**UNICEF KENYA CO TERMS OF REFERENCE (TOR)**

**FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

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| **PART I** | | |
| Purpose of Assignment | Consultancy – Technical Support in rolling out Public Finance Management for Children (PF4C) | |
| Location of Assignment | Nairobi (with frequent travels to the counties) | |
| Duration of contract | **120 Days- spread over 12 months** | |
| Start date | **From:** 1/08/2019 | **To:** 1/07/2020 |
| Reporting to: | Social and Economic Policy Specialist | |

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| **Background and Justification**  Children in Kenya account for slightly over 50 percent of the total population. Child deprivation (poverty) in Kenya is still very high: The summary findings of the child poverty study indicate that overall child poverty (prevalence of deprivations) is 45 percent of all children. This translates to 9.5 million children in Kenya who are severely deprived in at least 3 or more basic needs for their wellbeing. According to the household expenditure survey of 2016 poverty estimates indicate that over 41 percent of all children are poor.  The Africa agenda 2063 recognizes gender inequality as a challenge in Africa that has resulted in women facing disproportionate incidences of poverty, illiteracy and disease. According to KIPPRA 2019 gender analysis accessing to affirmative funds for women and children has not improved outcomes.  Linkages between policy development, monitoring and child/ women rights compliance that are demonstrated by understanding the patterns of investment and resources for children / women ensure access to quality and accessible health and education services, as well as protection from violence, exploitation, and discrimination. It is about achieving optimal well-being of children in all aspects of their physical health, emotional and cognitive development. The evidence on child/ women focused investments and resource allocation will influence county planning that will be more sustainable in yielding results for boys, girls and women.  Armed with the right evidence on budgets and expenditures, various policy makers and executives at county level will be able to contribute towards equitable and sustainable planning for socioeconomic child/ women sensitive development programmes and goals that are gender sensitive, promote equity and social justice and facilitate economic growth, all of which brings us closer to eliminating poverty and reaching the targets set in the Sustainable Development Goals (SDGs).  Gender inequality is still a major development challenge in the country with many women still left out from accessing economic opportunities and resources. In this realm, inclusive economic growth can only be achieved if gender disparity is properly addressed from budget processes.  Gender inequality exacts a significant toll on multiple dimensions of development in Kenya. Girls 15-19 years old give birth at a rate of 90.9 in 1,000, putting Kenya second only to Gabon (99.9) among medium human development countries. Despite recent but all-too slow progress, maternal mortality remains a high 510 deaths per 100,000 live births, nearly 3 times the rate of its medium human development ranking neighbours (Pakistan and Myanmar both at 178).  In the economic sphere, women are acutely impacted by discriminatory policies and gender norms. Women are 40% more likely to be unemployed than men. The wage difference between women and men is 55%. Women’s gross national income per capita stands at $2,537 compared to men at $3,405. This leaves women to take on vulnerable forms of employment that fail to protect their basic labour rights. Unpaid care and domestic work also factor as a severe constraint to gender equality and women’s empowerment. The slight wage gain in women employment in the last 8 years should be weighed against the quality of jobs.  The State Department of Gender Affairs Strategic Plan estimates that the direct budget allocation to gender machinery in 2018 was at 0.3% of national budget, with target to move this to 2.5% by 2022.  Every year 1 million young people join the job market in Kenya, yet the Country has the largest number of jobless youth in East Africa. About 500,000 youth who graduate from various tertiary institutions ready to enter the job market every year. There is need to develop policies and programmes to address youth unemployment and empowerment challenges. The UN Secretary General, Mr. Antonio Guterres has said, “*Action is urgently needed. Too many young people lack resources they need to lift themselves out of poverty”.* The national government has created a policy, legislative and programmatic framework to deal with the youth agenda through the National Youth Service Act, the National Youth Council Act, the National Youth Employment Authority Bill, 2015 and Access to Government Procurement Opportunities (Agpo) for youth, women, persons with disabilities and other marginalised groups).  Kenya has made several commitments to children, including a constitutional obligation for the State to protect and promote the rights of children and other vulnerable groups like women. This commitment is played out through Government funding towards policies such as free primary education, free maternal healthcare, cash transfers for orphans and vulnerable children and school feeding programmes. However, fulfilling the rights of children requires that these programmes are successfully planned and budgeted for, with efficient implementation and ongoing monitoring and evaluation. | | | |
