

UNICEF China Terms of References For Individual Contractor

Job Title of Individual Contractor: Individual Contractor to Provide Technical Support to Child Friendly City Development

Requesting Section: Social Policy for Children

Name of Supervisor and Job Title: Yang Han, Programme Officer

Background of Request for Individual Contractor:

The overall purpose of UNICEF China's Social Policy programming is to ensure that fewer children in China are subject to multidimensional poverty, through being better able to access affordable social protection mechanisms and quality social services. This will allow children's rights to be protected – particularly the most vulnerable and those lagging behind - to better achieve their educational potential, be guaranteed of improved health outcomes, and assume their role as productive members of their society, community and family in the rapidly transforming environment in China.

The Social Policy Section of UNICEF China has been long working with Government of China (GoC) particularly the National Development and Reform Commission (NDRC) to uphold child rights in the delivery and uptake of the essential social services. In recent years, the two sides have broadened the scope of collaboration and joined hands in an emerging area-*child friendly cities* (CFC). GoC's commitment to CFC has been factored into the 14th Five-Year Social and Economic Development Plan (FYP) in March 2021, in which building CFC has been articulated as an essential service for children. In line with the 14th FYP and the Guiding Opinion of Promoting the Building of CFC, UNICEF will continue to strengthen its partnership with the government counterparts and other stakeholders on:

- Generating evidence to improve the policy and technical frameworks of China's CFC development
- Establishing a capacity building framework on CFC to empower, guide and support sub-national stakeholders' actions of moving toward CFC
- Developing platforms to strengthen and harness the technical support and advising capacity of experts and other technical players.
- Organizing public advocacy, communication, and public engagement activities to raise awareness and facilitate public participation on CFC
- Facilitating international exchange and collaboration on CFC, in particular actively supporting China's global sharing of CFC knowledge and experience
- Introducing global good practice especially related to urban planning and placemaking and providing more hands-on support to grass-root players

All the work above requires considerable technical support especially through working with national and subnational experts, which is beyond the capacity of our current staffing. The Social Policy Section therefore requires a full-time individual contractor with the related technical expertise and experiences, who can provide technical support to the national and subnational policy making and advocacy activities for CFC development.

Purpose of Assignment:

- 1) To provide technical and coordination support for the evidence generation activities related to CFC development
- 2) To provide technical support and coordination for capacity building framework
- 3) To provide technical inputs to urban planning related activities and help build up in-house know-hows on urban planning
- 4) To support the stakeholder engagement activities for the related policy advocacy including but not limited to organization of meetings with GoC and other partners, conducting research work in line with the project objectives, and etc
- 5) To prepare memos/drafts/briefs for the UNICEF/GoC reporting

Major Duties and Responsibilities:

| | Tasks | Deliverables | Duration (days) / Timeframe | Weight (% of workload) |
|----|--|---|------------------------------------|-------------------------------|
| 1. | Supporting technical coordination, preliminary research and other research activities on CFC | <ul style="list-style-type: none"> • Conduct relevant preliminary research to support the evidence generation activities on CFC • Help keep abreast of latest news and progress, case study, good practice etc. at global level to better inform the evidence generation and CFC implementation in China • Reference materials are summarized, edited and revised into light knowledge products to better inform CFC team, national and sub-national stakeholders, and other related players when needed • Cities' implementation data and materials are collected and cleaned to support the development of China-based case study and knowledge dissemination | December 2021- November 2022 | 20% |
| 2. | Supporting the development and delivery of CFC capacity building framework | <ul style="list-style-type: none"> • Support and facilitate the overall design of CFC capacity building framework to strengthen the know-hows of stakeholders, particularly city-level stakeholders | January 2022- November 2022 | 40% |

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|----|---|---|---------------------------------|-----|
| | | <ul style="list-style-type: none"> • Preliminary mapping, cleaning and filing of existing materials that could be readily used in the capacity building framework have been conducted • Assist in developing new or tailor-made training contents to better respond to the needs from cities and stakeholders | | |
| 3. | Supporting in urban planning and placemaking activities | <ul style="list-style-type: none"> • Provide technical support in developing child-friendly urban planning and placemaking related research, case study, knowledge sharing, etc • Help liaise and coordinate with urban planning related stakeholders, experts and players | December 2021- November 2022 | 30% |
| 4. | Public advocacy, awareness raising & child engagement | <ul style="list-style-type: none"> • Background documents, briefings, PPTs and relevant materials are preliminary prepared to facilitate UNICEF's representation and participation in CFC related advocacy, events and campaigns • Provide help in designing and implementing campaigns and events especially related to International Children's Day, World Children's Day, summer volunteer programme, child participation etc. | January 2022- November 2022 | 10% |

The individual contractor may be requested to conduct field trips for technical support to project sites, training and other tasks as appropriate.

The individual contractor will be paid monthly, based on the agreed monthly workplan, deliverables and a monthly progress report. The final payment will be made upon approval by the supervisor of the final consultancy report.

Complete submission of deliverables as per expected standard and quality as assessed by the supervisor is a prerequisite for payment of the fee. UNICEF reserves the right to adjust or withhold payments for late deliverables or for deliverables not meeting expected quality.

Start Date: December 30, 2021

End Date: December 15, 2022

Total Duration: 11.5 months

Individual Contractor's Qualification Requirements:

- **Minimum Academic Qualifications required and disciplines:**
 - University degree in urban planning, urban development, urban geography, public policies and governance, child development or a related field
- **Knowledge/Experience/Expertise/Skills required:**
 - At least two years' work experiences, preferably in the areas of policy research, empowerment and capacity building, programme evaluation and monitoring, urbanization and urban planning, community development, etc ;
 - Good knowledge of key issues in international development and child rights, in relation to one or all of the following: urbanization, urban governance, stakeholder engagement via capacity building, government policies and programmes related to child well-being in China, etc;
 - Good track record of engagement experiences with government partners, civil society, technical players and/or think tanks;
 - Experience of working directly with communities, children and families is an asset;
 - Fluency in written and spoken English and Chinese;
 - Previous experience in/with the UN, including knowledge of UN/UNICEF programmes and operations, policies and procedures is an asset; and
 - Proficiency in the use of Microsoft Office software

Desired competencies / experiences:

- Drive for Results – Effectively translates ideas into actions. Has a drive to implement goals and objectives, to accomplish tasks, ensuring the end-results or services are delivered to the clients by deadlines. Makes things happen through perseverance and tenacity. Achieves quantifiable and measurable results. Identifies areas for improvement and takes necessary steps to implement those changes.
- Teamwork – Cooperates and works effectively with others in the pursuit of common goals.
- Communication– Effectively presenting thoughts and ideas in a clear, concise, and readily understood manner. Listens to, understands and acknowledges others' perspectives and views.
- Ability to build relationships with partner organizations and institutions.
- Analytical and Conceptual Thinking – Solves problems based on the critical review of facts, data, and information and draws conclusions based on logical reasoning.
- Strong research and writing skills.