

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title:	Funding Code:	Type of engagement	Duty Station:
<b>National Consultancy on Budget Transparency,</b>  <b>2 months</b>	Non-Grant	<input checked="" type="checkbox"/> Consultant National, NOB	Sao Tome & Principe

**Purpose of Activity/Assignment:**

The budget is the government's most powerful tool for implementing its program. Government budget decisions - what taxes to levy, what services to provide and how much debt to take on - have important consequences for everyone in society. When governments provide meaningful information and channels for the public to participate in these decisions, we can better ensure that public money is spent on public interests. The Open Budget Survey (OBS) is the world's only independent, comparative, and evidence-based research tool that uses internationally accepted criteria to assess public access to central government budget information; formal opportunities for the public to participate in the national budget process; and the role of budget oversight institutions, such as legislative bodies and national audit offices, in the budget process.

São Tomé and Príncipe is one of the 125 countries in which the 2023 Global Open Budget Index (OBI) and the 2023 General State Budget (GBB) Transparency Study were carried out (scoring 32 points, out of 100) in the Global Open Budget Index (OBI). The study was carried out by Webeto.org (a specialist NGO), with the support of its partner IBP (International Budget Partnership). The results show that STP still has an overall rating of “Insufficient Transparency and Public Participation” and “Limited Oversight” for its citizens, despite a slight improvement in the 3 main parameters (transparency of the budget, budgetary supervision, and public participation). Since 2008, STP has been assessed as having an Insufficient State Budget Transparency Rating, which means that measures must be taken to implement the Conclusions and Recommendations contained in the Reports that are published following the studies carried out.

However, STP faces some challenges in implementing these recommendations, such as: i. STP must get the executive to prepare an important document such as a Pre-Budget Statement, which sets out the vision and clear options for fiscal policy, the respective anticipated economic forecast of revenue, expenditure, and debt, as well as making it available to the public (media) in good time; ii. Public participation: STP should heed the recommendations in this report, particularly about good public participation practices; iii. Budget strategy: STP needs to create a long-term, immediately applicable strategy for designing and implementing a program with clear budget policies, involving public participation, and respecting the annual budget calendar; iv. Produce and publish documents in a timely manner: STP must decide to produce and publish key budget documents in a timely manner, in line with good international practice, regardless of political circumstances or any electoral calendars; v. Improve policies, oversight and public involvement (especially parliament); Vi. Create an agenda for dialogue with the public or its representatives (CSOs) and allow them to participate at key stages of the budget process, which will strengthen public participation in the budget process; vii. Consider drawing up a Citizens' Budget every year, in partnership with the public or civil society organizations; viii. Put civil society effectively on the budget planning agenda at the various stages of the fiscal year (formulation, approval, implementation and the audit phase).

UNICEF is providing technical and financial assistance to countries to carry out and disseminate the results of this transparency study, to strengthen the institutions involved and enable greater transparency and participation in the budget process from formulation to enactment, addressing the underlying causes of insufficient transparency and

participation as well as issues related to budget allocation and a country's low and/or delayed budget execution. The quality, accuracy, and credibility of the Open Budget Survey (OBS) make it a valuable tool for creating opportunities to address budget and spending bottlenecks in the social sector - whether through advocacy or technical assistance, but also to influence fiscal policies, budgets, and public financial management practices under the work stream on Public Finance for Children (PF4C). UNICEF's work on PF4C aims to leverage public and private, domestic, and external financing to improve financing of essential services to children, which directly contributes to the implementation of the Convention on the Rights of the Child (CRC), aligns with SDG 1 indicators 1.b.1 on equitable spending and 1.a.2 on the adequacy of public budgets.

In this context, UNICEF Sao Tome and Principe will support the country, through technical assistance, in institutional strengthening in terms of budget transparency and participation, dialogue and advocacy of the institutions involved in this process, including civil society. Through the dissemination of the results of the 2023 study in an interactive, evidence-based awareness/advocacy approach to influence equitable budget allocations and promote the participatory budget transparency mechanism during the process of preparing the General State Budget. It's a moment to create opportunities for debate with government and civil society. This technical assistance meets one of UNICEF's objectives, which is to support the government in prioritizing public finances for children as an anchor for leveraging investment in social sectors.

**Scope of Work:**

The consultant will be expected to implement the following activities:

- Conduct a national workshop to present the Global Results and the Study Report on the Transparency of the Country STP in the Global Open Budget Index, along with the respective Conclusions and Recommendations. This workshop should involve actors from public and private institutions, civil society, associations, etc.
- Carry out advocacy, awareness-raising, and capacity-building sessions with specific stakeholder groups such as journalists, civil society, the government (particularly the Ministry of Finance), and other relevant entities, including the Court of Auditors. These sessions aim to enhance ownership, dissemination and advocacy regarding the Global Results of the Study Report and its Conclusions and Recommendations.
- Conduct working meetings with the members of the National Assembly to provide advocacy and training to parliamentarians on the results of the Study Report and the specific Conclusions and Recommendations relevant to the National Assembly.
- Carry out advocacy and training sessions with the team of the Court of Auditors on the results of the Study Report concerning the Court of Auditors, as well as the specific Conclusions and Recommendations pertinent to the Court of Auditors as a Supervisory Institution in STP;
- Develop a plan and roadmap of short, medium, and long-term actions to ensure the implementation of the study's recommendations by category of actors.

