

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: National Consultant – Development of birth registration Standard Operating Procedures (SOPs).	Funding Code	Type of engagement <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Lusaka, Zambia
Purpose of Activity/Assignment: Support Government through the Ministry of Home Affairs and Internal Security under the Department of National Registration Passport and Citizenship (DNRPC) to develop birth registration Standard Operating Procedures (SOPs) and conduct a training of trainers (TOT) for key Civil Registrars and Health workers in the new SOPs.			
Scope of Work: UNICEF and DNRPC are seeking the services of an expert and qualified consultant to develop Birth Registration Standard Operating Procedures as well as train key Registrars and health workers in the developed SOPs. Working under the overall supervision of the UNICEF Child Protection Specialist (BR/LI), the Consultant will perform the following tasks; <ul style="list-style-type: none"> Conduct desk reviews on SOP development Undertake field data collection including consultative meetings Develop national SOPs on birth registration Facilitate the national workshop to validate the SOPs on birth registration Develop power point presentations including detailed training schedule for the developed SOPs Ensure that the SOPs developed incorporate all relevant gender issues around birth registration. Conduct training of trainers for key Registrars and health workers in birth registration SOPs, and Write a training report on birth registration SOPs training to be used by DNRPC and MoH to train the rest of the role players in the country 			
Child Safeguarding Is this project/assignment considered as “ Elevated Risk Role ” from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply: Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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: <div style="border: 1px solid black; padding: 5px; min-height: 20px;">N/A</div>			
Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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): <div style="border: 1px solid black; padding: 5px; min-height: 20px;">N/A</div>			
More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates			

Budget Year: 2021	Requesting Section/Issuing Office: Child Protection/ZCO	Reasons why consultancy cannot be done by staff: The assignment requires specialized knowledge and expertise in addition to dedicated and focused time, which cannot be made available within existing staffing structures in DNRPC or UNICEF due to limited staff and time. Assignment requires a person to dedicate their time and expertise for a period of about 4 months.		
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: The activity was included in the RWP during the 2021 UNICEF/GRZ mid-year review.				
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment		
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)				
If Extension, Justification for extension:				
Supervisor: Child Protection Specialist- BR/LI Work Assignment Overview	Start Date: 18 th October 2021	End Date: 17 th February 2022	Number of Days (working) 65 working days (over a period of 4 months).	
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget	
Prepare an inception report which should include timelines, activities, and methodology.	Inception report	November 2021	30%	
Conduct a needs assessment through primary and secondary data collection in Lusaka and selected provinces and districts. This should include consultative meetings and interviews with government agencies and other stakeholders. This should inform the nature and context of the current service delivery procedures, challenges, and opportunities.	Needs assessment conducted	December 2021		
Drafting of SOPs on birth registration based on evidence from the needs assessment exercise and	Draft Birth Registration SOPs	January 2022	50%	

taking into account the new integrated and electronic registration system (INRIS).			
Finalization of the SOPs which reflects the inputs and comments from key stakeholders to the draft SOPs followed by training of trainers (TOT) for key role players on the new SOPs.	Final BR SOPs and TOT	February 2022	20%

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (Vehicle hire & fuel for field data collection/consultative engagements to provinces)			
Training of trainers and stationery			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Advanced Degree in social policy, demography, development studies, public administration, economics, or a related field.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • At least 8 years of demonstrated experience of relevant work on strategy development, policy formulation or similar assignments. • Knowledge and understanding of government's service delivery systems. • Knowledge and understanding of child protection and/or birth registration • Experience in development of Standard Operating Procedures (SoPs). • Strong people and communication skills and ability to engage government agencies, communities and other stakeholders. • Fluency in English is required. 		
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>		
Request Authorised by Section Head:	Request Verified by HR:		
<p>Approval of Deputy Representative (OIC)</p> <p>_____</p>			

ⁱ 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 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.