

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<p>Title: Deep dive on the social protection system in Suriname for children, adolescents and adults - 2015-2022 .</p>	<p>Funding Code: WBS:</p>	<p>Type of engagement</p> <p><input checked="" type="checkbox"/> Consultant</p> <p><input type="checkbox"/> Individual Contractor Part-Time</p> <p><input type="checkbox"/> Individual Contractor Full-Time</p>	<p>Duty Station: Paramaribo, Suriname</p>
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1. BACKGROUND/CONTEXT

The Government of Suriname and its partners are focused on achieving the Sustainable Development Goals, including those focused on the rights of children and adolescents. Suriname has a small population based on the 2012 Housing and Population Censuses i.e., about 560,741 of which 35.2 percent are children i.e. persons under the age of 18 years. Suriname is categorized as an upper-middle-income country with a human development index of 99 of 191.

However, according to the Inter-American Development Bank (IDB), more than 26 percent of Suriname’s population was (monetarily) poor in 2017. Nearly half (48 percent) of the people living in the rural interior of the country are poor, revealing high discrepancies based on geographic location. Moreover, multidimensional poverty among children 0-17 years reaches 36.2 percent, with high variability across age groups and areas of residence. Children living in rural areas (39.8 percent), and especially in the rural interior (79.1 percent), face much higher multidimensional deprivation rates in comparison to children living in urban areas (26.6 percent).

Although Suriname is classified by the World Bank as a high-middle-income country, the living conditions and income of about half of the population do not reflect this welfare level. The current estimated GDP per capita is USD 4,784.5 but there are huge disparities at the district level. Besides the inequality among households of different geographical areas, the deterioration of the economy affected households at the national level. Between 2015 and 2022 the purchasing power of all households has declined significantly. International commodity shocks and the high fiscal and debt burden have weakened the financial-economic situation and social security system. The government has set out its policy strategy, based on its homegrown recovery plan, support from the IMF, and its medium-term policy framework aligning with the Multi-annual Development Plan 2022-2026.

These Terms of Reference are for an individual Consultant to conduct a deep dive into the social protection system in Suriname for children, adolescents, and adults - 2015-2022. This exercise will inform a deeper understanding of the social protection system in Suriname, which is critical to inform national strategies for at-scale programming. This exercise will also inform the mid-term review of the Government of Suriname-UNICEF Country Programme - 2022-2026 inter alia prioritizing and programming for children and adolescents. The Government of Suriname – National Planning Office (NPO) of Suriname is partnering with UNICEF to conduct this deep dive exercise.

SCOPE and Objectives

This consultancy is to conduct a deep dive into the social protection system in Suriname for children, adolescents and adults - 2015-2022. It is expected to inform deeper trends and point-in-time understanding of the social protection sector of Suriname and provide evidence for programme-and-policy decisions to strengthen the infrastructure for an optimal SP system for children.

The scope of this exercise is national and will consider the social protection systems in Paramaribo and Wanica where $\pm 67\%$ of the population reside, and to the extent possible, other districts of Suriname. It will examine both the supply and demand of the system, highlighting pockets of deprivation where they exist. It will deep dive into strengths and gaps in the service provision, and the enabling environment and provide an evidence-informed conclusion on risks and responses that will ensure coverage for children, especially the most deprived and disadvantaged.

Some of the questions this exercise intends to answer include:

- Which SP rights of children are unfulfilled and why?
- Which are the most deprived groups of children and why? Where are they located?
- What forms of deprivation and exclusion do these groups face? What are the determining factors/bottlenecks and underlying causes that give rise to and perpetuate their exclusion?
- What are the immediate, underlying, and structural barriers and bottlenecks to children accessing and utilizing basic social services and other critical resources and why?
- What risks (conflict, natural hazards, climate, environment, etc.) exist that are likely to affect the patterns of deprivation and exclusion of children, exacerbate or create barriers and bottlenecks and why?
- What existing social, institutional, and political factors (e.g., social norms, institutional capacities at all levels of government, accountability and coordination mechanisms, policy, and legal frameworks) impede or could potentially support the creation of an enabling environment for the realization of the rights of children?
- Have the 'drivers' of inequity among children changed over time? If so, how has that been accomplished? If not, why not? Does the policy environment proactively address disparities and deprivations among children through legislation, policies, and budgets? What gaps are there in policy response and implementation?
- What capacities exist at national, sub-national and community levels for children to participate in analytical processes that examine the causes and consequences of shortfalls and inequities and to what extent are children involved in such efforts and with what results?
- What programme interventions and resource mobilization, allocation options and systems approach should be considered in the future, to address specific dimensions of inequity and pervasive vulnerabilities among children?

