

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Cash Plus Consultant	WBS: 4920/A0/07/006/002/001 Grant: SM240219	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	Hodeidah , Yemen

Purpose of Activity/Assignment:

The purpose of this consultancy is to support the implementation of social protection interventions which are integrated within a multi-sectoral project, which include a variety of programme / sectors (education, child protection, social protection, and SBC) aimed at achieving education outcomes for children. Under the direct supervision of UNICEF Social Policy Section, the Cash Plus Consultant will work and collaborate with our partner the Social Welfare Fund (SWF), to deliver and carryout the proposed social protection interventions (cash plus) as part of the integrated ECHO project funded by ECHO in Hodeidah governorate within Bajil district.

Background/ Scope of Work:

Throughout this integrated/multi-sectoral project, UNICEF aims to address the diverse barriers related to education by targeting children at the age of school (official age), including children at risk or drop out of schools/education, with focus on the most vulnerable, poorest, and marginalized groups from economically challenging background, and people with disabilities. The project will be implemented by UNICEF Hodeidah Field Office (FO), in close collaboration with UNICEF' Social Policy Section at the Country Office, in partnership with government counterparts (MoE, MOSAL, SWF etc.)

As part of this project, the proposed social protection activities include a vulnerability need assessment to support us assess, prioritize, and select targeted beneficiaries eligible for cash transfer/plus interventions, with a focus on the most vulnerable children and their families. The cash transfer/plus program is intended to motivate and support the most vulnerable and underprivileged families in enrolling and promoting children's access to and retention in education (primary and elementary schools). Cash plus approach will be delivered thru a case management and referral modality, as well as SBC key messages carried out by SWF at a household-level to selected children and their families.

Purpose of the consultant's assignment:

The Consultant will be responsible of coordinating and providing technical guidance and capacity building training to the Social Welfare Fund (SWF) on cash plus programme, particularly the data information system and APP utilized to deliver and manage the Cash transfer / plus's case management and referral, and the vulnerability assessment. The selected consultant will be collaborating and working closely with the SWF' program & technical team in Hodeidah and Sana'a. Furthermore, the consultant shall coordinate and collaborate with UNICEF Hodeidah FO (education, child protection and SBC sectors and team) who are involved in implementing the multi-sectoral project funded by ECHO.

UNICEF is looking for a consultant with at least two years of experience in social protection, specifically Cash Plus programming and approaches, including program guidelines and implementation modalities (case management and referral). The selected candidate shall possess proven expertise in program design, information management, and analysis, with technical expertise and knowledge on Power BI to utilize and shape data and create interactive visuals for the cash plus program, while also demonstrating relevant experience on MIS/APP such as (ODK, InForm, and Activity Info) for gathering, managing, generating,

reporting, and analyzing data collected throughout the cash plus's case management / referral, as well as the household vulnerability need assessment.

Under the SP section guidance and supervision, the consultant will supervise the CashPlus MIS (creating the necessary data infrastructure for beneficiary database, producing, and sharing real-time dashboards and reports about the progress in cash plus, as well as providing technical guidance and specific trainings on cash plus MIS to the SWF' CM team and enumerators, along with collaborating closely with the SWF' IMO team).

Below are the key technical responsibilities and tasks which needs to be delivered by the consultant:

