**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

|  |
| --- |
| **PART I**  |
| Title of Assignment | **International Field Coordinator / Community Engagement Specialist** |
| Section | Community Development / Resilience Pillar |
| Location | Blantyre with frequent travel to Zomba, Chikwawa, Nsanje and Lilongwe |
| Duration | **3 Month** |
| Start and End Date | **From:**  01 December 2019 | **To:**  28 February 2020 |

**BACKGROUND**

Malawi is prone to many natural and man-made hazards including floods, droughts, earthquakes, fires and disease outbreaks. Over 3.3 million people are classified as in need of urgent humanitarian support due to consecutive poor harvests. These needs have been exacerbated due to Cyclone Idai which hit Malawi in March 2019. Heavy rains and fierce winds have resulted in severe flooding across 15 districts, affecting an estimated 869,000 people including 443,000 children.

To deliver effective and efficient support to recovery and community resilience building efforts, UNICEF MCO requires a C4D/Community Resilience Specialist to work in close coordination with relevant programme specialists to develop and field-test an integrated Community Engagement Strategy that brings together the expertise of UNICEF-Malawi’s sectors through human-centred design methodologies to identify and develop innovative ways of supporting the resilience building efforts of rural communities in disaster-prone areas, and over the longer-term, empowering these and other Malawian communities to have their basic rights met.

**PURPOSE**

Under the direct supervision, technical leadership and management of the Chief of Community Development and Resilience, the AGILE Field Coordinator will be responsible for coordinating the design, field-testing, monitoring and assessment, reporting and documentation of an evidence-based, method-informed AGILE project that integrates the work of UNICEF MCOs different sectors with local government development plans and community-led efforts, in a manner that complements UNICEF MCO’s Flood Recovery Plan (2019-2021), the National Resilience Programme (2018-2030) and the community resilience building pillar of UNICEF MCO’s Country Development Programme (2019-2023).

Special focus will be given to strengthening and improving community engagement, bridging the gap between (almost annual) humanitarian response efforts for communities in areas that were affected by Cyclone Idai in 2019, with longer-term development programming towards building the resilience of affected populations in line with key principles of core commitment for children, accountability of affected population and the National Resilience Programme of the Government of Malawi.

**SCOPE OF WORK**

* In consultation with UNICEF MCO, relevant Government departments and LNGO partners, coordinate the field-testing and piloting of a scalable Community Engagement model for UNICEF MCO to engage with, and build the resilience of last-mile rural communities, regularly affected by disasters (floods, drought, food insecurity).
* Ensure community engagement interventions for resilience building that are tested within the AGILE project are evidence-based, results-oriented and implemented at household, community and district level within the targeted districts (Zomba, Chikwawa and Nsanje). This will involve liaising and working with relevant UNICEF, government and implementing partners to develop, implement and assess joint Community Engagement for resilience building interventions, contributing to reduce vulnerability and increase the resilience of households and communities in flood-prone districts.
* Strengthening partnership and collaboration with partners, especially with the focal points at district level of the Department of Disaster Management Affairs (DoDMA) and key NGO and academic partners.
* Engaging with communities in disaster-prone areas to establish claim holder and duty bearer feedback mechanisms that enable communities to make their own decisions on preparedness, coping and recovery.
* Conduct preliminary research in other disaster-prone districts (e.g. Phalombe and Mulange) to identify the generalisability of findings from initial AGILE districts (Zomba, Chikwawa and Nsanje) and lay the foundations for AGILE’s scale-up (Phase 2 from mid-2020).
* Ensure a mix of Community Engagement interventions are used to increase chances of reaching displaced and vulnerable affected populations, especially women and children.
* Organize the research, development, pre-testing, and production of culturally relevant communication materials for communities in disaster-prone areas (/affected by Cyclone Idai).
* Ensure the quality, consistency and appropriateness of communication materials and tools that are developed, produced, and disseminated to local communities, government officials, other partners.
* Support the District level with coordination tools such as mapping and data collection
* Monitor and evaluate the effectiveness of UNICEF MCO’s communication for humanitarian action and community resilience building.

