

United Nations Children's Fund

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title:</b>  National Consultant  Climate-Smart Social Services Coordinator	<b>Funding Code:</b>  WBS: 2460/AO/06/500/004/040 Grants: EAPRO 7% set-aside GS240001 GS230007 FR 9000032060 SM230391	<b>Duty Station:</b>  Vientiane, Lao PDR
<p><b>Purpose of Activity/Assignment:</b> The purpose of this consultancy is to coordinate the implementation of Climate-Smart Social Services and Climate Change and Disaster Risk Index (CCDRI) in Lao PDR. This role will facilitate efficient coordination among various stakeholders, contribute to the implementation of the comprehensive office climate strategy, and ensure the achievement of project objectives within stipulated timeframes. The ideal candidate will possess extensive experience and knowledge in project coordination, climate financing, and climate- and disaster risk-related initiatives.</p> <p><b>Background:</b>          Lao PDR is highly vulnerable to climate change impacts due to its reliance on climate-sensitive natural resources and low adaptive capacity. The country ranks 40<sup>th</sup> out of 163 in the global Children's Climate Risk Index, placing children at high risk. Although contributing minimally to global greenhouse gas emissions, Lao PDR is among the world's most vulnerable and least prepared countries. Inter-sectoral collaboration within UNICEF and with external stakeholders is crucial to address the wide-reaching impacts of climate change.</p> <p>The climate crisis is the key defining human and child's rights challenge of the current generation and is already having a devastating impact on the well-being of children in Lao PDR. Although Lao PDR contributes less than 0.01% of global greenhouse gas emissions, it's among the world's most vulnerable countries and least prepared. Understanding where and how children are uniquely vulnerable to this crisis is crucial in responding to it. The climate change induced challenges are often so wide-reaching that they cannot be addressed by one sector alone, which is why inter-sectoral collaboration within UNICEF is necessary.</p> <p>UNICEF Lao PDR is looking for a Climate-Smart Social Services Coordinator to ensure effective liaison and coordination between the Ministry of Natural Resources and Environment (MoNRE), the National Designated Authority (NDA), the designated line ministries and government agencies, the UNICEF country office, as well as development partners and donor agencies.</p> <p>The Consultant will be based at the UNICEF Country Office with in-country field missions and virtual meetings as needed.</p> <p><b>Scope of Work:</b>          The Consultant will be responsible for the following tasks:</p> <p>1. Coordination and Communication          Primary Contact: Serve as the main liaison between MoNRE/NDA, government agencies, key sector stakeholders, UNICEF country office, and international consultants.          Stakeholder Communication: Maintain ongoing communication with all stakeholders, including youth, children, community representatives, women's groups, and organizations of persons with disabilities.</p>		

## 2. Stakeholder Engagement

Facilitation: Organize consultations with stakeholders, including youth, children, community representatives, women's groups, and organizations of persons with disabilities.

## 3. Monitoring and Reporting

Progress Monitoring: Track the progress of program preparation against planned milestones and deliverables.

Report Preparation: Prepare monthly reports and field mission reports.

## 4. Sectoral Climate Risk Assessments

Climate Risk Assessments: Conduct sectoral climate risk assessments and syntheses.

Knowledge Sharing: Disseminate sectoral climate risk assessment and synthesis and climate rationales for social services sectors.

Climate Strategy Implementation: Coordinate the implementation of the UNICEF Lao PDR climate strategy.

## 5. Data and Information Management

Data Collection and Analysis: Manage data collection, analysis, and sharing among stakeholders.

Confidentiality: Ensure the confidentiality and security of all project-related information.

Project Database: Develop and maintain a project database.

## 6. Knowledge Management and Product Development

Knowledge Products: Develop knowledge products on children and climate.

Climate Knowledge Hub: Work with different sections on updating the UNICEF Lao PDR Climate Resilience SharePoint

## 7. Climate Financing and Proposal Development

Climate Financing: Coordinate with other UNICEF sections for climate financing concept notes.

Proposal Development: Coordinate the development of proposals for climate financing.

## 8. Green Schools Initiative

Green Schools Concept: Develop and coordinate Green Schools concept initiatives with relevant agencies and the government.

Field Trial Report: Coordinate the Green Schools concept initiatives and field trial report.

## 9. Preparedness and Response Coordination

Emergency Preparedness and Response: Coordinate EPR Training and Simulation Exercise UNICEF

IACP Coordination: Coordinate preparedness and response under the Inter-Agency Contingency Plan (IACP) with other UNICEF sections, UN agencies, and partners.

## 10. Children Climate and Disaster Risk Index (CCDRI)

Technical Working Group: Support the establishment of a multi-stakeholder Technical Working Group to guide and facilitate the development of the CCDRI.

Research and Tool Review: Conduct research and review existing tools, data sources of situation and risk information, and identify existing risks and available indicators and datasets.

