

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS

PART I		
Title of Assignment	National Consultancy: Facilitation of Consultations on the Draft 5-Year Malawi SCTP Strategic Plan: 2020-2025	
Section	Social Policy	
Location	Lilongwe, with some travel to workshops outside Lilongwe	
Duration	17 days (over a period of one month)	
Start and End Date	From: 16 November 2020	To: 18 December 2020

BACKGROUND

The Government of Malawi's Social Cash Transfer Programme (SCTP), locally known as *Mtukula Pakhomo*, is an unconditional cash transfer programme targeted to ultra-poor and at the same time labour-constrained households. The programme began as a pilot in Mchinji district in 2006. By 2009, the programme had expanded to reach 18 out of 28 districts in Malawi. The programme has experienced impressive growth since 2012 and by 2018 it has scaled out to all the 28 districts reaching over 290,000 beneficiary households.

The SCTP is administered by the Ministry of Gender, Community Development and Social Welfare (MoGCDSW) with additional policy oversight provided by the Ministry of Economic Planning and Development & Public Sector Reform (MoEPD&PSR). UNICEF Malawi provides technical support and guidance.

The Social Cash Transfer Programme (SCTP) provides periodic cash transfers to 10% ultra-poor, labour-constrained households. The objectives of the programme are to reduce poverty and hunger, improve health and nutrition and to increase school enrolment of children living in targeted households. The SCTP is central to the Malawi National Social Support Programme II (MNSSP II), which aims to "strengthen the provision of social protection" in Malawi.

The Ministry of Gender, Community Development and Social Welfare (MoGCDSW) with technical and financial support from UNICEF and ILO is developing the Malawi SCTP Strategic Plan for 2020-2025, through an inclusive, gender sensitive, data-driven and consultative process.

JUSTIFICATION

The SCTP continues to be the flagship social protection programme in Malawi, providing consumption support to the most vulnerable targeted households. The programme's success is attributed to the well established and working SCTP systems thereby attracting different add-on interventions. Despite its impressive growth, the SCTP continues to operate without a strategic direction. The current MNSSP II demands social protection programmes to deal with poverty and lifecycle vulnerabilities in a holistic approach. Furthermore, several studies have been conducted with respect to the SCTP impacts including on life cycle vulnerabilities of beneficiaries and educational outcomes of the programme, whose findings and recommendations play an important role in influencing design improvements of the programme. The development of a clear SCTP programme strategy is key in addressing current gaps in programme design, implementation and the different beneficiary lifecycle needs in line with the MNSSP II framework. The development of such strategy started earlier this year.

UNICEF, on behalf of the Government and other stakeholders, is therefore looking for a suitably qualified National Consultant to support the facilitation of consultative workshops and meetings for the refinement of the Draft 5-year SCTP Strategic Plan for Malawi. The National Consultant will work closely with Ministry of Gender, Community Development and Social Welfare in provision of facilitation services during the consultative workshops which are part of critical steps in the development and finalization of the draft strategy.

PURPOSE OF THE ASSIGNMENT

The purpose of this consultancy is to support the facilitation of consultative workshops for the refinement of a 5-year SCTP Strategic Plan that is currently at draft stage. The consultant will also support the consolidation of feedback from the consultations and provide proper structuring of the document.

SCOPE OF WORK/OBJECTIVES

The objective of the assignment is to ensure effective and successful facilitation during consultative workshops and meetings as part the 5-year SCTP Strategic Plan drafting process, including the consolidation of all inputs from participants and incorporating them into the draft plan. The consultative workshops are planned to be conducted in four phases involving three regional consultations and one national level consultation and validation workshop.

EXPECTED OUTCOME OF THE ASSIGNMENT

The National Consultant will contribute to the following outcome:

- Successful facilitation of consultative workshops and meetings on the Draft 5-year SCTP Strategic Plan.

EXPECTED OUTPUTS

- In consultation with MoGCDSW and a Technical Reference Group develop an agenda, programme and PowerPoint presentations for the regional and national consultative workshops.
- Support MoGCDSW and the Technical Reference Group with planning processes of the consultative workshops.
- Using participatory approaches, facilitate discussions at the regional consultative workshops involving district-based Government, Development Partners, NGOs, CSOs, social protection beneficiaries and other key stakeholders.
- Facilitate and moderate a consultative and validation workshop at national level involving Government, Donors and Development Partners, NGOs, CSOs and other key stakeholders.
- Consolidate all inputs from each of the regional and national workshops into 2-pager reports and in consultation with MoGCDSW and the Technical Reference Group incorporate the feedback and input into the draft 5-year SCTP Strategic Plan document.

- Submit the revised draft 5-year SCTP Strategic Plan and final consultancy report to UNICEF and the Ministry of Gender, Community Development and Social Welfare (MoGCDSW).

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/communication lines):

The UNICEF Chief of Social Policy will act as the direct supervisor of the consultant. Furthermore, the assignment will be technically overseen and lead by a government-led Technical Reference Group (TRG) composed of Ministry of Gender, Community Development and Social Welfare (MoGCDSW), Charlie Goldsmith Associates, International Labor Organization (ILO) and UNICEF Social Policy. The TRG will be chaired by the Deputy Director responsible for the Social Cash Transfer Programme who will also introduce the Consultant to relevant stakeholders. The TRG will oversee the consultative process, provide input, validate outcomes and approve consultant deliverables/reports. UNICEF will contract the consultant on behalf of the TRG and ensure compliance with contractual obligations from both sides.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done?

