|  |
| --- |
| UNICEF in Belarus |
| **Requirements for Financial Offer** |
|  |
| **Programme:** UNICEF Belarus CO |
| **Assignment Title:** **International Consultant to support UNICEF Belarus Country Office in conducting the Situational Analysis of the situation of children and adolescents in the Republic of Belarus** |
| **Purpose of the Assignment:** UNICEF Belarus Country Office (CO) seeks to hire an international consultant to support development of the Situational Analysis of children and adolescents in the Republic of Belarus (SitAn) for the period of September 2020 - June 2024.  |
| **Supervisor:** The Monitoring and Evaluation Specialist is the contract manager and major focal point responsible for coordinating the performance of the tasks, providing necessary documents, arranging consultations and other steps necessary to complete planned deliverables. |

| **Work Assignment Overview** | **Deliverables/ Outputs** | **Delivery deadline** | **Lumpsum fee\* per deliverable (USD)** |
| --- | --- | --- | --- |
| Contract signing; initial briefings with the CO | Contract signedBriefing with the CO held | July 15, 2024  |  |
| Support provided to the CO in finalizing the SitAn structure, data sources, methodology, tools, and approaches to be defined in the inception report | * Online consultations with the national research institute and the CO conducted to achieve mutual understanding of the scope, content and expected results of the SitAn (as necessary)
* Online consultations with the national research institute and the CO M&E specialist conducted to provide recommendations and expertise to identify data sources, appropriate tools and methodology to ensure robust analysis
* Review and finalization of the SitAn inception report to ensure its high quality, feasibility of proposed methodology to achieve planned results, objectiveness and reliability of proposed data sources and integration of the key cross-cutting issues such as disability, gender, human-rights based approach into the SitAn
* Comments resulting from the review are provided in writing and integrated in the final inception report to be approved by the CO
 | July 15-31, 2024 |  |
| Oversight and support provided to the CO and to the national research institute in the process of the SitAn development to ensure robust results | * Ongoing online consultations and support provided to the national research institution and the CO to ensure implementation of the SitAn in line with the inception report, agreed methodology and UNICEF requirements (as necessary)
* Developed SitAn materials to support each child rights domain are reviewed when available for data completeness and integrity, data and analysis gaps are identified, recommendations are provided on addressing identified data gaps
* Reflecting the situation of the most vulnerable groups of children, capturing any substantial differences resulting from disability, gender, other key risk factors is ensured as feasible
* Recommendations are provided to the CO on enhancing the quality and applicability of the final product
* A visit to Minsk, Belarus is conducted (tentatively in the last week of August – first week of September 2024, 4 days consultancy visit) for in person consultations with the national research institute and the CO to enhance the SitAn and verify any data as relevant
 | 1 August – 15 September, 2024 |  |
| The draft SitAn report is reviewed, recommendations are provided on enhancing the content and streamlining it with UNICEF requirements provided  | * The draft SitAn report is reviewed for data verification, integrity of causality links between identified factors impacting the rights and best interests of the child and provided recommendations and consistency of methodological approaches
* The content of the report, including each domain, key findings and recommendations, is revised to properly reflect the situation of vulnerable groups of children and any differences resulting from such cross-cutting factors as gender equality, disability inclusion, place of living and other vulnerabilities
* The text of the report is revised for the consistency, integrity of findings and proposed recommendations, and sufficiency of analysis for each child rights domain included in the SitAn
* Relevant recommendations are provided to address identified gaps, inconsistencies, and lack of analysis.
 | 16 September – 10 October 2024 |  |
| The SitAn report is finalized in line with provided comments and the CO is provided recommendations on further research resulting from its findings and recommendations | * The final SitAn report is reviewed for consistency with provided recommendations
* An executive summary (max 5 pages) and/or a preface is developed by the consultant and reviewed and approved by the CO
* The consultant participated in the final offline event to present the final SitAn report to the national partners and other key stakeholders in Minsk, Belarus (tentatively in the last week of October 2024, 3-days consultancy visit)
* An internal offline presentation to the CO to discuss any observations from the SitAn and provide recommendations for the research and Child Rights Monitoring activities for the CO is conducted during the visit
* A final report by the consultant on key findings and observations made through the SitAn process and based on its results (including recommendations on further research and Child Rights Monitoring activities to be prioritized by the CO in the next programme cycle) is submitted and approved by the CO.
 | 11-31 October 2024 |  |
| **TOTAL COST FOR DELIVERABLES (USD):** | **USD …** |
| **International travel(s) to Belarus, based on the preliminarily agreed timeline and activities:** | **USD …** |

|  |
| --- |
| **NOTES\*** |
| Financial proposal should be submitted using the financial offer template and must :* Reflect the costs per each deliverable and the total lump-sum for the whole assignment period (in US$) to undertake the terms of reference.
* Include travel costs and daily subsistence allowance, if internationally recruited or travel is required as per TOR. Consultants are responsible for arranging their own transportation arrangements. UNICEF can provide office vehicle for some duty travel missions with prior agreement as per monthly travel plan approved by the supervisor
* Include any other costs: visa, health insurance, payment of an incidental expenditure (such as bank charges, insurances, etc.) and living costs as applicable.
 |