

## TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

PART I		
Title of Assignment	Individual contractor-(National) to support safe school programme.	
Section	Education and Adolescents	
Location	Lilongwe, Malawi	
Duration	Eight months	
Start date	<b>From:</b> 1 October 2020	<b>To:</b> 31 <sup>st</sup> May 2021

### Background and Justification

The individual contractor (national) will provide high level technical support to the safe school programme in Education and Adolescent section under the school-age pillar whose main programmatic focus is delivery of adolescent safety and protection in the school settings using primary and secondary schools' platform.

As such the contractor will be technically supporting and providing oversight to the implementation of the safe school programme in collaboration with Education and Adolescent section as well as the technical leadership of the Child protection section. The support will focus on ensuring smooth continuity of the programme and planning for 2021, including partnership development and monitoring of programme implementation. The contractor will provide oversight on the planning and implementation of programs to prevent and respond to violence in schools through mainly the safe schools' program.

The contractor will report to the Education Specialist (Secondary Aged Adolescents) while maintaining a technical liaison with the Child Protection section. This integrated service delivery of the programme is in and through the school platforms and contributes to results under the integrated services unit while supporting learning outcomes in primary, secondary and alternative learning settings.

The individual contractor will focus on supporting the delivery of child protection services in and through the school platforms. This portfolio is currently focusing on the delivery of the safe schools' program which has five key elements of:

- a. Empowerment of girls and boys to protect themselves and speak up against violence;
- b. Building the capacity of key protection stakeholders including teachers to prevent and respond to violence against children;
- c. Systematic engagement of schools, communities and courts to prevent and respond to violence against women using the school platform as the entry point.
- d. Creation of linkages and referral systems for reporting and responding to violence against children.
- e. National level coordination, advocacy, policy development and strengthening for safe schools.

### **Objective and Scope of Work**

The aim of this request for an individual contractor is to provide high level direct technical support to the safe school and child protection programme for a period of 8 months from 1<sup>st</sup> October 2020. Under the supervision of the Education Specialist (Secondary Aged Adolescents), and technical guidance of Chief of Child Protection Section, the contractor will be responsible for technically supporting and providing oversight to the implementation of the UNICEF Malawi safe schools' program. This will also include reviewing policy and program engagement related to provision of child protection services in and through the school. The contractor will be also be responsible for supporting planning, partner engagement, monitoring program implementation, financial oversight, reporting and national engagement on delivery of child protection services through the school platform. The activities to be undertaken by the contractor include:

Specifically, the assignment will entail the following;

- Provide direct technical guidance to Safe school and child protection strategic interventions in education programme as aligned with high profile projects including Global Partnership for Education (GPE), UN Joint Programme for Girls Education (JPGE) and Spotlight initiative.
- Provide direct technical support for strategic partnership development including developing programme documents on safe school and child protection programming in education and coordinate with government for consolidation of input.
- Provide direct technical guidance to Ministry of Gender, Community Development and Social Welfare Task Force on the Development of Child Participation Strategy.

- Develop safe school and child protection in school advocacy packages for national level engagements. Support development of minimum standards on safety in school(primary and secondary) as well the national level engagements including the safe school roundtable underlining UNICEF coordination role on safe school in Malawi.
- Direct Support child protection and education related analysis and reviews including inputting into key child protection and education strategic documents and guidelines and support child protection/education technical analysis and review.

### Deliverables of the Assignment

	Time Frame	Deliverables	Number of Days	Payment Plan
1	October 2020	<ul style="list-style-type: none"> <li>• Detailed workplan for the delivery of tasks produced and submitted</li> <li>• Follow up implementation of UJAMAA and Law Commission partnerships including narrative and financial reporting.</li> <li>• Monitoring reports for the implementation of UJAMAA and Law Commission DCTs</li> <li>• Funds requests for UJAMAA and Law Commission reviewed and submitted for payment</li> </ul>	monthly	MK 3,540,900
2	November 2020	<ul style="list-style-type: none"> <li>• Terms of Reference for engagement of UJAMAA from 2021 onwards developed</li> <li>• Program Document, Results Framework and detailed budget for further engagement of UJAMAA developed and submitted for internal review.</li> </ul>	monthly	MK 3,540,900