Consultation Workshops: Conduct consultation workshops with line ministries to validate the datasets and indicators

<p><b>Child Safeguarding</b> Is this project/assignment considered as "<a href="#">Elevated Risk Role</a>" from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO      If YES, check all that apply:</p> <p><b>Direct contact role</b>      <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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:</p> <p><b>Child data role</b>      <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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):</p> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <p>More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a></p>		
<p><b>Budget year:</b> 2024/2025</p>	<p><b>Requesting Section/Issuing Office:</b> WASH</p>	<p><b>Reasons why consultancy cannot be done by staff:</b> These tasks require high level coordination among government agencies, key sector stakeholders, UNICEF country office, and the international consulting firm. The country office does not have adequate staffing currently to fulfil these technical requirements on climate financing.</p>
<p><b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No, please justify: AWP signed with MoNRE 12 May 2024</p>		
<p><b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/></p> <p><b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement      <input type="checkbox"/> Roster      <input type="checkbox"/> Informal competitive (Low Value Contract)</p> <p><b>Single Source Selection:</b> <input type="checkbox"/> (Emergency - Director's approval)</p>		
<p><b>If Extension, Justification for extension:</b></p>		
<p><b>Supervisor:</b> Marc Overmars</p>	<p><b>Start Date:</b> 1 September 2024</p>	<p><b>End Date:</b> 30 June 2025</p>

Work Assignments Overview	Deliverables/Outputs	Estimated Delivery	Estimated Budget (%)
1. Coordination and Communication  2. Stakeholder Engagement  3. Monitoring and Reporting  4. Sectoral Climate Risk Assessments  5. Data and Information Management  6. Knowledge Management and Product Development  7. Climate Financing and Proposal Development  8. Green Schools Initiative  9. Preparedness and Response Coordination  10. Children Climate and Disaster Risk Index (CCDRI)	1. Liaison Report: A comprehensive monthly report summarizing coordination and communication efforts with MoNRE/NDA, government agencies, key sector stakeholders, UNICEF country office, and international consultants.	30 September 2024	USD
	2. Stakeholder Engagement Report: Documentation of ongoing communication with all stakeholders, including youth, children, community representatives, women's groups, and organizations of persons with disabilities.	31 October 2024	USD
	3. Progress Monitoring Reports: Monthly progress reports tracking program preparation against planned milestones and deliverables.	30 November 2024	USD
	4. Sectoral Climate Risk Assessment Reports: Reports on sectoral climate risk assessments and syntheses, including dissemination of findings and climate rationales for social services sectors.	31 December 2024	USD
	5. Climate Strategy Implementation Report: Documentation of the coordination and progress in implementing the UNICEF Lao PDR climate strategy.	31 January 2025	USD
	6. Knowledge Products: Developed knowledge products on children and climate, and updates to the UNICEF Lao PDR Climate Resilience SharePoint.	28 February 2025	USD
	7. Climate Financing Proposals: Coordination and development of climate financing concept notes and proposals with other UNICEF sections.	31 March 2025	USD
	8. Green Schools Field Trial Report: A report on the development, coordination, and results of the Green Schools concept initiatives and field trials.	30 April 2025	USD
	9. CCDRI Development Documentation: Documentation supporting the establishment of the Technical Working Group, research, tool review, and consultation workshops for the development of the Children Climate and Disaster Risk Index (CCDRI).	31 May 2025	USD
			30 June 2025

<b>Estimated Consultancy fee (include travel and DSA below)</b>			<b>\$</b>
Travel International (if applicable)			N/A
Travel Local (please include travel plan)			\$
DSA (if applicable)			\$

Health insurance			N/A
Mandatory insurance premium			\$24.40
<b>Total estimated consultancy costs<sup>i</sup></b>			<b>\$</b>

<p><b>Minimum Qualifications required*:</b></p> <p><input checked="" type="checkbox"/> Bachelors*   <input checked="" type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <p>An advanced degree in Climate Studies, Environmental Science, Social Sciences, Project Management, or related fields.</p> <p>*An under-graduate degree can be accepted in lieu with significant and relevant work experience.</p>	<p><b>Knowledge/Expertise/Skills required *:</b></p> <p>A minimum of 5 years of experience in project coordination or management, preferably in climate-related projects with international financing institutions</p> <p>Proven experience in liaising with government bodies, donors, and consulting firms</p> <p>Proven experience working in climate and/or social sectors (WASH, Education, Nutrition, Health, Child Protection)</p> <p>Strong knowledge of project management tools.</p> <p>Excellent communication, negotiation, and stakeholder management skills.</p> <p>Proficient in Microsoft Office Suite and project management software.</p> <p>Excellent oral and written Lao and English skills.</p>
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**Submission of applications:**

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.

**Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))**

**A) Technical Evaluation (maximum 75 Points)**

The passing mark of the technical evaluation 60 points

An advanced degree in Climate Studies, Environmental Science, Social Sciences, Project Management, or related fields.	15
A minimum of 7 years of experience in project coordination or management, preferably in climate-related projects with international financing institutions.	25
Proven experience in liaising with government bodies, financiers, and consulting firms	10
Proven experience working in (one or more) social sectors (WASH, Education, Nutrition, Health, etc)	10
Strong knowledge of project management tools.	5
Excellent communication, negotiation, and stakeholder management skills.	5
Proficient in Microsoft Office Suite and project management software.	5

**B) Financial Proposal (maximum of 25 Points)**

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened / evaluated and compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>
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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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.