

TERMS OF REFERENCE

SUMMARY

Type of Contract (tick the appropriate box)	Institutional Contractor	<i>Individual Consultant</i>	Technical Assistance to IP (individual)
Title	ECD Coordinator		
Purpose	Support overall planning, implementation and monitoring of the integrated programming platform to promote Early Childhood Development in UNICEF Zambia. This involves supporting the ECD Task Force as the key forum through which coordinated, community level programming is supported by UNICEF Zambia in the areas of early childhood education, playful parenting, household nutrition counselling and behaviour change.		
Location	Lusaka, Zambia		
Duration	11 months		
Start Date	1 December 2020		
Reporting to	Deputy Representative, Programmes		

BACKGROUND

Based on the Government of Zambia's adoption of the Seventh National Development Plan with its multisectoral and integrated approach to development, the Mid Term Review (MTR) of the 2016-202xZambia country programme made a strong push for a move towards an integrated approach to Early Childhood development (ECD). This is based on the recognition that ECD encompasses health, nutrition, early stimulation, early education and protection.

An integrated platform and ECD Task Force has been established to foster integrated planning, budgeting and implementation on ECD. Through this, UNICEF Zambia aims to bring integrated programming at community level to life around its new Insaka approach, i.e.- setting up community structures that will serve as a hub for a range of activities, including as ECD centres for parenting, play and stimulation, a place for cooking demonstrations and nutrition counselling, and outreach services and connections to the local health post, and meeting spaces for citizens and for local community and volunteer groups. The ultimate aim is to support the Government of Zambia to operationalise a scalable, integrated approach to deliver an integrated package of ECD interventions across the life cycle.

JUSTIFICATION

The strategic and effective advocacy, planning and formulation of a holistic ECD programme and the achievement of concrete and sustainable results from this will contribute to the achievement of UNICEF goals for care and protection of children from the early stages of their life and promotes/protects their rights to survival, development and wellbeing in society. Achievements will also contribute to maintaining/enhancing the credibility and ability of UNICEF to promote ECD using the nurturing care framework.

This will be done primarily through the ECD Task Force, an integrated platform through which sectoral interventions are mapped, synergies are identified, and strategic priorities set by the office are operationalised and monitored. This will entail working with health, nutrition, HIV, education and child protection programme sections, as well as cross-sectoral teams like PM&E, Communications and C4D.

OBJECTIVES / TARGET

Promoting a holistic approach to ECD requires coordinated actions in health, nutrition, early stimulation, early education and protection across the life-cycle. This consultancy will support the Zambia country office streamline its efforts in promoting an integrated approach to programming on ECD, by planning and coordinating actions across sectors. The objectives of this assignment are to:

- Provide support to the Deputy Representative in identifying the specific inputs into the integrated platform, including the development of accountability framework and systems for monitoring the achievements by all relevant sectors.
- Collaborate internally with CO, RO and/or HQ colleagues (as appropriate) to provide expert advice on the development of evidence-based strategies, approaches, policies and the planning in support of the ECD programme and delivery of results.
- Participate in programme planning and reviews to discuss/identify key approaches, strategies and plans of action for ECD
- Using the evidence generation and research initiatives on ECD to institutionalize/share best practices and knowledge with global/local partners and stakeholders especially to build capacity of practitioners, local networks, and government partners.

DESCRIPTION OF THE ASSIGNMENT (SCOPE OF WORK) / SPECIFIC TASKS

1. Technical support in management, monitoring and delivery of results on ECD

- Keep abreast of national, regional and international development priorities and help identify opportunities where ECD can enhance inter-sectoral partnership, integration and linkages
- Support strategic areas for ECD integration/intervention, including through the Insaka initiative, based on participation in CO programme planning meetings.
- Establish specific goals, objectives, strategies and a work plan for the ECD Task Force. Prepare required documentations on ECD related issues for programme review and approval.
- Support the programme teams in monitoring, preparation for programme reviews and annual reviews to assess ECD progress and identify required action/interventions to achieve results.
- Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in programme management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.

2. Advisory services, knowledge management and capacity building

- Participate in strategic discussions, meetings and other national meetings and workshops to provide ECD evidence to influence policy and agenda setting on ECD.
- Support the development of a National ECD Framework/Strategy in collaboration with government and partners and an M&E framework to enhance accountability across sectors at national level.
- Prepare ECD policy papers, briefs and other strategic programme materials for management use, information and consideration in programme development discussion and planning
- Promote critical thinking, innovative approaches and good practices for ECD programmes/projects initiatives through advocacy and technical advisory services.

- Based on research, introduce and implement best and cutting-edge practices on ECD.
- Institutionalise and disseminate best practices and knowledge learned to support development planning and implementation.

EXPECTED DELIVERABLES

Specific service / outputs to be delivered at a specific time as per stated objectives and performance / quality requirements.

Specific timelines and milestones for individual activities, and whether or not timeframes are negotiable - and if so under what circumstances.

Tasks	Expected Output	Deliverables	Timeframe (Tentative)	Payment Schedule
1. Support the ECD Task Force to serve its function of promoting integrated programming	The ECD task force meets regularly, has clear and timebound deliverables that are monitored	<ul style="list-style-type: none"> - ECD Task Force Work Plan - Key actions captured and monitored - Updates prepared for senior management 	Ongoing	30%
2. Support Dep Rep in having an overall office oversight of ECD programming across the sectors	Senior management are well-informed and ECD discussions are well prepared, informed by updated actions and developments	<ul style="list-style-type: none"> - Office mapping of programme initiatives being supported to promote ECD (what and where) - ECD discussions at programme and management meetings planned and prepared for 	<p>End January</p> <p>Ongoing</p>	30%
3. Support planning, implementation and oversight of the ECD programme implementation (Insaka)	Quality implementing and reporting of Insaka initiative	<ul style="list-style-type: none"> - Project implementation plans in place and monitored regularly - Regular project updates prepared and shared both internally and 	<p>February</p> <p>Ongoing</p>	40%

Tasks	Expected Output	Deliverables	Timeframe (Tentative)	Payment Schedule
		externally as required		

REPORTING REQUIREMENTS

The consultant will report to the Deputy Representative. Monthly progress reports based on tasks and deliverables

PROJECT MANAGEMENT

Bi-weekly update meetings with the Deputy Representative

LOCATION AND DURATION

This assignment will start 1 December 2020 for a period of 11 months. It will be Lusaka based with travel to project sites, as required

QUALIFICATION/SPECIALIZED KNOWLEDGE AND EXPERIENCE

Education Required:

An advanced university degree in one of the following fields is required: social and behavioral science, sociology, anthropology, psychology, education, communication, public relations or another relevant technical field.

Experience Required:

- (i) A minimum of eight years of professional experience in one or more of the following areas is required: social development programme planning, communication for development, public advocacy or another related area.
- (ii) Experience in supporting C4D programming in early childhood development, playful parenting and/or integrated nutrition (stunting reduction) programming will be an added advantage
- (iii) Relevant experience in a UN system agency or organization is considered as an asset.
- (iv) Experience working in a developing country is considered as an asset.
- (v) Evident experience in research analysis

Language(s) Requirement:

Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

EVALUATION PROCESS AND METHODS

- Describe overall flow of the evaluation process - sequence of key stages
- Describe the overall evaluation approach. The weight allocated between technical and price proposal. The ratio between the technical and the commercial criteria established in the RFPS depends on the relative importance of one component to the other. e.g., 60/40 (technical/commercial) or 70/30 (technical/commercial). **Sum of technical and commercial must always equal 100 points.**

- *Technical evaluation criteria. Please refer to table below for an example on technical criteria and relative points.*

Sample criteria (required for institutional contracts; may be used for individual contracts)

Item	Evaluation Criteria	Points
	Technical Evaluation Criteria	
1.0	Overall Response	
1.1	Understanding of UNICEF's requirement based on RFP documents.	
1.2	Understanding of the Consultancy which UNICEF wants to enter based on the documents.	
1.3	Understanding of developmental issues within Zambia and UNICEF's role in supporting and coordinating with the Government and other stakeholders.	
2.0	Company profile and key personnel	
2.1	Range and depth of organizational experience with similar projects	
2.2	Client references	
2.3	Number of customers, size of projects, number of staff per project	
2.4	Samples of previous work	
2.5	Key personnel: relevant experience and qualifications of the proposed team for the assignment	
3.0	Proposed Methodology and Approach	
3.1	Proposed work plan and approach of implementation of the tasks as per the ToR	
3.2	Implementation strategies, monitoring and evaluation, quality control mechanism	
3.3	Technologies used - compatibility with UNICEF	
3.4	Innovative approach	
3.5	Total Technical Scores	
4.0	Financial Proposal	
4.1	Financial Proposal	
5.0	Grand Total	

Only proposals which receive a minimum number of points under a technical evaluation will be considered technically compliant.

ADMINISTRATIVE ISSUES

- *Interviews if necessary, indicating for which experts/position (in general, the evaluation of experts is conducted on the basis of their CVs).*
- *Whenever possible, bidder should be requested to provide an all-inclusive cost in the financial proposal. Bidder should be reminded to factor in all cost implications for the required service / assignment*
- *When travel is expected as part of the assignment, it shall be clearly specified (e.g. location, duration, number of journeys ...etc.) in the TOR. Bidder shall be required to include the estimate cost of travel in the financial proposal. It is essential to clarify in the TOR that i) travel cost shall be calculated based on economy class travel,*

regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

- *Unexpected travels shall also be treated as above.*
- *Resources and facilities to be provided by UNICEF; e.g. access to printer, office space...etc.*

POLICY BOTH PARTIES SHOULD BE AWARE OF

(ONLY APPLICABLE FOR INDIVIDUAL CONTRACTS)

- *Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly.*
- *Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.*
- *No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.*
- *For international consultants outside the duty station, signed contracts must be sent by fax or email.*
- *No consultant may travel without a signed contract and authorisation to travel prior to the commencement of the journey to the duty station.*
- *Unless authorised, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the "most economical and direct route" but this must be agreed beforehand.*
- *Consultants will not have supervisory responsibilities or authority on UNICEF budget.*
- *Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.*
- *The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.*