

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/ CONTRACTORS



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Type of engagement:	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time
Title of engagement:	Technical Specialist (Project Development)
Location: If remote or home-based, indicate. If contractor is not resident in host country, indicate if presence in host country and/or travel is required.	Remote, travel is required in Eastern Caribbean Region
Duration: Number of working days	90 days
Start Date:	15 August 2024
End Date:	15 April 2025
Requesting Section:	CEED
Supervisor:	Programme Specialist (DRR and Climate Change)

BACKGROUND (*)

Climate change and environmental degradation are some of the biggest threats affecting the world's children and have the potential to undermine many of the gains we have made in child survival and development. Over a billion children are already at extremely high risk of environmental and climate hazards. There is therefore an urgent and acute need for countries to adapt, prepare and build climate-resilient, low-carbon social services, such as – water, sanitation and hygiene (WASH), healthcare, education, nutrition, social protection and child protection – for current hazards, and in preparation for more frequent and severe climate hazards.

The Eastern Caribbean faces significant challenges due to the adverse impacts of climate change, including increased frequency and intensity of natural hazards such as hurricanes, floods, and droughts. These climate-related events have profound effects on the well-being, safety, and future of children and youth, disrupting their education, health, and overall development. At the same time, children are not only victims. Children contribute significantly to climate action within their communities, countries and globally. Their right to participate in decision-making that affects their lives is recognized under the UN Convention on the Rights of the Child. Evidence shows that public spending on children is a wise investment that builds human capital, benefiting not only children but also their communities and countries more broadly. Investments in children lead to rises in income, contributing to sustainable development and cohesive societies. Conversely, climate finance and action that overlooks the rights of children weakens the efficacy of climate change response measures, and risks contributing to adverse social outcomes and deepening inequalities, inadvertently harming rather than protecting children and their families. Yet, just 2.4% of climate finance from key Multi-lateral Climate Funds (MCFs) can be classified as supporting projects incorporating child-responsive activities (Children's Environmental Rights Initiative (CERI) coalition, 2023).

UNICEF ECA, recognizing the urgency to address these challenges, aims to bolster climate and disaster resilience in the Eastern Caribbean, focusing on safeguarding and promoting the rights and well-being of children and youth through increasing climate investments for children. In order to support this work the Climate, Energy, Environment and Disaster Risk Reduction (CEED) section at UNICEF ECA aims to work with partners such as the Organisation of Eastern Caribbean States (OECS) to tap into various climate finance envelopes.

The OECS is an eleven-member grouping, with six Member States that are independent countries (Antigua and Barbuda, the Commonwealth of Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, and Saint Vincent and the Grenadines); five Member States are either UK (Anguilla, the British Virgin Islands and Montserrat) or French (Guadeloupe and Martinique) Overseas Territories. These islands are among the smallest in the world and home to an estimated population of 1,509,721 inhabitants; 30% of which are children (individuals aged 0-17 years) and 24% are youth (individuals aged 15 to 29 years).

The Climate and Disaster Resilience Unit (CDRU) under the OECS' Environmental Sustainability Division leads the OECS Commission's Climate Change Work Programme. The programme ensures the OECS Commission is firmly committed to assisting Member States, individually and collectively, in their efforts "to build climate resilient, low-carbon economies". This is achieved within the regional legal framework established under the St. George's Declaration of Principles for Environmental Sustainability in the OECS and the Revised Treaty of Basseterre (2010). On May 2021, the OECS Commission developed the [OECS Climate Change Adaptation Strategy and Action Plan 2021-2026](#) (CCASAP). It was adopted by the 8th Council of Ministers: Environmental Sustainability and sets out a framework and a series of actions for strengthening the OECS' resilience to the impacts of climate change, on the basis of a comprehensive and integrated regional approach. It is based on three transformative pathways:

- PATHWAY 1 to improve access to data and information to increase actionable climate knowledge
- PATHWAY 2 to enhance capacity building / Adaptation interventions implementation
- PATHWAY 3 to enhance Leadership – Governance - Resource mobilisation for climate change adaptation

UNICEF ECA is therefore seeking a consultant to support the development of a pipeline of projects for the OECS countries through the OECS Commission, to mobilise resources as defined under Pathway 3. The pipeline of projects should primarily focus on inclusion of children's rights and social services (WASH, health, education, etc).

PURPOSE/SCOPE OF ACTIVITY/ASSIGNMENT (*)

1. **Goal and Objective:** Under the supervision of Programme Specialist (DRR and Climate Change), the consultant will work directly with the OECS Commission to develop innovative, impactful, and sustainable projects that enhance climate and disaster resilience, specifically tailored to mitigate risks faced by children and youth in the Eastern Caribbean region (particularly Grenada, Saint Lucia, Antigua and Barbuda and Commonwealth of Dominica). The objectives:
 - i. Engagements with Member States to identify their development resilience priorities, nested within their national development strategies, plans to combat climate variability and change.
 - ii. The design of the concept notes including, inter alia, the completion or assisting in the project's/programme's appraisal, stakeholders' consultation, applying gender considerations and review of environmental and social safeguards, where necessary;
 - iii. Elaborate one of the concept notes into a full proposal to be submitted to an identified finance envelope
2. **Provide details/reference to AWP areas covered:** Within the framework of the Multi-country Programme 2022-2026, this consultancy contributes to the Output 4.1 Government and regional institutions capacities are strengthened to support child-sensitive climate-related policies and programmes.

3. **Activities and Tasks:**

Under the guidance of the Programme Specialist (DRR and CC), UNICEF ECA and in close collaboration with the Programme Director for Climate and Disaster Resilience (OECS), the consultant is required to undertake the following tasks:

Convene an Inception Meeting

- Convene kick off/inception meeting with OECS and UNICEF to discuss the methodology and planned approach for project development under the assignment.

Support development of concept notes

- Review relevant documentation and literature in relation to the vulnerability of children and climate vulnerability of key sectors, existing climate policies, plans, programmes and projects;
- Hold preliminary discussions with government representatives;
- Identify 3 project ideas based on priorities of OECS Member countries;
- Conduct research and analysis to support development of climate rationale for the development of 3 concept notes;
- Develop 3 comprehensive concept notes, through a e-consultative process, focusing on the inclusion of children’s rights and ensuring the resilience of social services (WASH, health, education, etc) and disaster risk reduction (e.g. early warning systems, nature-based solutions). Collaborate with OECS to identify the most suitable donors for the submission of the concept notes to mobilise resources;
- Prioritise one concept note to be developed into a full proposal, based on criteria agreed upon with OECS and UNICEF.

Develop full proposal

- Develop a full proposal from one concept note to meet commitments under countries’ NDCs and/or NAPs, climate policies for submission to potential donor(s).
 - a. Define activities under each project component, as well as project implementation arrangements, detailed budget, co-financing (if any), impact potential, gender considerations, sustainability plan and exit strategy;
 - b. Collaborate with UNICEF, OECS, and OECS Member States to elaborate the proposal, as well as identify the donor institution.
- Organize and convene stakeholder consultations/dialogues (in-person or virtual) to validate and refine project proposal;
- Revise and enhance project proposal by incorporating stakeholder feedback.

4. Work relationships:

The consultant will be supervised by the UNICEF ECA’s Programme Specialist (DRR and CC) who will provide administrative support regarding contractual arrangements and provide technical guidance to the process to ensure the child lens is included. In addition, the consultant will work in close collaboration with the Programme Director for Climate and Disaster Resilience (OECS) for all other technical matters under the consultancy.

Under the guidance of Programme Director for Climate and Disaster Resilience (OECS), the consultant will convene the necessary stakeholders and be required to engage with them for activities outlined in the consultancy. Consultations may be virtual or in-person and this will be defined in consultation with OECS and UNICEF. These consultations may take place Grenada, Saint Lucia, Antigua and Barbuda and Commonwealth of Dominica

5. Outputs/Deliverables:

Key Activities/Tasks (*):	Deliverables/Outputs (*):	Duration (Est. days/months):	Due Date
Convene kick-off/inception meeting with OECS and UNICEF to discuss assignment	Inception Report outlining methodology (including proposal template/structure) and work plan	5 days	8/12/2024

<p>Prepare concept which should include baseline and situational context on climate vulnerabilities, impacts, adaptation and/or mitigation needs, expected outcomes, outputs and proposed activities ensuring the inclusion of children's rights and essential social services for children, budget, sustainability and replicability</p>	<p>Draft Concept Note 1 prepared and accepted</p>	<p>15 days</p>	<p>9/9/2024</p>
<p>Prepare concept which should include baseline and situational context on climate vulnerabilities, impacts, adaptation and/or mitigation needs, expected outcomes, outputs and proposed activities ensuring the inclusion of children's rights and essential social services for children, budget, sustainability and replicability</p>	<p>Draft Concept Note 2 prepared and accepted</p>	<p>15 days</p>	<p>11/4/2024</p>
<p>Prepare concept which should include baseline and situational context on climate vulnerabilities, impacts, adaptation and/or mitigation needs, expected outcomes, outputs and proposed activities ensuring inclusion of children's rights and essential social services for children, budget, sustainability and replicability</p>	<p>Draft Concept Note 3 prepared and accepted</p>	<p>15 days</p>	<p>12/9/2024</p>
<p>Prioritise the concept notes based on selection criteria agreed upon by UNICEF and OECS, inclusive of logical framework, total budget and co-financing, implementation arrangements</p>	<p>Selection Criteria Report</p>	<p>3 days</p>	<p>12/9/2024</p>

Elaborate the concept note to a full project proposal	Draft Full Proposal for Review and Submission to donor(s)	25 days	02/14/2025
Convene stakeholder validation meeting	Stakeholder validation Report	5 days	03/07/2025
Revise project proposal and incorporate stakeholder feedback	Final Full Proposal, with stakeholder/donor feedback incorporated and within acceptable limits defined by OECS & UNICEF	7 days	03/28/2025
Premium Insurance	N/A		N/A

TRAVEL REQUIREMENTS*

The assignment will require the consultant to travel two of the four countries: Grenada, Saint Lucia, Antigua and Barbuda and Commonwealth of Dominica for a period of 5 days.

The consultant is responsible for arranging his/her own travel, including bearing the costs visas and travel insurance. Accommodation, meals and incidentals costs must not exceed the UN daily subsistence allowance rates. The costs for approved travels will be reimbursed by the UNICEF ECA upon submission of receipts and based on applicable UN DSA rates. All approved travels to be conducted in accordance with UNICEF travel rules and regulations.

PAYMENT SCHEDULE

Payment of professional fees will be based on submission of agreed deliverables which receive satisfactory quality review. In general, individual contracts shall not allow for fee advances. However, a maximum of 30 per cent of the total contract value may be authorized by the Approving Authority in cases where advance purchases, for example for supplies or travel, may be necessary.

MINIMUM EXPERIENCE / QUALIFICATIONS (*)

<p>Education: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Environmental Science, Natural Resources and Environmental Management, Development Studies, Business Administration, or related fields.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Proven experience in formulation of project concept notes, project proposal development and using the logical framework and theory of change to design projects • Experience with project development, implementation and management • Strong understanding of the challenges and risks posed by climate change, specifically on children and youth. • Knowledge of the international climate funds (Adaptation Fund, Green Climate Fund, Global Environment Facility), including the application process is desirable.
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	<ul style="list-style-type: none"> • Proven facilitation skills and ability to coordinate and engage with multiple stakeholders. • Ability to work independently and as part of a team, with a high level of cultural sensitivity.
<p>Years of Experience: Minimum of five years of relevant work experience in climate change adaptation and/or mitigation, climate resilience and disaster risk reduction.</p>	
<p>Language(s) needed if any: English</p>	

ADMINISTRATIVE MATTERS (*)

The assignment will be undertaken at the consultant’s own location. The consultant is expected to provide his/her own computer equipment and ensure reliable internet access.

Regular updates will be agreed and provided during the inception meeting and will include a mixture of written updates, and meetings. Adhoc meetings will be scheduled and prioritized as required. Meetings will monitor the work plan’s milestone dates – to ensure appropriate time is allocated for feedback to concept notes and proposal.

CONDITIONS OF SERVICE (*)

Before commencing work, a consultant or individual contractor shall submit a statement of good health and take full responsibility for the accuracy of that statement, including confirmation that he or she has been informed of the inoculations required for the country or countries to which travel is authorized. Consultants and individual contractors shall assume all costs that may occur in relation to the statement of good health. Consultants and individual contractors are required to certify that they are covered by medical/health insurance.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

RECOURSE (*)

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. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

TITLE RIGHTS (*)

All materials created by the Contractor which bears a direct relation to, or is made in order to perform, this contract and any intellectual property rights thereof, including but not limited to patents, copyright and trademarks, shall be jointly owned by UNICEF and the Contractor. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights. Any third party usage shall require written permission from both parties.

TRAININGS (*)

Consultants and Individual contractors, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract:

- [Ethics and Integrity at UNICEF](#)
- [Prevention of Sexual Harassment & Abuse of Authority](#)
- [Sexual Exploitation Abuse \(PSEA\)](#)

Consultants and Individual Contractors must complete the following course before commencement of any travel on behalf of UNICEF.

- [BSAFE Security Training](#)

Any consultant or individual contractor who is issued a UNICEF email address must complete the following courses no later than 30 days after signature of contract.

- [General Information Security Awareness Course](#)
- [Fraud Awareness](#)

HOW TO APPLY (*)

Prospective consultants should apply through UNICEF jobs website using the following link *Insert link (HR)* No later than *Insert date*. The application package should include the following:

- a) A cover letter;
- b) Detailed Curriculum Vitae
- c) A proposal stipulating all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

UNICEF offers [reasonable accommodation](#) for consultants/individual contractors with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

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.