**REPORTING**

**To whom will the consultant report:**

The Consultant will report to Chief of Community Development and Resilience. A technical management team comprising UNICEF MCO Program Specialists from relevant sections will oversee the technical part of the assignment. The technical management team will provide regular guidance and required logistical support, avail required documents and other relevant reports for this deployment.

**What type of reporting will be expected from the consultant:**

Written, verbal and through presentations

**How and when will reporting be done:**

Weekly written reports, field mission reports, as well as regular communication systems

And final report

**EXPECTED DELIVERABLES**

At the beginning of the assignment, the consultant is expected to produce and agree with UNICEF (specifically the supervisor of the contract) and produce an inception report with a clear work and action plan, indicating the deliverables and timeframes as indicated below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Completion Date** | **Deliverables** | **Estimated # of days** | **Payment Plan** | **Payment Date** |
| 31 Dec 2019 | Prepare a Pillar 3 M&E plan and updates to the Community Development / resilience chief as well as relevant programme specialists within UNICEF MCO of progress within the AGILE pilot | One month | 25% | 1 Jan 2020  |
| At the end of every month  | Participate in the community engagement working groups national and district level.Report back weekly on development of AGILE pilot project | Monthly for 3 months | 25% | 1 Feb 2020  |
| At the end of every month | Ensure a field coordination with local partners at district of the Agile pilot project, support the DRR focal points at district level with a mapping tools of all partners  | Monthly for 3 months  | 25% | 28 Feb 2020  |
| By 28 February 2020  | Final report which will identify challenges as well as way forward to integrated approaches | 7 days | 25% | 28 Feb 2020 |

**PAYMENT SCHEDULE**

Payment will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables as scheduled and described in the Payment Schedule and upon receipt of the respective invoice.

Travel (international and local) costs will be reimbursed as actual as approved. As per UNICEF operational guidelines, travel for international consultancies, will be in economy class and will use the most economical route.

**DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE**

**Academic qualification:**

University degree level in one of the following fields: social sciences, community development, public health, communication related disciplines.

**Technical skills and knowledge:**

Being familiar with participatory tools and methods for community engagement to facilitate child participation and participation of vulnerable groups in Malawi

**Work experience:**

4 years but additional years of experience will be a definate advantage

of progressively responsible professional work experience in Communications, C4D, Community Engagment programme/project development, planning, implementation, monitoring and evaluation.

Wide knowledge of C4D/community engagement tools and models, and logical processes for selection and rollout in humanitarian actions.

Demonstrated experience in planning and implementation of emergency C4D strategies and action plans.

**Competencies:**

Working with People

Drive for Results

Deciding and Initiating Action

Relating and Networking

Analyzing

**Languages:**

Fluency in English. Local working language of the duty station an asset

**ADMINISTRATIVE ISSUES**

The assignment requires the consultant to be in Malawi that would require engagements with UNICEF Pillar team, Local government, communities and partners

The consultant will work in Blantyre with frequent travel to Zomba, Chikwawa, Nsanje and Lilongwe

The actual days of work will be agreed to in the first week of the assignment period.

The consultant will need to present the draft documents as well as the final report to UNICEF and partners

At the beginning of the assignment, the consultant is expected to produce and agree with UNICEF and partners. on work plan schedules for the assignment period.

Laptop will be provided by the consultant; the UNICEF Malawi office will pay an air ticket from the consultant home to Malawi and a return ticket back to his home once the assignment is ended

**CONDITIONS**

* 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 be based in Lilongwe with frequent travel to districts
* 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
* Travel expenses for official in-country trips, including DSA, will be covered in accordance with UNICEF’s rules and tariffs, by the consultant and reimbursed against actuals
* 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 section prior to the commencement of the journey from 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
* The assignment is an on-site support

**HOW TO APPLY**

* Interested candidates should provide a brief proposal (no longer than five pages) demonstrating the consultant’s understanding of the assignment and approach to be used to conduct the research study
* Curriculum Vitae
* References details
* Candidates should indicate their all-inclusive fees (including lump sum travel on mission to districts, fees and subsistence costs for data collectors and other costs as applicable).