METHODOLOGY

The process of the deep dive into the social protection systems will make use of multiple methodologies and techniques and will identify and utilize existing data from the Planning Bureau of Suriname, the Ministry of Social Affairs, (studies, evaluations and other surveys, market, and supply chain, etc.), as well as recommend additional data needs to fill critical gaps. To the extent practicable, this exercise will focus on understanding

the SP and inclusion trends with clear causality. It will, through the lenses of children's rights, seek to assess what is working and the actions are needed for results for children to scale.

This mixed method exercise will ensure a representative sample is determined, and for the qualitative genre, though purposive, will ensure representation of key elements in the social sector, drawing on good practices of similar exercises, global guidelines and regional guidance.

The deep dive will progress through the following three levels:

Phase 1: Desk review, interview with key personnel from the National Planning Office of Suriname, MoSA and UNICEF, develop instruments, and submission of the inception report.

Desk review: The desk review and analysis will include existing data, surveys, annual reports, and routine statistics from the National Planning Office of Suriname, MoSA and other partners. The consultant is also expected to consult reports from evidence generation exercises led by Government of Suriname and development partners, internationally agreed conventions, Studies, and analytical work, Programme Reviews and Evaluations.

- **Inception Report** to be submitted on the 30th of June 2023. The inception report will include an analytical framework) and a work plan with timelines. This report will be reviewed by National Planning Office of Suriname, UNICEF and other agreed stakeholders.
- **Development of research instruments:** In-depth interview (IDIs) and Focus Group Discussion (FGD) guides. The draft data collection tools will be pre-tested before finalization.
- Meetings with other national stakeholders.

Deliverable 1:

- *Inception report with detailed work plan, tools, and template for final deliverables*

Phase 2: Data collection

The consultant is expected to collect quantitative data through desk reviews and short surveys and qualitative data through IDIs and FGDs with key personnel of **the National Planning Office of Suriname, MoSA, GoS, CSOs, community leaders and UNICEF**. The consultant is also expected to:

- Examine existing data for the period under review and prepare trends and other analyses.
- conduct IDI with key stakeholders from the public and private sectors; development partners including UNICEF; religious and other community leaders and relevant civil society organisations, to collect relevant quantitative and qualitative data.
- conduct FGDs with representatives of Civil Society, parents/guardians, and other groups.
- Conduct consultations to gather perceptions of the attainment of the rights of children with disabilities and the barriers and facilitators to the attainment of rights.
- Prepare and submit a progress report by **September 15, 2023**.

Data Management

The consultant is expected to ensure the absolute safety of all data. No data collected and or reviewed for this exercise or data to which the consultant is privileged during the time of this assignment, as a direct or indirect result of being the consultant for this deep dive, can be shared and or used by the consultant, neither can s/he approve the use of the whole or any part of it, for personal or professional purposes, without approval, in writing, from National Planning Office of Suriname and UNICEF jointly).

Deliverable 2:

- Draft report on the deep dive into the social protection system in Suriname for children, adolescents

and adults - 2015-2022

- Draft district profiles (factsheets) for Paramaribo and Wanica and case studies
- Draft PowerPoint presentation on the report of this exercise by **September 15, 2023**.

Phase 3: Data Analysis, sharing of findings and writing of the report

- For the qualitative data generated by the conduct of IDIs and FGDs, the grounded theory methodology will be used, involving verbatim transcription, coding of data, development of themes, comparing of themes and recording of findings based on the analytical and conceptual frameworks for the Social Protection sector. For the quantitative data, conduct trend analyses, univariate and bivariate analyses will be conducted and presented in charts, graphs, and maps, where relevant, with strong evidence of triangulation.
- Using an analytical framework, undertake the causal analysis, role pattern analysis, and capacity gap analysis to better understand the causes of inequities and the determinants that facilitate or hamper the realization of the rights of children.
- Based on the 10 determinants for effective coverage, bottleneck, and barriers analysis will be conducted in the main problem areas in terms of the rights of children.
- The main findings will be presented by the consultant to the National Planning Office of Suriname and UNICEF and their stakeholders and time will be allocated for comments.
- The writing of the report should be done in constant communication with the National Planning Office of Suriname and UNICEF, through UNICEF’s Social Policy Specialist.
- The final report will be approved by the National Planning Office of Suriname and UNICEF.

Deliverable 3:

- Final report on the deep dive into the social protection system in Suriname for children, adolescents and adults - 2015-2022
- Final district profiles (factsheets) and case studies
- Final PowerPoint presentation on the report of this exercise.

