEAL related regional and country level capacity building needs and opportunities.
		* Conduct training for staff regarding MEAL priorities, quality standards and MEAL related tools.
4. **Work relationships:** The contractor will engage with the project counterparts in the four project countries and with Child Protection and other sections (notably Knowledge Management Specialist, Monitoring Specialist, and Evaluation Specialist) at the regional level. The contractor will maintain regular communication with both UNICEF and UNHCR project focal points at country level to facilitate the smooth implementation of the MEAL activities.

**Outputs/Deliverables:**

**Output 1: Project MEAL plan developed and implemented.**

* + - The project Monitoring and Evaluation, Accountability, and Learning (MEAL) plan and tools developed.
		- Periodic reports in line with internal and donor requirements prepared.
		- Quantitative and qualitative gender and age disaggregated data collection and data analysis conducted and informed project management decisions.
		- Knowledge management and learning activities developed and implemented.
		- Study processes including monitoring and reviews, lessons learning workshops and events organized.
		- Project information materials developed and shared with the donor and relevant stakeholders for advocacy .
		- Good quality monitoring data and regular monitoring reports are documented for follow-up purposes and findings are communicated and used for decision making.
		- Community members and project beneficiaries including boys and girls are participated in the MEAL activities.

**Output 2: Technical assistance provided.**

* + - Technical assistance provided to the project team on the implementation of monitoring tools and methodologies.
		- Remote support provided to the project countries to develop and implement country specific MEAL plans.
		- Compliance of project activities with quality framework standards and contractual commitments ensured.
		- Technical support provided to the project team on child protection information management.

**Output 3: Capacity of project staff and partners on MEAL processes strengthened.**

* + - Mapping of MEAL related capacity building needs and opportunities conducted at the regional and Country Offices level.
		- Training and awareness raising activities provided for staff regarding MEAL priorities, quality standards and MEAL related tools.

**Payment Schedule**

The contractor will be required to submit monthly reports as specified below.

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| **Number** | **Deliverables** | **Payment** | **Deadline**  |
| 1  | Monthly progress report including mapping report of MEAL related capacity building needs and opportunities submitted. | Monthly payment/fee (9%) | 28 February 2022  |
| 2 | Monthly progress report including project MEAL plan and tools submitted. | Monthly payment/fee (9%) | 31 March 2022  |
|  3 | Monthly progress report and quantitative and qualitative gender and age disaggregated data data analysis (of the project results) submitted. | Monthly payment/fee (9%) | 30 April 2022  |
| 4 | Monthly progress report and flash-report to the donor on project progress submitted. | Monthly payment/fee (9%) | 31 May 2022  |
| 5 | Monthly progress report submitted and training and awareness raising activities for staff regarding MEAL priorities, quality standards and MEAL related tools conducted.  | Monthly payment/fee (9%) | 30 June 2022  |
| 6 | Monthly progress report submitted and project information materials (e.g infographics) developed. | Monthly payment/fee (9%) | 31 July 2022  |
| 7 | Monthly progress report submitted and lessons learning workshops and events organized. | Monthly payment/fee (9%) | 31 August 2022  |
| 8 | Monthly progress report submitted including technical support to COs to ensure compliance of project activities with quality framework standards, accountability and contractual commitments.  | Monthly payment/fee (9%) | 30 September 2022  |
| 9 | Monthly progress report submitted and study processes including project evaluation facilitated.  | Monthly payment/fee (9%) | 31 October 2022  |
| 10  | Monthly progress report and flash report to the donor submitted.  | Monthly payment/fee (9%) | 30 November 2022  |
| 11 | Final report submitted and lessons learning workshops and events organized. | Monthly payment/fee (10%) | 31 December 2022  |

**Desired competencies, technical background, and experience**

1. Education:
	* A Master’s degree (or equivalent experience) in International Development, Business Administration, Economics, Development Studies, Anthropology, Sociology, Social Work, Social Science, Statistics, or other relevant field. \*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.
2. Work experience and skills:
	* At least five-eight years of relevant work experience in areas of child protection program development & quality.
	* Extensive experience in MEAL related role in UN Agency / INGO environment.
	* Experience in programme planning, coordination and management.
	* Excellent documentation and report writing skills.
	* Excellent communication skills
	* Demonstrated knowledge of programme areas pertinent for children on the move (including displaced and migrant children).
3. Must exhibit the UNICEF Core Values of:
	* Care
	* Respect
	* Integrity
	* Trust
	* Accountability
4. Competencies
	* Builds and maintains partnerships
	* Demonstrates self-awareness and ethical awareness
	* Drive to achieve results for impact
	* Innovates and embraces change
	* Manages ambiguity and complexity
	* Thinks and acts strategically
	* Works collaboratively with others
5. Languages needed.
* Fluency in English (verbal and written). Knowledge of Spanish is an added advantage.

**Administrative issues**

The contractor is expected to be home based with potential travel to countries, depending on COVID-19 travel restrictions for which the UNICEF office would cover DSA and travel costs. Travel will be in economy class. If the contractor is required to quarantine while traveling, UNICEF will pay for the quarantine if not organized by the host country.

Regular remote meeting (frequency to be defined with the supervisor) will be organized to provide updates. The contractor will use his/her own office equipment. As the work will be done remotely, the contractor must have high internet connectivity and should be available/reachable online, from 8:30– 17:30 East African Time.

**Conditions**

As per UNICEF DFAM policy, payment is made based on monthly reports. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary. The candidate selected will be governed by and subject to UNICEF’s General Terms and Conditions for individual contracts.

**Risks**

Some of the deliverables including lessons learned workshops would require travels and this may be impacted by COVID-19 restrictions. The contractor will explore alternative and feasible platforms to organize remote lessons learned workshops, as needs be.

**How to Apply**

Qualified candidates are requested to submit a cover letter, CV and P11 form to the online recruitment portal (Talent Management System). Qualified candidates should also submit examples of tools and materials they have developed as MEAL Specialist or related to MEAL in their past experience.

Interested candidates are requested to indicate ability, availability, and rate (monthly) expressed in US$ to undertake the terms of reference. **Applications submitted without a fee/ rate will not be considered.**