

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/ CONTRACTORS



Title of contract/consultancy:	Social Policy Consultant
Type of engagement:	<input checked="" type="checkbox"/> Consultant
Workplace of Consultancy / Location:	Required to work from UNICEF Office, Belize City
Duration:	11 months
Start Date:	7/1/2024
End Date:	5/31/2025
Requesting Section:	Social Policy
Supervisor:	Enkhnasan Nasan-Ulzii, Social Policy Specialist

Fields containing an asterisk (*) will be used to advertise the consultancy

BACKGROUND (*)

UNICEF Belize, in collaboration with the Government of Belize (Ministry of Human Development, Families, and Indigenous Peoples’ Affairs, the Ministry of Economic Development; the Ministry of Foreign Affairs; the Ministry of Rural Transformation, Community Development, Labour and Local Government; Office of the Prime Minister, BELTRAIDE and the Social Security Board), ILO and WFP, has implemented a Joint SDG Fund Programme (JP) on “Building a resilient Belize through universal, adaptive and sustainable social protection”, launched officially in April 2022 and ended in March 2024. The JP has contributed to building a stronger, coordinated, integrated, shock-responsive, and resilient social protection system in Belize that reaches the most vulnerable, women and children by developing a National Social Protection Strategy, inclusive of the Social Protection Floor (SPF), making efforts to enhance the shock-responsiveness of social protection system, supporting income-generation for the most disadvantaged and remote rural women and young people, and building relevant capacities of the Government and communities at both national and subnational levels. Additionally, under the JP, a National Coordination Mechanism for social protection is being established to ensure the implementation of the Strategy. The work under JP will continue to ensure adequate support to the Government in the approval and implementation of the Strategy.

Additionally, UNICEF Belize is part of a multi-country ECHO programme aimed at strengthening the shock-responsiveness of social systems, including the social protection system. Within this project, as well as building on the previous work undertaken within the JP, UNICEF will be supporting the government in fiscal analysis for a shock-responsive social protection system, standard operating procedures for humanitarian cash transfers and enhanced beneficiary registry system to enable timely identification of vulnerable children and families for response and mitigation measures during disasters and shocks.

PURPOSE/SCOPE OF ACTIVITY/ASSIGNMENT (*)

This consultancy aims to support the timely and quality implementation of UNICEF Belize's social policy initiatives. The consultant will facilitate the continuation of social protection-related support to the Government, building upon the groundwork established within the Joint Programme. Additionally, the consultant will assist in the implementation of ECHO programme activities, ensuring timely reporting and effective coordination with stakeholders.

KEY EXPECTED RESULTS (*)

The consultant is expected to deliver the following key results:

1. Support in finalization and approval of the National Social Protection Strategy and establishment and operationalisation of the National Social Protection Coordination mechanism.
2. Support planning and monitoring of ECHO programme implementation in collaboration with UNICEF programme officers, and focal points at the government level.
3. Support ECHO programme reporting, prepare data and evidence for reporting purposes as per ECHO funding requirements and provide inputs for communication material as relevant.
4. Maintain the ECM for the JP and ECHO-related documentation.
5. Any other support social policy initiatives as relevant

WORK ASSIGNMENT OVERVIEW	
Deliverables/Outputs (*):	Date
<ul style="list-style-type: none"> • Organize at least 2 stakeholder consultations and meetings to support the finalization of the National Social Protection Strategy and accompanying Action plan. • Support the development of composition and TOR for a National Social Protection Coordination Mechanism • Support the development of standard operating procedures for humanitarian cash transfers (Phase 1: Draft 50% completed) • Support any other social policy initiatives as relevant 	7/31/2024
<ul style="list-style-type: none"> • Support validation meetings for finalization of the National Social Protection Strategy and Action plan • Support the finalization of composition and TOR for a National Social Protection Coordination Mechanism • Organize review and validation meetings of the draft standard operating procedures for humanitarian cash transfers • Conduct meetings and support the enhancement of the beneficiary information system • Support any other social policy initiatives as relevant 	8/31/2024
<ul style="list-style-type: none"> • Set meetings with stakeholders to present the draft, get feedback, and coordinate feedback to the draft National Social Protection Strategy. • Support the development of standard operating procedures for humanitarian cash transfers (Phase 2: Draft completed) • Support the enhancement of the beneficiary information system • Support any other social policy initiatives as relevant 	9/30/2024
<ul style="list-style-type: none"> • Support the final validation of the National Social Protection Strategy, and Action Plan, and submit it for endorsement. • Support the 1st meeting of the National Social Protection Coordination Mechanism • Support the validation of standard operating procedures for humanitarian cash transfers (Phase 3: Validation) • Support any other social policy initiatives as relevant 	10/31/2024
<ul style="list-style-type: none"> • Support the advocacy and engagement with the Government aimed at the approval of the National Social Protection Strategy. • Support operationalization of the National Social Protection Coordination Mechanism • Support the approval process of standard operating procedures for humanitarian cash transfers (Phase 4: Approval) • Support any other social policy initiatives as relevant 	11/30/2024

