

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title Document best practices and lessons learnt in implementation of the 2gether 4SRHR	Funding Code	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: LUSAKA, ZAMBIA
Purpose of Activity/Assignment: Consistent with the programme objective on documenting evidence based and scalable good practices, the services of an individual consultant are sought to undertake evidence compilation and documentation of the best practices, lessons learnt and human-interest stories emerging from implementation of the 2gether 4SRHR programme.			
Scope of Work: Given their knowledge of the programme, the 2gether 4SRHR technical team identified four areas for which best practices and lessons learnt will emerge and these include: <ul style="list-style-type: none"> i. Using mentorship model to improve quality of integrated SRH/HIV and SGBV services ii. Strengthening data generation and use through real time data visualization (Situation Room) and advocacy for age and sex disaggregated data iii. Use of Community Based Volunteers in provision of integrated SRH information and services In documenting best practices, lessons learnt and human-interest stories, the consultant will work in collaboration with a technical team comprising Ministry of Health, and the four participating UN agencies namely UNICEF, UNFPA, WHO and UNAIDS. The key elements of the assignment are as follows: <ul style="list-style-type: none"> i. Review relevant programme documents to understand context of the programme ii. Identify and use pre-defined criteria to appraise respective programme best practices based on quality evidence iii. Synthesize existing evidence in each of the identified best practices iv. Interact with programme beneficiaries, implementers and other stakeholders as may be appropriate and as may be possible to solicit information pertaining to documentation of best practices v. Document through a narrative report each of the best practices separately vi. Present to the technical team and where possible wider stakeholder group for validation vii. Provide recommendations on innovative and appropriate ways of disseminating the evidence so that it is optimally used for decision making By definition, a good practice is “a technique or methodology that, through experience and research, has proven to reliably lead to a desired result’. A commitment to using the good practices in any field is a commitment to using all the knowledge and technology at one's disposal to ensure success. In documenting best practices, the consultant is expected to develop a methodological approach which will seek to solicit information addressing the following criteria for each of the identified areas: <ul style="list-style-type: none"> i. Relevance in addressing the operational and programming areas; ii. Innovative in demonstrating new and creative ideas to solving the problems; iii. Impact demonstrates a positive and tangible result that enhances program delivery and contributes to long term results; and iv. Replicability in that it serves as an effective model and has potential for application to other contexts/programs The consultant is expected to propose a robust methodological approach using established guidelines for identifying and documenting best practices.			

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 analytical work and documentation of evidence. 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 Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desktop Review/Interview)	Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:	

Supervisor: Edgar Lungu, HIV/AIDS Manager	Start Date: 20 th September, 2021	End Date: 20 th December, 2021	Number of Days (working) 30
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Work Assignment Overview

Tasks/Milestone:	Deliverables/Outputs:	Timeline (days)	Estimated Budget (ZMW)
Develop an inception report with plan of action outlining detailed methodological approaches and timelines for the assignment.	Inception report	3	8 % Payment
Review relevant documentation, collect evidence and information on best practices and lessons learned and prepare the draft report detailing respective best practices and lessons learned.	Draft Report of Best Practice and Lessons Learned	17	34 % Payment
Work with Communications Sections/Units of participating UN agencies and Ministry of Health to document four Human Interest Stories (HISs)	Draft Report of HISs	7	17 % Payment
Organise and facilitate meetings with UNICEF and partners on the validation of reports on best practices in programme implementation	Meeting Report	1	7 % Payment
Produce final reports detailing respective best practices and lessons learnt in implementing 2gether 4SRHR	Final report	2	34 % Payment
Total			100%
Estimated Consultancy fee			
Travel International (if applicable)	NA		
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Public Health, Development Studies; Social Science; Health Communication or any relevant field in international development assistance	Knowledge/Expertise/Skills required: <ol style="list-style-type: none"> At least eight years' relevant experience including in designing, reporting and delivering Reproductive Maternal Newborn Child and Adolescent Health programmes including HIV Knowledge of RMNCAH and HIV programme context in Zambia Strong communication skills in English (spoken and written); Proven experience in documenting programme performance, best practices and lessons learned Proven ability to work effectively in cross-cultural and multi-cultural settings and teams, and to deliver high-quality results within expected time frames. 		

Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<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"/>
Request Authorised by Section Head	Request Verified by HR:
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <i>Approval of Deputy Representative Operations (if Operations Programme)</i> <hr/> </div> <div style="width: 48%;"> <i>Approval of Deputy Representative (if Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)</i> <hr/> </div> </div>	

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.