

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title Public Finance Consultant – Budget Analysis	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: To undertake budget analysis for the social sectors and local authorities			
Scope of Work: <ul style="list-style-type: none"> • Collect, analyze and validate national and local government budgets and expenditure data identifying trends and major changes under the new government • Conduct budget analysis for the 2022 national budget for the social sectors, identifying patterns, funding gaps and funding sources. • Produce a social sector budget brief with actionable recommendations within one week after budget presentation • Based on the 2022 National Budget, update existing budget briefs to include COVID-related budgets and expenditures, budget execution and efficiency for the following social sectors: <ul style="list-style-type: none"> ○ Health ○ Nutrition ○ WASH ○ Education ○ Social protection ○ Child Protection • Conduct consultations with relevant line ministries on social sector budgets, gaining consensus on the results of the analysis and priority areas • Undertake a consolidated budget analysis for local authorities that are utilizing Output-based budgeting (OBB), identifying key social sector allocations • Conduct stakeholder consultations on the local authorities budget analysis • Produce a detailed validated budget analysis for 4 local authorities. The local authorities will be selected in consultation with Ministry of Local Government and UNICEF. • Participate in high level meetings with government to disseminate the outcomes of the analysis 			
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; width: fit-content;">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; width: fit-content;">N/A</div> More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates			

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:	
2021	Social Policy and Research	The undertaking requires a consultant as the volume of work is high and time consuming, and requires technical expertise which is not available in the office	
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		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: N/A			
Supervisor:	Start Date: 1 st September, 2021	End Date: 31 st May 2022	Number of Days (120 working days over a period of 9 months)
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Review 2022 budget data as presented by Minister of Finance. Participate in national budget analysis with Zambia Institute for Policy Analysis and Research (ZIPAR)	Social Sector Budget Brief	November 2021	20%
Based on the 2021 budget briefs, update the detailed social sector budget briefs to include 2022 allocations and expenditure data.	Updated Budget Briefs for Health, WASH, Social Protection, Education, Nutrition and Child Protection	February 2022	30%
Analyse budget data for approximately 60 local authorities that are using OBB	Local authorities budget brief	May 2022	20%
Analyse in-depth budgets for 4 local authorities, conduct field visits to validate the findings	Budget Briefs for four local authorities	August 2022	30%

Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines Economics, Public Finance, Statistics, Development Studies and related social sciences		Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • Minimum of 8 years of working on public finance issues and at least 5 years on social sector budget analysis. • Desire and ability to work in a dynamic context and to prioritize across multiple objectives and activities; • Ability to work independently and as part of a group; motivated self-starter and team player. • Excellent oral and written communication skills in the English language; and • Experience in published research. 	
Administrative details: Visa assistance required: <input type="checkbox"/> N/A Transportation arranged by the office: <input type="checkbox"/> N/A		<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> N/A IT and Communication equipment required: <input type="checkbox"/> N/A Internet access required: <input type="checkbox"/> N/A	
Request Authorised by Section Head		Request Verified by HR:	
Approval of Representative _____			

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.