Deliverables

Deliverable	Main components	# of days	Per cent of Fee	By when?
Inception report	Work plan; analytical framework; desk review report; data collection schedule; data collection instruments (FDG, IDI, consent forms, etc.) and outline of the final report.	7 days	30	August 20
Draft SitAn Report and PPT	Conduct SitAn and draft report; provide regional profiles (factsheets) and case studies; programme and advocacy strategies; Conduct oral presentation of key findings. (Findings and provisional recommendations should be presented using a PowerPoint presentation)	30 days	50	Sept. 30
Final Report	Final Report incorporating the comments on the draft report, together with the Executive Summary	8 days	20	Oct. 31

Ethical Consideration

To ensure that the key ethical principles for the conduct of studies involving human subjects are followed, especially for primary data collection, each potential respondent will be given full information about the evaluation including the purpose and potential benefits of the evaluation, their rights, and how the information collected will be used. They will also be informed that all data will be kept confidentially being

only accessible by members of the assessment team. Verbal consent will be collected from all those who agree to participate. All participants will be informed of their right to discontinue their participation at any point. Approaches for ensuring confidentiality will be described to all potential participants.

Accountabilities:

UNICEF and National Planning Office of Suriname will: -

- Form an SitAn steering committee
- Meet initially with the Consultant
- Review the inception report and provide feedback for adjustment.
- Review data collection instruments and provide feedback.
- Support the data collection process as much as possible.
- Review draft report.
- Review and approve the final report before final payment is made.

The Consultant will:

- Meet initially with UNICEF to discuss in detail the consultancy and timelines.
- Review all necessary documentation
- Submit inception report which will include the desk review report, instruments for data collection, the work plan for the SitAn on children with disabilities, and the outline for the final report. Incorporate feedback from the steering committee and finalise inception report and pretest instruments, before proceeding to the data collection phase.
- Make logistical arrangements and conduct data collection exercises with support from UNICEF.
- Prepare and submit a draft final report and present a synopsis of the findings to UNICEF.
- Prepare and submit a comprehensive final report.
- The consultant shall act in a manner within the laws of the country of Suriname and the core values (CRITAS) of UNICEF.

NB: UNICEF shall assume no liability for the health and safety of the consultant; nor will assume responsibility for the loss or damage of equipment or transport vehicles or any injury done to a third party used in conjunction with this work.

PROFILE OF THE CONSULTANT

These terms of reference are for an individual consultant with at least 10 years of experience in conducting mixed method data generation exercises. The following characteristics are required and desirable.

Required:

This consultancy is for a person who must possess the following competencies:

- A Master's degree in Social Sciences demography, economics, sociology, anthropology, Research; Education; or related fields relevant to this assignment.
- At least 5 years of proven experience in social research (qualitative and quantitative) and report writing for Situation Analyses/mixed-method data generation exercises.
- Contextual technical knowledge of children's issues in Suriname, related to health, education, protection learning and development, adolescents and participation water and sanitation, etc.
- Excellent interviewing, facilitation, and coordination skills.
- Ability to conduct causality analyses.
- Excellent Knowledge of and demonstrated competency in Human Rights-Based Approach to Programming (HRBAP) and Results-based Management (RBM)

- Sound understanding of the Convention on the Rights of the Child (CRC), Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and Sustainable Development Goal (SDG).
- Excellent developmental, writing and presentation skills in English.
- Familiarity with the local political, economic, and cultural environment would be an asset.
- Strong computer skills especially in Microsoft office package, quantitative and qualitative data analysis capacity; excellent interpersonal skills.

Desirable:

- Previous work experience with the United Nations System.
- Knowledge of the Suriname context.

APPLICATION REQUIREMENTS

Interested persons are asked to apply by July 30, 2023, online (link will be provided in Advertisement). Please ensure the application is completed thoroughly and the following is shared with the expression of interest. Successful candidates will be notified by the UNICEF Human Resources officer once the recruitment and selection process is completed.

- A technical proposal for the assignment
- A financial proposal for the assignment

The *technical proposal* should include a detailed methodological proposal, a CV, examples of similar work and other relevant information to ensure the quality of the presented proposal and minimise the disqualifications.

The *financial proposal* should be a lump sum and should include consultant's fee, and all other costs related to the consultancy.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES 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:

Child data role YES 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):

Budget Year: 2023	Requesting Section/Issuing Office: Social Protection and inclusion	Reasons why consultancy cannot be done by staff: This task requires an expert	
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:			
Supervisor: Social Policy Specialist	Start Date: August 10, 2023	End Date: October 31, 2023	Number of Days: 45

Estimated Consultancy fee			
Travel International	NA		
Travel Local (please include travel plan)	NA		
DSA (if applicable)	NA		
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	Knowledge/Expertise/Skills required: As stated in section 7 above		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		

Conditions and remarks:

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.

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. Successful individuals will be required to produce the following:

- Certificate of good health
- Proof of Health Insurance
- Statement of good standing
- Designation of beneficiary form
- Fully inoculated
- Mandatory training certificates from UNICEF's e-learning platform (prior to commencement of the Assignment)