		<ul style="list-style-type: none"> <li>Participate in joint monitoring visits and provide lessons to inform programming.</li> </ul>		
3	December 2020	<ul style="list-style-type: none"> <li>Prepare programme documents in view of the partnership with UJAMAA on safe schools' programme.</li> <li>Support programme review meetings to kick start continuation of Safe schools' partnership with UJAAMA.</li> <li>Conduct joint Programatic visit and document lessons to inform partnerships with Law Commission.</li> </ul>	monthly	MK 3,540,900
4	January 2021	<ul style="list-style-type: none"> <li>Project initiation meeting with UJAMAA conducted including development of a presentation on behalf of UNICEF.</li> <li>Minutes of the project initiation meeting with UJAMAA developed and shared.</li> <li>ToRs for engagement of Malawi Police Service and Law Commission developed</li> <li>Safe Schools input into the JPGE donor report provided.</li> <li>Follow up narrative and financial reporting for UJAMAA and Law Commission partnerships.</li> </ul>	monthly	MK 3,540,900

5	February 2021	<ul style="list-style-type: none"> <li>• Taskforce meeting on safe schools convened and meeting note prepared and shared</li> <li>• Technical input into concept notes and budgets for Malawi Police Service and Law Commission provided and funds disbursed.</li> <li>• Narrative programme joint visit report with UJAMAA drafted.</li> </ul>	monthly	MK 3,540,900
6	March 2021	<ul style="list-style-type: none"> <li>• Round table meeting on safe schools conducted and report of the meeting produced.</li> <li>• ToRs for the development of the national safe schools' program drafted</li> </ul>	monthly	MK3,540,900
7	April 2021	<ul style="list-style-type: none"> <li>• Programmatic visit reports for Law Commission and Malawi Police Service conducted.</li> <li>• Taskforce on the development of the national safe schools' program convened and minutes produced.</li> </ul>	monthly	MK 3,540,900
8	May 2021	<ul style="list-style-type: none"> <li>• Final assignment report produced documenting key lessons to inform safe schools' programme development and implementation.</li> </ul>	monthly	MK 3,540,900

### Payment Schedule

Payment will be made upon satisfactory completion of quality deliverables as per the payment schedule described above.

### Desired competencies, technical background and experience

- An advanced University degree in one of the following fields is required: social sciences, development studies, law, human rights and political science.
- At least five years of relevant professional experience in the area of development planning and management related to child protection, child rights, justice for children related areas is required.

**Technical skills and knowledge:**

- Strong conceptualisation, analytical and writing skills.
- Experience in developing and supporting based baseline studies, impact assessment and surveys.

**Competencies:**

- Strong and high-level experience in leading teams and supporting participatory discussions

**Languages:**

- A comprehensive mastery of English is essential

**Other requirements**

- Knowledge of UNICEF operational procedures is an advantage.
- Familiarity with international organizations would be an asset. Fluence in English

**ADMINISTRATIVE ISSUES**

UNICEF will regularly communicate with the individual contractor 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 contractors and individual contractor, 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 acknowledgment. Within 5 days of the contract commencement, the contractor/individual contractor is requested to complete the applicable mandatory trainings.

**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 contractor.
- The contractor will be based in Lilongwe.

- The contractor will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under this assignment agreement, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The contractor is not entitled to payment for overtime, weekends or public holidays, medical insurance and taxes.
- 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.
- The assignment will require in-country trips. Transport to attend scheduled meetings with partners will be arranged through the recipient section.
- No travel should take place without a travel authorization from section prior to the commencement of the journey to the field.
- 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 contractor 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 contractor will not have supervisory responsibilities or authority on UNICEF budget.

## HOW TO APPLY

Interested individual contractors should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the contractor's understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial  
Proposal.xlsx

4. References details