**TERMS OF REFERENCE**

**Purpose of the Assignment:** Short-term consultancy to support the preparation of a concept note on the Second Phase of the Sustainable Child Friendly Cities

**Section Submitting:** SPEAR

**PURPOSE AND OBJECTIVE.**

The consultant supports the SPEaR Section in the Elaboration of the concept note on the Second Phase of the Sustainable Child Friendly Cities Initiative in Mozambique (including harmonization of the contributions of different sections of UNICEF to the Initiative and the National Association of Municipalities of Mozambique - ANAMM). The document will describe the overall framework of the Sustainable Child Friendly City Initiative that includes (1) expected results, (2) scope of participating municipalities, (3) recommended indicators against which participating municipalities will be monitored, (4) monitoring and assessment mechanism, (5) roles of stakeholder institutions including ANAMM and UNICEF, among others.

**METHODOLOGY AND TECHNICAL APPROACH.**

The concept note will be developed based on the results and lessons learnt from the 1st phase of the initiative. Therefore, a systematization of lessons learnt will be the starting point of this assignment, which should be conducted in participatory approach including interviews with the selected participating municipalities.

The Consultant must be based in Maputo, working with the Social Policy Evaluation and Research (SPEAR) section and with a collaboration with Communication, Adolescent and Partnership team. The methodology and approach include establish clear priorities or focus areas from other programme sections to be part of the Sustainable Child Friendly City initiative.

**ACTIVITIES AND TASKS.**

The consultant will be responsible for collection of information and ensure the involvement of all stakeholders in the initiative to develop the concept note with methodological guidelines. Specifically, he/she will:

* Support systematization of the results of the 1st phase of the Initiative and to document lessons learnt.
* Hold meetings involving the different stakeholders UNICEF (SPEaR and Programme Sections), ANAMM and Municipalities to explore the different perspectives for the Initiative;
* Elaboration of the concept note/Methodological Guidelines of the Initiative which covers the points in the above section of Purpose and Objective;

**DELIVERABLES AND PAYMENTS.**

Payments will be processed upon acceptance of the corresponding deliverable and against an invoice that will reference the contract and deliverable numbers. Payments will be approved by the respective section chief.

*Deliverable 1:*

Delivery timeframe: 29 of August

Deliverable/product(s): Inception report that specify the work plan and stakeholders to be interviewed including the ones at subnational level. Draft lessons learnt from the first phase of the initiatives should be annexed.

Payment (indicate amount or %): 30%

*Deliverable 2:*

Delivery timeframe: 29 of September

Deliverable/product(s): Draft of the concept note with a Methodological Guide: 30%

*Deliverable 3:*

Delivery timeframe: 29 of October

Deliverable/product(s): Delivery of the Final Documents of the Methodological Guide and the Municipal Performance Evaluation Index: 40%

**MANAGEMENT AND SUPERVISION.**

Orientation and supervision will under the Social Policy Officer, with a close collaboration with the Chief of Social Policy Section and other members of the team. The consultancy will commence in the end of July 2019 and terminate in the end of October 2019.

**QUALIFICATIONS AND SPECIALIZED KNOWLEDGE.**

**Academic qualifications:**

University Degree in Sociology, Economics, Public Policy, Political Science and other related areas.

**Work experience:** At least 3 years of professional experience in policy advocacy and governance. Working experience with decentralization is an asset.

**Specific knowledge, competencies, and skills required:**

* Excellent abilities in systematizing information;
* Strong analytical skills;
* Excellent abilities in presenting written information in simple language but powerful;
* Strong abilities to organize events, proactive and with interpersonal relations abilities;
* Strong motivation, passion and dynamism to work in tight deadlines;
* Proficiency in working with Microsoft Office Suite and other text processing and presentation programs;

**Language skills:**

Fluency in Portuguese and English is required.

**CONDITIONS OF WORK.**

The Consultant will be based in Maputo.

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| **Items** | **Provided by UNICEF** | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | x |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | x |  |
| Office Space |  | x |  |
| Computer in office premises | x |  |  |
| Access to printer in the office premises | x |  |  |
| Airtime | x |  | Data up to: USD 50 per month Voice up to: USD 50 per month (on a reimbursable basis supported by the submission of original invoice/bill/receipt) |

**IN-COUNTRY TRAVEL.**

Approved travel within Mozambique will be covered/reimbursed by UNICEF as follows:

**Option b.** Travel organized by UNICEF through a Travel Authorization per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

**EVALUATION CRITERIA.**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. The shortlisted candidates will be asked to provide a written sample of their previous work. The office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time. The technical evaluation criteria are stipulated below.

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| **Item** | **Technical Criteria/Qualifications**  | **Max. Points** |
| **1** | **Education**  | **25** |
| **1.1** | University Degree in Sociology, Economics, Public Policy, Political Science and other related areas | 25 |
| **2** | **Work Experience**  | **30** |
| **2.1** | At least 3 years of professional experience in Sociology, Economics, Public Policy, Political Science and other related areas | 30 |
| **3** | **Technical Skills and Knowledge**  | **45** |
| **3.1** | Excellent abilities in systematizing information | 10 |
| **3.2** | Strong analytical skills | 10 |
| **3.3** | Excellent abilities in presenting written information in simple language but powerful | 10 |
| **3.4** | Strong motivation, passion and dynamism to work in tight deadlines; | 5 |
| **3.5** | Proficiency in working with Microsoft Office Suite and other text processing and presentation programs; | 5 |
| **3.6** | Language skills: proficiency in Portuguese and English  | 5 |
|  | **Total Technical Score** | **100** |
|  | **Minimum Technical for pass to financial assessment** | **70** |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* |