

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Social & Behaviour Change Consultant – LLIN mass distribution campaign		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Freetown
<b>Purpose of Activity/Assignment:</b>  <p>Malaria is a leading cause of morbidity and mortality in Sierra Leone, with approximately 2.7 million cases of malaria reported annually. The distribution of long-lasting insecticide-treated bed nets (LLINs) remains a core strategy for preventing malaria in the country. The National Malaria Control Program (NMCP), with support from the Global Fund and UNICEF, is planning a mass bed net distribution campaign in 2023. The success of this campaign will rely heavily on effective social and behavior change (SBC) interventions that aim to increase awareness, promote uptake, and encourage the sustained use of LLINs among targeted populations.</p> <p>UNICEF in Sierra Leone provides technical and financial support to the Health Education Programme (HEP) and the National Malaria Control Programme (NMCP) under the Ministry of Health and Sanitation to develop, implement and monitor evidence-based social and behavior change response for the mass bed net distribution campaign in 2023. UNICEF is seeking a consultant to support HEP and NMCP in the effective planning, coordination, implementation, and monitoring of quality SBC activities to promote the uptake and use of LLINs among targeted populations.</p>			
<b>Scope of Work:</b>  <p>Under the direct supervision of the SBC Section Chief, the consultant will support HEP, NMCP and partners and supervise the development and implementation of SBC activities to promote the uptake and use of LLINs among targeted populations. Specifically, the consultant will perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>Coordinate with NMCP, HEP, DHMT and partners timely and effective implementation of SBC activities throughout the bed net distribution campaign, including the regular review – and update if required - of the implementation plan and timelines and monitoring alignment with the approved budget</li> <li>Actively participate in the mass bed net distribution campaign coordination mechanisms</li> <li>Co-lead the development of media and social media plans, as well as the development and review of media releases and social media content and posts.</li> <li>Provide technical and operational assistance to NMCP/MoHS, HEP/MoHS and partners on the design, development, and pretesting of SBC materials and messages.</li> <li>Develop a training plan and modules and provide support to the training to HEP officers and supervisors, frontline health workers and community volunteers on the use of SBC materials and messages and SBC intervention strategies.</li> <li>Conduct regular monitoring and evaluation of SBC activities, document lessons learned, and make recommendations for course correction as needed.</li> <li>Conduct analysis and review of monitoring data related to SBC indicators, including supporting the development of data collection and reporting tools and protocols</li> </ul>			

- Liaise and coordinate with national and sub-national partners on the submission and for the review of funds requests and financial and technical reporting

### 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 immediate physical proximity, with limited supervision by a more senior member of personnel:

**Child data role** ☐ YES ☒ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b> 2023	<b>Requesting Section/Issuing Office:</b> Social & Behaviour Change	<b>Reasons why consultancy cannot be done by staff:</b>	
<b>Included in Annual/Rolling Workplan:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Consultancy  <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b> n/a			
<b>Supervisor:</b> Cindy Thai Thien Nghia, SBC Specialist	<b>Start Date:</b> June 1 <sup>st</sup> , 2023	<b>End Date:</b> November 31 <sup>st</sup> , 2023	<b>Number of Days (working)</b> 6 months

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Develop, pre-test and produce/print packages of SBC messages and materials tailored to the needs of targeted populations	Pre-tested SBC messages and materials produced/printed	June 2023	
Develop and implement a training plan and modules for HEP and frontline health workers and community volunteers on the use of SBC materials and messages are developed and implemented	SBC training plan and modules available and training facilitated for HEP officers	June- July 2023	
Develop a media and social media plan, including ready-to-use and engaging content with timelines	Media plan and social media package available	June - August 2023	
Develop a monitoring plan and data collection tools and protocols for monitoring SBC activities and key behaviours	Monitoring plan and data collection tools and protocols for tracking implementation and impact of SBC activities developed	August - September 2023	
Programme monitoring visits conducted to monitor implementation of SBC activities in at least 3 districts, including preparedness assessment and recommendations for course correction.	3 PMV reports uploaded in e-tools	October 2023	

Final report and presentation of SBC activities, their impact on behaviours (based on monitoring data) and lessons learnt	Campaign report and PPT of SBC activities, impact and lessons learnt	November 2023	
---	--	---------------	--

<b>Estimated Consultancy fee</b>			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Enter Disciplines: SBC/Communication for Development, communication, media, public health, or related field. Bachelors degree with two additional years of experience may be accepted.	<b>Knowledge/Expertise/Skills required:</b> <ul style="list-style-type: none"> <li>A minimum of 5 years of professional experience in SBC programme planning and management at the national and/or sub-national level, with a focus on health</li> <li>At least 3 years relevant experience in public health education programme/campaigns, and community engagement project management</li> <li>Experience in message and material development</li> <li>Experience in research and/or development of data collection and reporting tools is an asset</li> <li>Ability to work independently, manage multiple priorities and meet deadlines.</li> <li>Ability to write clear and concise reports in English.</li> <li>Computer literacy</li> <li>Fluency in English is required.</li> <li>Experience working with UN system agency or organization is an asset.</li> </ul>		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office-based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		
<b>Request Authorised by Section Head</b>	<b>Request Verified by HR:</b>		
Approval of Chief of Operations (if Operations):		Approval of Deputy Representative (if Programme)	
_____		_____	
Representative (in case of single sourcing/or if not listed in Annual Workplan)			

<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

Individuals engaged under a consultancy or individual contract 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 and Individual Contractors. Consultants and individual contractors 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 candidate 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 candidates 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. It 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.

---