1. Vulnerability needs assessment (beneficiary verification for Cash Plus):

- a) Design, develop and maintain a comprehensive database and MIS for the vulnerability assessment's data collection tools and storing platforms, using an electronic APPs (KOBO - ODK - InForm).
- b) Generate the list of children's parents (HH) to be assessed via a household vulnerability need assessment.
- c) Coordinate and deliver capacity building training to SWF team on vulnerability need assessment; data collection tools, forms, and questionnaire (APP).
- d) Ensure quality of data collected throughout the vulnerability assessment.
- e) Supervise the cash transfers/plus's beneficiary verification and enrollment process; by reviewing, validating, cleaning, and addressing mistakes, duplications, or coding errors in data collected thru vulnerability assessment.
- f) In collaboration with the SP section and SWF; design and produce a MIS data analysis tool for prioritizing, categorizing, and verifying data collected from targeted HH, according to the multi-dimensional poverty indicators and measurement methods set in line with the Cash plus's beneficiary criteria.
- g) Generate the beneficiary database of prioritized and selected children's parents / HH, who will be enrolled for cash transfer / cash plus.
- h) Develop and produce statistical, and dashboards reports from the data collected thru the vulnerability assessment, that includes supporting the SP section with any data related requirements such as (developing fact sheets, and narrative report)

2. Cash Plus (case management and referral):

- a) Update and produce the Cash plus "CM and referral" MIS system (APP) used for data collection tools / templates & reporting.
- b) Ensure referral pathways are updated and reflected in the MIS APP based on approved mapping services, defined protocols, agreed-upon service providers.
- c) Ensure that the CM and referral developed APP is in line with the SP and SWF' data protection procedures.
- d) Provide capacity building trainings for SWF team on the CashPlus data information (APP).
- e) Collaborate with the SP Officer to ensure that the Cash Plus's indicators are well monitored and reported.
- f) Produce and share dashboards via PowerBI for the CashPlus interventions (Case Management need assessment, awareness activities/SBC, referral to services, follow up process and closure of cases) as requested/needed "daily, monthly, weekly, or quarterly".
- g) Ensure data availability and accuracy related to cash plus "CM and referral": (by undertaking regular field monitoring visits to verify the accuracy and reliability of data and provide all necessary technical support for SWF to enhance and maintain data quality and integrity).
- h) Generate data updates & dashboards for cash transfer interventions (payment cycles), in close coordination and collaboration with the YSC.
- i) Prepare monthly, quarterly and final progress reports on the cash transfer / cash plus to be used in (HPM Reports and donor reports).

Expected Deliverables & Timeframe:

This is a 6-month consultancy that will support UNICEF in achieving the SP proposed objectives within the ECHO project. The selected consultant will be based in Hodiedah (70%) and Sana'a, with 30% of the consultancy assignment/duration dedicated to supporting and working with the SP section and SWF HQ in Sana'a. The selected Consultant needs to deliver and achieve the following deliverables, within the agreed-upon time frame of the consultancy contract period, as per the ToR classification.

<ul style="list-style-type: none"> • MIS data information management (electronic APPs) developed & utilized by vulnerability assessment and Cash plus's case management & referral. • List of verified beneficiaries for cash transfer/plus is generated and shared via the FTFS server using the desired form/template inquired by YSC. • Field programmatic monitoring visits conducted to monitor the cash plus implementation in Bajil district. • Technical guidance and capacity-building provided in a timely and quality manner to the SWF technical team. • SWF is supported to generate monthly reports (disaggregation data reports, statistical and dashboards) for cash transfer / plus (CM / referral), including vulnerability assessment. • Regular or monthly meetings updates with the SP officer and chief of field office on the progress made during the consultancy period. • A comprehensive final report for achievements, challenges, recommendations, and lessons learned concerning the SP activities (Cash plus). 			
Budget Year:	Requesting Section/Issuing Office: <i>Social Policy , YCO</i>	Reasons why consultancy cannot be done by staff: <ul style="list-style-type: none"> - This consultancy is needed to support the SP section to implement the EHCO project , thus we have budget for this post for 6 months under EHCO. - The consultant will work closely with UNICEF SP team in YCO, in close collaboration with UNICEF Hodiedah FO and implementing partners. - Currently, there is a very limited human resources capacity within the SP section to support the implementation of cash plus activities focusing on the MIS related tasks. 	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: <i>Amr Mohammed Al-Nood</i> Social Policy Officer (YCO - Sana'a)	Start Date: <i>28 Aug 2024</i>	End Date: <i>28 Feb 2025</i>	Number of Days (working) <i>120 days</i>