<ul style="list-style-type: none"> • Support the approval of the National Social Protection Strategy • Support the operationalization/testing of standard operating procedures for humanitarian cash transfers (Phase 5: Implementation) • Support the enhancement of the beneficiary information system • Support any other social policy initiatives as relevant 	12/31/2024
<ul style="list-style-type: none"> • Support 2nd Meeting of the National Coordination Mechanism • Support implementation of the National Social Protection Strategy and Action plan • Support any other social policy initiatives as relevant 	1/31/2025
<ul style="list-style-type: none"> • Organize stakeholder engagement and partnership building to support implementation of the National Social Protection Strategy and Action plan • Test/refine the beneficiary information system • Support any other social policy initiatives as relevant 	2/28/2025
<ul style="list-style-type: none"> • Support ECHO programme reporting • Support any other social policy initiatives as relevant 	3/31/2025
<ul style="list-style-type: none"> • Support 3rd Meeting of the National Coordination Mechanism Minutes of the TWG • Support any other social policy initiatives as relevant 	4/30/2025
<ul style="list-style-type: none"> • Final consultancy report • Support any other social policy initiatives as relevant 	5/31/2025
Estimated Consultancy Fee (Sub-total)	

*The daily and continuous tasks related to planning, reporting and coordinating and supporting the government, participating UN agencies and RCO are not reflected in the above work assignment table.

TRAVEL REQUIREMENTS*

The consultant will travel locally when required.

MINIMUM EXPERIENCE / QUALIFICATIONS (*)

<p>Education:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Bachelor Degree in Social Studies, Economics, Public Finance Management, Public Policy and/or Administration, Social Sciences or other relevant disciplines</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Knowledge of social protection • Previous relevant experience with the United Nations, international cooperation agencies or government institutions is an asset • Experience in joint programme implementation; • Ability to write high quality technical documents • Capacity to work in a team, and ability to work in a fast paced work environment is an asset • Excellent spoken and written English
<p>Years of Experience: 5 years or more</p>	

CONDITIONS OF SERVICE (*)

Before commencing work, a consultant or individual contractor shall submit a statement of good health and take full responsibility for the accuracy of that statement, including confirmation that he or she has been informed of the inoculations required for the country or countries to which travel is authorized. Consultants and individual contractors shall assume all costs that may occur in relation to the statement of good health.

Consultants and individual contractors are required to certify that they are covered by medical/health insurance.

The Consultant is expected to work in UNICEF Belize office with frequent travels to Belmopan for coordination meeting and support. The organization will provide office space and IT support.

RECOURSE (*)

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

PROPERTY RIGHTS

UNICEF shall hold all property rights, such as copyright, patents and registered trademarks, on matter directly related to, or derived from, the work carried out through this contract with UNICEF.

TRAININGS

Consultants and Individual contractors, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract.

- [Ethics and Integrity at UNICEF](#)
- [Prevention of Sexual Harassment & Abuse of Authority](#)
- [Sexual Exploitation Abuse \(PSEA\)](#)

Consultants and Individual Contractors must complete the following course before commencement of any travel on behalf of UNICEF.

- [BSAFE Security Training](#)

Any consultant or individual contractor who is issued a UNICEF email address must complete the following courses no later than 30 days after signature of contract.

- [UN Human Rights and Responsibilities](#)
- [UNICEF Information Security Awareness Course](#)
- [Fraud Awareness](#)

HOW TO APPLY (*)

Prospective consultants should apply through UNICEF jobs website using the link provided. No later than 30 May 2024. The application package should include the following:

- a) A cover letter;
- b) Detailed Curriculum Vitae
- c) Qualified candidates are requested to submit and all inclusive, detailed financial proposal inclusive of monthly fees, insurance, etc.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.