| **Purpose of the Assignment**  To support Government of Kenya (specifically National Treasury and KIPPRA) to deepen PF4C that includes gender and youth at county level through:   * county capacity building on PF4C that includes gender and youth, * county budget analysis with lens of PF4C, gender and youth * effective support to UNICEF in planning and roll out of the UN joint devolution programme 2019-2022.   This is to ultimately contribute to increased and sustained GoK (national and county) budgeting for children.  **Scope of Work**   1. **Goal and Objective:**   UNICEF, in partnership with National Treasury and KIPPRA, are deepening child sensitive budgeting in Kenya through the Public Finance for Children (PF4C) programming. The PF4C programming will integrate gender and youth participation throughout the whole process and in the products. UNICEF will be collaborating with other UN agencies, specifically UN Women and UNDP under the joint devolution programme.  The three main initiatives include:   * + - 1. Capacity building for PF4C at county level targeting 47 counties which will include refresher course for Trainer of Trainees on PF4C that includes gender and youth participation and thereafter capacity building of all the 47 counties in 6 clusters;       2. County Budget analysis from a PF4C lens targeting 47 counties.       3. Effective support to UNICEF in planning and roll out of the UN joint devolution programme 2019-2022, in partnership with UNDP and UN Women.  1. **Expected Results**    1. Detailed work plan for the roll out of the PF4C for one-year July 1st, 2019-June 31st, 2020, linked to the joint devolution programme programme document, especially the PFM outputs and activities in the prodoc,    2. Updated PFM training materials for counties on PF4C including gender and youth participation following the budget cycle,    3. Template for the type of information and data required to produce a comprehensive analysis for the county budgets from a PF4C lens including gender and youth participation, with indication of the sources of the data,    4. Template for the county budget analysis report, with the report for each county being maximum 3 pages including infographics,    5. Template for the best practices analysis report, for the county budget analysis report, maximum 10 pages,    6. The KIPPRA and National Treasury team effectively supported in capacity building of the counties,    7. The KIPPRA and National Treasury team effectively supported in budget analysis of the counties,    8. The UNICEF team effectively supported to collaborate with other UN agencies (UN Women and UNDP), and in coordinating with the GoK institutions especially National Treasury, KIPPRA, CoG, KSG and OCoB.    9. UNICEF supported to effectively plan, coordinate and roll out the UN Joint Devolution Programme 2019-2022, especially the PFM components. 2. **Activities and Tasks:**    1. **Work planning and inception:**        * 1. Read and understand the joint devolution prodoc, the UNICEF concept on the county capacity building and the UNICEF concept on county budget analysis.         2. Hold discussions with the UNICEF team, KIPPRA and National Treasury.         3. With the UNICEF team, develop a detailed workplan on PF4C (1 year, July 1st-31st June 2020) for the activities.       1. **PF4C training materials**:          1. Support the National Treasury and KIPPRA teams in updating the PF4C training materials that integrate gender and youth participation.          2. Support the National Treasury and KIPPRA in developing the county training and budget analysis programme, with roles and responsibilities.       2. **Templates development:**          1. Support KIPPRA team to develop a template for the type of information and data required to produce a comprehensive analysis for the county budgets from a PF4C lens including gender and youth participation, with indication of the sources of the data,          2. Support KIPPRA team to develop a template for the county budget analysis report, with the report for each county being maximum 3 pages including infographics,          3. Support KIPPRA team to develop a template for the best practices analysis report, for the county budget analysis report, maximum 10 pages.       3. **County capacity development support:**           1. Provide technical back up to the ToTs who will be providing training to the counties, including some field visits as appropriate to provide quality assurance.          2. Support the infusing of lessons from one training to improve the next trainings.       4. **County budget analysis support:**           1. Provide quality assurance to the KIPPRA team on county budget analysis, from data collection, input, review of reports and infographics.          2. Read the 47 county budget analysis reports and provide comments.          3. Read the lessons report and provide comments.       