**Child Safeguarding**

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES  **NO** If YES, check all that apply:


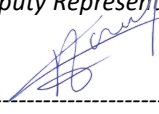
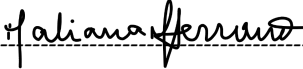

**Direct contact role**  YES  NO

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><b>Child data role</b></p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>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> <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></p> <p>2024</p>	<p><b>Requesting Section/Issuing Office:</b></p> <p>Social Inclusion/Sao Tome and Principe Office</p>	<p><b>Reasons why consultancy cannot be done by staff:</b></p> <p>The Office does not have staff with the required qualifications</p>
<p><b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:</p>		
<p><b>Consultant sourcing:</b></p> <p><input checked="" type="checkbox"/> <b>National</b></p> <p><input type="checkbox"/> International <input type="checkbox"/></p> <p>Both</p> <p><b>Competitive Selection:</b></p> <p><input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster</p> <p><b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)</p>		<p><b>Request for:</b></p> <p><input checked="" type="checkbox"/> New SSA – Individual Contract</p> <p><input type="checkbox"/> Extension/ Amendment</p>
<p><b>If Extension, Justification for extension:</b></p>		
<p><b>Supervisor:</b></p> <p><i>Teodora de Sousa, Social Policy Specialist</i></p>	<p><b>Start Date:</b></p> <p><i>October 20. 2024</i></p>	<p><b>End Date:</b></p> <p><i>December 21.2024</i></p>

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Amount
Develop an inception report that contains the proposed methodology, report outline, workshop/ training plan, data and information needs, and a detailed work plan for the in-country mission	Inception report submitted	One weeks after signing the contract	
Carry out a 2 days National Workshop for the General Presentation of the Global Results and the Study Report on the Transparency of the Country STP in the Global Open Budget Index and its Conclusions and Recommendations (actors from the public and private institutions involved, civil society, associations, etc)	National workshop in São Tomé and Príncipe conducted	TBD	
Carry out advocacy, awareness-raising, and capacity-building sessions with specific stakeholder groups such as journalists, civil society, the government (particularly the Ministry of Finance), and other relevant entities, including the Court of Auditors. These sessions aim to enhance ownership, dissemination and advocacy regarding the Global Results of the Study Report and its Conclusions and Recommendations.	Advocacy, awareness-raising and capacity-building sessions with specific stakeholder groups conducted in São Tomé and Príncipe: Parliamentarians of the National Assembly, journalists Technicians from the Court of Auditors	TBD	
Conduct working meeting with the deputies of the National Assembly for Advocacy and Capacity Building for Parliamentarians	Working meeting with the deputies conducted and documented	TBD	
Conduct advocacy and training sessions with the Court of Auditors team	Advocacy and training sessions with the Court of Auditors	TBD	
Develop a plan and roadmap for short-, medium- and long-term actions to ensure that the study's recommendations are implemented by stakeholder category	Plan and roadmap for short-, medium- and long-term actions developed and validated with UNICEF and partners	TBD	
Prepare and share the final consultancy report	Final consultancy report signed off and shared with UNICEF	TBD	

Estimated Consultancy fee			US\$
<b>Total estimated consultancy costs<sup>1</sup></b>	Lump sum		
<p><b>Minimum Qualifications required*:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Bachelors - <input type="checkbox"/> Masters - <input type="checkbox"/> PhD - <input type="checkbox"/> Other</li> </ul> <p>Enter Disciplines: Communication, Communication Marketing, Journalism, Business, Economics / or in another relevant discipline.</p>	<p><b>Knowledge/Expertise/Skills required*:</b></p> <ul style="list-style-type: none"> <li>Minimum two years experiences professional relevant work experience in Journalism/Communication, Communication Marketing and Advocacy and Awareness-raising.</li> <li>Establishing solutions for greater transparency and budget participation.</li> <li>Work experience with agencies in the United Nations and other international organization would be an asset.</li> </ul> <p>Languages: Fluency in Portuguese is a requirement; French, and English is an asset</p> <p><b>Core Values:</b></p> <ul style="list-style-type: none"> <li>Care</li> <li>Respect</li> <li>Integrity</li> <li>Trust</li> <li>Accountability</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>Demonstrates Self Awareness and Ethical Awareness (1)</li> <li>Works Collaboratively with others (1)</li> <li>Builds and Maintains Partnerships (1)</li> <li>Innovates and Embraces Change (1)</li> <li>Thinks and Acts Strategically (1)</li> <li>Drive to achieve impactful results (1)</li> <li>Manages ambiguity and complexity (1)</li> </ul>		
<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>A) Technical Evaluation (e.g. maximum 75 Points)      B) Financial Proposal (e.g. maximum of 25 Points)</p> <ul style="list-style-type: none"> <li>- Educational background (30 points)</li> <li>- Relevant work experience (40 points)</li> <li>- Other, if applicable (5 points)</li> </ul>			

<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based : YES  <input type="checkbox"/> Office Based: NO</p>	<p><b>If office based</b>, seating arrangement identified: NO <input type="checkbox"/></p> <p>IT and Communication equipment required: NO <input type="checkbox"/></p> <p>Internet access required: NO <input type="checkbox"/></p>
<p><b>Request Authorised by Section: Hiring Manager Social Policy Specialist</b>  09.10.2024  <i>Teodora de Sousa</i>  Teodora de Sousa</p>	<p><b>Request Verified by HR:</b>  09.10.2024    Keita Nair Viana</p>
<p><i>Approval of Deputy Representative, Operations</i>  09/10/2024    Alain da Cruz</p>	<p><i>Approval of Deputy Representative</i>  09.10.2024    Maliana Serrano</p>
<p><i>Representative</i>  10.10.2024    Marie-Reine Chirezi Fabry <i>Dr Marie Reine Fabry</i></p>	

<sup>1</sup> 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 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. Consultants 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 consultant 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 consultant 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. The vaccine mandate, 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.

