UNICEF China

Terms of References

For Consultant Recruitment (office-based)

Job Title of the Consultant:Child-friendly City Consultant

Requesting Section: Social Policy

Name of Supervisor and Job Title: Yang Han, Programme Officer

Background of Request for Consultancy:

The overall purpose of UNICEF China’s Social Policy programming is to ensure that fewer children in China are subject to multidimensional poverty, through being better able to access affordable social protection mechanisms and quality social services. This will allow children’s rights to be protected – particularly the most vulnerable and those lagging behind - to better achieve their educational potential, be guaranteed of improved health outcomes, and assume their role as productive members of their society, community and family in the rapidly transforming environment in China.

The Social Policy Section of UNICEF China has been long working with Government of China (GoC) particularly the National Development and Reform Commission (NDRC) to uphold child rights in the delivery and uptake of the essential social services. In recent years, the two sides have broadened the scope of collaboration and joined hands in an emerging area-child friendly cities (CFC). GoC’s commitment to CFC has been factored into the 14th Five-Year Social and Economic Development Plan (FYP) in March 2021, in which building CFC has been articulated as an essential service for children. In line with the 14th FYP and the Guiding Opinion of Promoting the Building of CFC, not only will UNICEF continue but also expand the partnership with more diverse government counterparts and other stakeholders on:

* Generating evidence to improve the policy and technical frameworks of China’s CFC development
* Introducing global good practice and developing technical tools to provide pragmatic support to local actions
* Mainstreaming child participation and children’s perspective into spatial planning and development
* Establishing capacity building framework on CFC to empower, guide and support sub-national stakeholders’ actions of moving toward CFC
* Developing platforms to strengthen and harness the technical support and advising capacity of experts and other technical players.
* Organizing public advocacy, communication, and public engagement activities to raise awareness and facilitate public participation on CFC
* Facilitating international exchange and collaboration on CFC, in particular actively supporting China’s global sharing of CFC knowledge and experience

Above-mentioned work requires intensive amount of additional technical and advisory inputs and supports on coordination and working together with national counterparts and stakeholders. Specifically, this consultant will provide technical assistance focusing on mapping and analysis of literature and existing materials, development of training materials, designing and conducting policy research, development of capacity building package and communication materials. The Social Policy Section therefore requires an office-based consultant with related expertise to provide needed supoort and ensure the smooth implementation and potential expansion of CFC programme.

Purpose of Activity/Assignment:

The purpose of this consultancy is to provide technical, coordination and advisory support to CFC policy studies, techncial guides development, capacity building, child participation and public engagement by working with existing partners, promsing new partners such as Ministry of Housing and Urban-Rural Development (MoHURD) and Beijing municipality and vairous sub-national stakeholders. Major tasks include:

1. providing technical support for the policy research and technical guide development
2. refining the capacity building package development, as well as assisting in training and capacity strengthening activities for local governments and stakeholders
3. developing CFC public communication products
4. planning and designing research and events to facilitate the launch of child-friendly urban plan activities
5. designing and implementing public advocacy, child participation and stakeholder engagement at national and sub-national levels
6. documenting CFC progress and trends in and out of China

Deliverables & Timeframe:

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| --- | --- | --- | --- |
| **Projects/activities** | **Deliverables** | **No. of working Days (estimated)** | **Due Date** |
| Providing technical support for one policy study (CFC pathways) and two technical guides development work (guides on child participation and children’s urban S&T experience respectively) with NDRC and research teams including AMR, CNCC and SQLF. | * Literature reviews relating to the research topics are mapped and consolidated
* ToRs and research plans developed together with the research team
* primary data collection and processing through field investigations, surveys, etc. provided
* Consultations and meetings with counterparts and experts are organized for feedback and quality assurance
 | 20 days10 days20 days20 days**(a total of 70 days)** | 30 Sept 202331 Oct 202330 Nov 202331 March 2024**30th May 2024** |
| Refining the capacity building package development and technical support to field testing of package­ with CNCC | * Mapping of the existing knowledge materials and technical documents (guidelines, case studies, good practices, etc) updated and completed
* Knowledge folder hosting all existing materials created in category, with continuous update
* Package structure and frame created together with the research team
* Convert the existing knowledge into learners-friendly formats, such as PPT, summarized notes, lecture videos, etc.
* Testing of the package is done in 2 cities and finalised by incorporating feedbacks and comments
* Dissemination plan of the package is created
 | 15 days5 days5 days10 days10 days10 days**(a total of 55 days)** | 31 Sept 202330 Nov 202331 Jan 202431 May 202431 July 202430 August 2024**31 September 2024** |
| Technical support to the development of CFC public communication products by working with CNCC and vendors | * Reference and example CFC communication products and cases are consolidated in coordination with CNCC and expert consultations
* Dissemination plan of the communication products is developed
* Feedback summaries are developed and shared with vendors and CNCC to improve the quality of the communication products
 | 35 days10 days5 days **(a total of 50 days)** | 31September 202330 October 202310 November 2023**30 November 2023** |
| Planning and designing research and events to facilitate the launch of child-friendly urban plan activities with MoHURD and Beijing municipality  | * Background policies, technical specifications, literature on children related urban planning and design are prepared
* ToRs of new collaborations are developed
* Consultations, discussion meetings and inception workshops with promising partners, experts and stakeholders are organized
* Technical inputs to data collection and primary analysis
* Dissemination plans of the potential outputs of the collaboration such as reports, guidelines, course packages, are developed. At least one dissemination event is organized and executed
 | 20 days 5 days10 days10 days10 days**(a total of 55 days)** | 30 December 202330 January 202431 March 202430 June 202430 August 2024**30 October 2024**  |
| Designing public advocacy, child participation and stakeholder engagement at national and sub-national levels  | * Background documents, briefings, presentations and other relevant materials prepared for events and campaigns relating to public advocacy, child participation and stakeholder engagement
* Concept notes, design plans and implementation plans of the events and campaigns developed
* Monitoring and evaluation report of the results of the events and campaigns are performed in formats of monitoring reports, summary reports, feedback reports
 | 20 days10 days10 days**(a total of 40 days)** | 31 Oct 202330 November 202330 December 2024**30 December 2024** |
| Monitoring and documenting CFC progress and trends in and out of China  | * analysis of the development, characteristics and trends of CFC in and out of China conducted and documented (PPTs, briefs, reports, case studies, etc.)
 | **20 days** | **30 December 2024** |
| **Payment Schedule:** Six payments have been identified as per above deliverables. In case of changes, amendment of contract will be added to reflect the actual payment schedules.* 30 November 2023, 50 days
* 30 May 2024, 70 days
* 31 September 2024, 55 days
* 30 October 2024, 55 days
* 30 December 2024, 40 days
* 30 December 2024, 20 days
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Expected Output:

* Completion and submission of deliverables as per the expected standard and quality, as assessed by the supervisor, is a prerequisite for payment of the consultation fee. UNICEF reserves the right to adjust or withhold payments for late deliverables or for deliverables not meeting the expected quality. Should the deliverables not meeting the expected quality, revisions shall be undertaken with no additional costs.
* The exact number of working days needed and the deadlines for each of the deliverables may be further discussed, amended and agreed between UNICEF and the Consultant, if required.
* Confidentiality: The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.

Methodology

The consultant is expected to complete the above tasks by closely working with the supervisor who is the CFC programme officer. For working efficiency, the consultant is expected to sit in the office as much as possibel while flexible working arrangement will be performed as per needs.

Start Date: 11 August 2023

End Date: 31st December 2024

Total working days estimated: 280 days

Consultancy Requirements:

* Minimum Academic Qualifications required and disciplines:
	+ University degree to graduate and postgraduate level in sustainable development, international development, urban development, public policies, child development or a related field
* Knowledge/Experience/Expertise/Skills required:
* At least two years' work experiences, preferably at national and sub-national level in the areas of policy research, child development, capacity building, sustainable cities, community development, etc.;
* Good knowledge of key issues in international development and child rights, in relation to one or all of the following: urbanization, urban governance, sustainable cities, stakeholder engagement via capacity building, government policies and programmes related to child well-being in China, etc;
* Good track record of engagement experiences with government partners, civil society, technical players and/or think tanks;
* Experience of working directly with communities, children and families is an asset;
* Fluency in written and spoken English and Chinese;
* Previous experience in/with the UN, including knowledge of UN/UNICEF programmes and operations, policies and procedures is an asset; and
* Proficiency in the use of Microsoft Office software