5. **Effective technical and coordination support provided to UNICEF:**           1. Provide technical support to UNICEF team especially in ensuring the products above are of high quality.          2. Provide quarterly progress reports and a final report to UNICEF at end of assignment.          3. UNICEF effectively supported to plan, coordinate and roll out the UN Joint Devolution Programme.          4. Support other PFM related analysis (e.g. open budget, BOOST, PETS, PER etc). 3. **Work relationships:**   The consultant will work under the supervision of Social and Economic Policy Specialist in UNICEF Kenya. The Consultant will work with the UNICEF Social Policy team which is overally supervised by the Chief of Social Policy.  The consultant will operate at the UNICEF offices. However, a lot of work will be at KIPPRA, National Treasury and counties, therefore the consultant will be expected to plan and be in these institutions as appropriate.  The consultant will work directly and engage with National Treasury and Planning and KIPPRA and with select counties.  **Travel:** The consultancy will be Nairobi based, with significant travels to counties and UNICEF Zonal offices. Travel will be planned with UNICEF, National Treasury and KIPPRA.   1. **Outputs/Deliverables:**    1. Detailed work plan for the roll out of the PF4C for one-year July 1st, 2019-June 31st, 2020, linked to the joint devolution programme, especially the PFM outputs and activities in the prodoc,    2. Updated PFM training materials for counties on PF4C including gender and youth participation following the budget cycle,    3. Excel template for the type of information and data required to produce a comprehensive analysis for the county budgets from a PF4C lens including gender and youth participation, with indication of the sources of the data,    4. Guideline for analytical reporting (all sectors of concern to children, gender and youth) including, template for the county budget briefs, with the report for each county being maximum 3 pages including infographics,    5. Template for the best practices analysis per sector (health, nutrition, education, social protection, gender, youth) report, maximum 5 pages,    6. Quarterly progress reports (4) of the technical support provided and 1 final report.   **Payment Schedule** | | | |
| **Deliverables** | **Duration (Estimated # of days or months)** | **Timeline/Deadline** | **Schedule of Payment** |
| Detailed work plan for the roll out of the PF4C | 10 | 31/08/2019 | 8.3% |
| Updated PFM training materials | 10 | 31/09/2019 | 8.3% |
| Template for the type of information and data required for budget analysis | 10 | 30/10/2019 | 8.3% |
| Guideline for analytical reporting including template for the county budget briefs | 10 | 30/11/2019 | 8.3% |
| Template for the best practices analysis report | 10 | 31/12/2019 | 8.3% |
| Analytical data e.g. from BOOST and OCoB reports input in excel templates for budget analysis | 10 | 31/01/2019 | 8.3% |
| Progress report 1 on technical assistance-esp. on first drafts of county budget analysis | 10 | 29/02/2020 | 8.3% |
| Progress report 2 on technical assistance-esp. on final reports on county budget analysis | 10 | 31/03/2020 | 8.3% |
| Progress report 3 on technical assistance-esp. on draft report best practices from counties | 10 | 30/04/2020 | 8.3% |
| Progress report 4 on technical assistance-esp. on final report of best practices from counties on key social sectors (health, education, nutrition, social protection, gender, youth) | 10 | 31/05/2020 | 8.3% |
| Progress report 5 on technical assistance- esp. on capacities of counties uptake and application of the budget briefs | 10 | 30/06/2020 | 8.3% |
| 1 final report | 10 | 31/07/2020 | 8.7% |
| TOTAL | 120 |  | 100% |
| Note: Due to the nature of the consultancy, the consultant will be paid maximum 10 days per month, with evidence of the deliverables. | | | |
| **Required qualifications, desired competencies, technical background and experience**   1. Advance university degree in economics, public finance, statistics, development studies, social sciences or other relevant disciplines 2. Minimum 5 years of relevant professional work experience 3. Experience in working with government or international bodies in economics and public finance 4. Demonstrated experience in decentralisation/devolution 5. Strong analytical and drafting skills 6. Fluency in spoken and written English. | | | |

**Administrative issues**

**Conditions**

* The consultant/firm is expected to commit fully to this task as per the TOR and adhere to the timeline, subject to changes and revisions by UNICEF KCO or ESARO team.
* The consultant will not have supervisory responsibilities nor authority on UNICEF budget and other resources.
* The candidate selected will be governed by and subject to UNICEF’s General Terms and Conditions for individual contracts.
* As per UNICEF DFAM policy, payment is made against approved deliverables. 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.

**How to apply:**

Provide: CV and refrences

Interested consultants to indicate ability, availability and all-inclusive **rate (daily fee)** for expected deliverables to undertake the terms of reference.

**Applications submitted without a fee/ rate will not be considered.**