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Cash plus's MIS data information management (electronic APPs) produced for vulnerability assessment and case management / referral.	MIS for data collection templates/tools & database (electronic APPs) , Data protection procedures, documentation / archiving system	By end of Sept 2024	20%
List of verified beneficiaries for cash plus is generated and shared via the FTPS server using the desired form/template inquired by YSC.	Beneficiary database , project record for cash transfer/plus	By end of Oct 2024	20%
Programmatic monitoring filed visits, that includes capacity-building provided for SWF on Cash Plus and assessments IMS "APP"	Programmatic monitoring visits reports, Training report, attendance sheet , photos	Monthly reports. To be paid by the end of each quarter.	20%
SWF supported to produce regular reports including statistical, and dashboards regarding cash plus (vulnerability assessment and CM / referral) that can be used for programme enhancement, monitoring and progress reporting.	Dataset , reports, updates on Cash Plus's indicators, , disaggregation data reports, HPM Reports	Monthly reports. To be paid by the end of each quarter.	20%
A comprehensive final report for achievements, challenges, recommendations, and lessons learned (Cash plus).	Final accepted report	Last month of the consultancy period	20%
Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	N/A		
DSA (if applicable)	N/A		
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other A university degree in Social Sciences, Information Management System (IT), or other relevant disciplines is required.		Knowledge/Expertise/Skills required: Professional skills and technical expertise that selected consultant must exhibit or demonstrate: <ul style="list-style-type: none"> - Demonstrates substantial technical expertise in program design, evaluation, data analysis with regard to social protection programming with a strong understanding of programmatic approaches and interventions (cash plus, referral and case management). - Previous work in the field social protection programming (cash plus, referral and case management) is highly recommended. - Excellent knowledge of MS Excel or MS Access (e.g., pivot tables and functions). - Proven technical expertise for managing data capture and storage, for analysing diverse datasets, and presenting information in understandable tables, charts, graphs, and reports. - Proven skills in using map-making packages and data visualization software's (e.g., Tableau, Q GIS & Arc GIS, Power Bi). - Ability to connect data sources using APIs 	

<p>Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/></p>	<ul style="list-style-type: none"> - Experience in advanced form building and analysis using ODK, InForm, and Activity Info for conducting large surveys. - A minimum of two years of professional work experience in humanitarian work focused on data and information management is required. <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input checked="" type="checkbox"/></p>
<p>Request Authorised by Section Head <i>Ali Mohammed Al Agri (Chief Social Policy/OIC)</i></p>	<p>Request Verified by HR:</p>
<p><i>Approval of Chief of Operations (if Operations):</i> _____ <i>Approval of Deputy Representative (if Programme)</i> _____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>	

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.

Application process

Interested qualified and experienced individual consultants must submit; a) recently updated and detailed CV outlining experience in similar assignments and at least 3 references; and b) detailed technical and financial proposals. The proposals will be assessed using Cumulative Analysis Method - technical proposal (75%) and financial proposal (25%).

Financial proposals should be protected by password and in pdf format, then will ask for password only for those applications that obtained 75 points or above in the technical proposal. The financial proposal should specify a total lumpsum amount and payment terms shall be in line with those that are mentioned in the deliverable table below.

Technical proposal evaluation criteria and scores:

Criteria	Max score	Weight
Educational background (Bachelors’ degree in in Social Sciences, Information Management System (IT), or related field)	15	15%
Minimum of two years of relevant professional work experience preferably in social protection programs (cash plus).	20	20%
Demonstrates substantial technical expertise in program design, evaluation, data analysis regarding social protection programming with a strong understanding of cash plus approaches data info management system for SP case management and referral.	20	20%
Skills and professional experiences in developing and supervising the data information management system (MIS), with advanced experience in creating forms and producing analysis reports using ODK, InForm, and Activity Info for conducting surveys. That includes experiences in using PowerBI tool to create and produce dashboards	20	20%
Total	75	%75