The Consultant is expected to generate reports in Microsoft Word, presentations in PowerPoint and other appropriate software to be agreed upon with the Technical Reference Group during the inception phase of the consultancy.

How will the consultant consult and deliver work and when will reporting be done?

The assignment will involve working hand in hand with UNICEF, MoGCDSW and the TRG at national level and other stakeholders. The consultant will be required to travel to the field and in some cases facilitate face—to-face discussions or meetings, therefore he/she will have to adhere to health measures as prescribed by the Government of Malawi and UNICEF in relation to Covid-19. Presentation of deliverables and reports will be done to the TRG and other stakeholders through workshops that may be conducted in person or virtually depending on how the COVID-19 situation evolves and following related Government of Malawi's guidelines. Proposed allocation of time for working remotely and for field visits should be clearly indicated in the response to the Request for Proposals (RFP). Final approved deliverables (revised draft 5-year SCTP Strategic Plan) and final consultancy report will be submitted electronically to the TRG for checking before submission to UNICEF Chief of Social Policy for final review and approval.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
1. Inception meetings with Technical Reference Group and Inception Report detailing workplan and methodology of the consultative process	Inception Report with workplan and methodology (5-10 pages).	3 days	16-19.11.2020	10% of fees
2. Facilitation of regional consultative workshops/meetings (3 meetings in North, South and Central Regions)	Programme and PowerPoint presentations for the workshops, and 2-pager of key recommendations and consolidated ideas from each regional workshop.	6 days	20-30.11.2020	30% of fees
3. Facilitation of national level consultation and validation workshop	Programme for workshop and PowerPoint presentations of the summary of the plan and regional key recommendations; 2-pager key national level recommendations	3 days	01-04.12.2020	30% of fees
4. Facilitate meeting with TRG for consolidation of all inputs (from regional and national consultations) and incorporate them in the draft SCTP Strategic Plan document	Final Consolidated Consultancy Report and submission of the final Strategic Plan document	5 days	07-11.11.2020	30% of fees
Total no. of days		17 days		

However, as the actual starting date may impact the dates estimated in the TOR, the exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the Technical Reference Group upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Satisfactory completion of tasks as specified in the TOR and approved work plan.
- Compliance with the established deadlines for submission of deliverables as agreed and specified in the approved work plan.
- Satisfactory quality of work and deliverables.
- Demonstration of high standards in cooperation and communication with Ministry of Gender, UNICEF and the consultancy Technical Reference Group.

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract (UNICEF Chief of Social Policy), of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoices.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- Advanced University degree (masters or PhD) in one of the following disciplines: International Development, Public Administration, Business Administration, Social or Public Policy, Development Economics, International Cooperation/Relations, Social Work or other relevant social sciences.

Work experience:

- Minimum of 10 years of work experience in development programming in low income countries.
- At least five years professional experience in strategic planning and management.
- Proven experience of working with and/or supporting Government at national and district level in Malawi.
- Demonstrated knowledge of, and experience in the social protection sector i.e Social Cash Transfers.
- Proven experience in conducting facilitation on social protection issues utilizing participatory methods.
- At least 5 years of experience in facilitating adult training in Malawi at national level.
- Experience working with the UN and donor agencies will be an advantage.

Technical skills and knowledge:

- Specific knowledge of programs coordination and operations.
- Familiarity with poverty reduction, social cash transfers and social protection programmes.
- High level facilitation, written and oral communications skills.
- In depth understanding of development context of countries in Africa.

Competencies:

- Excellent planning, organising and problem-solving skills.
- Skills in facilitation of stakeholder engagements/workshops.
- Excellent report writing, presentation and communication skills.
- Excellent working with people skills.
- Proven ability to: (i) handle multiple tasks under pressure with short deadlines; (ii) ability to work independently, seeking guidance on complex issues.
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners.
- Experience in research, policy development, management and programming-related work.

Languages:

- Excellent written and spoken English.
- Fluency in other local languages (Chichewa).

ADMINISTRATIVE ISSUES

UNICEF Social Policy Chief will supervise the Consultant, will regularly communicate with him/her and provide feedback and guidance and necessary support to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of Discrimination, Harassment, Sexual Harassment and Abuse of Authority and other relevant policies for their information and acknowledgment. Within 5 days of the contract commencement, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

The Consultant will operate both remotely and will be based in Lilongwe for meetings, consultations and workshops, as well as travel to selected districts for regional workshops, as agreed in the workplan.

The Consultant will be responsible for their own stationary and printing as well as have their own laptop and meet own communication and other miscellaneous expenses.

CONDITIONS

- The consultancy will be on a short-term arrangement basis over a period of one month, however the consultant will only work for 17 days during this contract period.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will work remotely and be based in Lilongwe, Malawi with some travel to the field for meetings, consultations and workshops as agreed in the work plan.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The consultant is not entitled to payment for overtime, weekends or public holidays, medical insurance, taxes, and any form of leave.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the consultant and reimbursed against actuals, unless otherwise agreed.
- Transport will be provided to the consultant during in-country field travel, if planned and approved.

- No travel should take place without an email travel authorization from UNICEF prior to the commencement of the journey to the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the Consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- The assignment is both on-site and off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae;
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment;
3. Sample of document(s) authored by candidate for similar assignments;
4. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx