**TERMS OF REFERENCE**

**Purpose of the Assignment:** Technical Assistance to the Zambézia Provincial Directorates of Planning and Budgeting

**Section Submitting:** SPEAR

**PURPOSE AND OBJECTIVE.**

Provide Technical Assistance to support capacity development in Zambézia province in evidence-based planning, monitoring and budgeting (including quality data collection, analysis, dissemination and use of data).

The key objectives are as follows:

1. Support DPEF in the implementation of the new organic structure, based on the new attributions deriving from the new decentralization package;
2. Develop capacities in the Provincial Directorate of Economy and Finance (DPEF)[[1]](#footnote-1) in analysis and use of quality data, evidence-based planning and budgeting, pro-poor planning and addressing actual bottlenecks to child development and service delivery;
3. Support to DPEF in the preparation of the Five-Year Plan and the Economic and Social Plan and Budget 2020[[2]](#footnote-2) and 2021.
4. Support the DPEF to collect, analyze and disseminate high quality data that informs and contributes to better plans. This will include the Implementation of a training program to improve district data collection and use, and support to analysis of this data to feed into district and provincial planning processes.
5. Promote and broker inter-sectoral co-ordination in evidence-based planning and budgeting at provincial level among key government and non-governmental partners involved in data analysis and planning.
6. Support wider discussions at the provincial level in issues related to strengthening provincial and districts’ monitoring information systems and evidence-based planning and budgeting processes – including sectoral planning processes.

**METHODOLOGY AND TECHNICAL APPROACH.**

The consultant will work under a detailed work plan, agreed in collaboration among UNICEF and the provincial DPEF/Provincial Executive Council.

The consultant will be supervised directly by the UNICEF Social Policy Officer but work in day to day guidance with the DPEF. He/she will be constantly in touch with UNICEF Social Policy Evaluation Analysis and Research (SPEAR) team for strategic supervision, technical discussion and approach in daily work, and will link directly with the UNICEF Provincial Coordinator. He/She will maintain collaboration with other sectoral focused UNICEF program staff, as part of the Zambézia Provincial team as well as with Maputo based program staff.

Monthly reports will be produced against agreed results and shared with all two bodies before payments are effected. The consultant initially will be based at UNICEF Provincial office, until clarification on the new organizational structure of the Provincial Governments.

**ACTIVITIES AND TASKS.**

Specify the activities and tasks to be completed during the assignment. Tasks should be described as the steps taken in carrying out and completing the key activities of the assignment.

* Support DPEF to develop civil society participation mechanisms at key moments in the planning and budgeting cycle;
* Ensuring that child rights issues are integrate in the province development agenda;
* Provide on the job training to DPEF staff on result-based management planning and budgeting;
* Support inter- institutional coordination through the Provincial Quality Statistics Data Control team to improve the culture of statistics within the Government technical institutions;
* Provide support to enhance capacity of the social sectors (Education, Social Action, Water and Sanitation and Health) in the use of the most updated available data;
* Support the development of the provincial annual plans, ensuring that the plans are more realistic, and they address the key national and provincial priorities;
* Support to the Province and districts on the sequencing and tracking of provincial sectoral and multisectoral plans with a special focus on Provincial PAMRDC (Stunting).

**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 (specify weeks, months or working days): January 9th, 2020

Deliverable/product(s): (a) Discussion and approval of detailed consultancy work plan (b) Comprehensive mapping of the new DPEF organizational structure and possible implications of the new decentralization package; (c) Support to DPEF in the evaluation of Zambézia Provincial Strategic Plan (PEDZ 2011-2020).

*Deliverable 2:*

Delivery timeframe (specify weeks, months or working days): February 10th, 2020

Deliverable/product(s): a) Comprehensive mapping of provincial databases and training needs of provincial Planning and Budgeting technicians;

*Deliverable 3:*

Delivery timeframe (specify weeks, months or working days): March 9th, 2020

Deliverable/product(s): a) Support to DPEF and Zambézia Provincial Executive Council in the elaboration of the Five-Year Plan;

*Deliverable 4:*

Delivery timeframe (specify weeks, months or working days): April 9th, 2020

Deliverable/product(s): a) Support the DPEF on finalization of Annual BdPES 2018; b) Support to DPEF in the Review of the Economic and Social Plan and Provincial Budget - Based on its new competences;

*Deliverable 5:*

Delivery timeframe (specify weeks, months or working days): May 11th, 2020

Deliverable/product(s): a) Support for DPEF developing the Provincial Citizens Budgeting - Provincial Economic and Social Plan and Budget 2020;

*Deliverable 6:*

Delivery timeframe (specify weeks, months or working days): June 9th, 2020

Deliverable/product(s): a) Supporting Civil Society Platforms in overseeing Provincial plans through the Social Forums; b) Support to DPEF in the elaboration of the Provincial Economic and Social Plan and Budget 2021 - Beginning of Planning;

*Deliverable 7:*

Delivery timeframe (specify weeks, months or working days): July 9th, 2020

Deliverable/product(s): a) Report on the implementation of the SPO in the Province and how are multisectoral areas integrated into Provincial Plans.

*Deliverable 8:*

Delivery timeframe (specify weeks, months or working days): August 10th, 2020

Deliverable/product(s): a) Support to DPEF in the elaboration of the Provincial Economic and Social Plan and Budget 2021 – Approval

*Deliverable 9:*

Delivery timeframe (specify weeks, months or working days): September 9th, 2020

Deliverable/product(s): a) Support for DPEF developing the Provincial Citizens Budgeting - Provincial Economic and Social Plan and Budget 2021;

*Deliverable 10:*

Delivery timeframe (specify weeks, months or working days): October 9th, 2020

Deliverable/product(s): a) Conduct an analysis of Zambézia Provincial Budget Proposal 2021 and recommendations for Provincial Budget Briefs;

*Deliverable 11:*

Delivery timeframe (specify weeks, months or working days): November 10th, 2020

Deliverable/product(s): a) Report on DPEF Support in Planning and Budgeting - Focus on the constraints, challenges and ways forward.

Other key, ongoing deliverables will include:

The consultant will be responsible to produce a work plan incorporating these deliverables and activities within a viable timeframe according to the assignment. Monthly reports will be produced against these deliverables, outlining progress and including evidences of completed deliverables. These will be submitted for information to the provincial delegates of the DPINE and DPEF, as well as to the UNICEF Provincial Coordinator, and for approval to the UNICEF Social Policy Officer. Against this approval monthly payments will be processed.

The consultant will attend weekly meetings organized by UNICEF Provincial office, in which, he/she will be responsible to share information about the state of the children in the province and identify gaps and opportunities for collaboration in evidence generation for policy use cross sectoral.

Liaise with civil society organizations in monitoring service delivery – accessibility and quality of services.

**amMANAGEMENT AND SUPERVISION.**

The technical assistant will be based at the DPEF/UNICEF office and will report to the UNICEF Social Policy Officer. Day to day support and guidance will be given by the DPEF director with technical support from the UNICEF Zambézia Coordinator, whenever necessary.

Arrangements: The technical assistant should execute the above-mentioned activities within the assistance period that will initiate on the December 9th, 2019 and terminate on November 9th, 2020.

**QUALIFICATIONS AND SPECIALIZED KNOWLEDGE.**

**Academic qualifications.** Degree level in Public Administration, Development Economics or another relevant field area.

**Work experience.** Experience in strategic planning and budgeting and data collection and analysis, particularly the Mozambican context; Experience in capacity development/training, and the ability to plan and manage both group and on the job style training and plans; At least five years of relevant work experience;

**Specific knowledge, competencies, and skills required.** Capacity to work in team building environment, and to work with minimum supervision.

**Language skills.** Fluency in Portuguese and English.

**CONDITIONS OF WORK.**

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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 | Consultants are to provide their own health insurance when the assignment requires traveling beyond commuting distance. |
| Office Space | X |  |  |
| Computer in office premises | X |  |  |
| Access to printer in the office premises | X |  |  |
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**IN-COUNTRY TRAVEL.**

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

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.

1. In these TORs we call it DPEF, but the name may change with the new decentralization package coming into force. [↑](#footnote-ref-1)
2. Adjustment of existing proposals to the new duties of the Provincial Executive Councils. [↑](#footnote-ref-2)