**UNICEF China**

**Terms of References**

**For Individual Contractor**

**Job Title of Individual Contractor:**Individual Contractor to Support Project Activities for Reforming and Improving of Social Assistance System

**Hiring Section:** Social Policy Section

**Background of Request for Individual Contractor:**

In August of 2020, a long-term national agenda was announced by the Government of China (GoC) to reform the social assistance system and achieve a comprehensive and universal social assistance system towards 2035. Meanwhile, the GoC is in the process of drafting its first Social Assistance Law which will provide a strong legal framework to enhance the accountability of the government to ensure adequate standard of living of vulnerable groups. UNICEF China promotes child-sensitive social protection system and has been working closely with the Ministry of Civil Affairs (MCA) to improve the social assistance system so that it is more equitable, effective and inclusive to benefit needy families and children in China.

UNICEF China’s technical assistance to the MCA in the area of social assistance is focused on following key areas: (i) policy analysis and evidence generation to improve design features and service delivery of social assistance programs; (ii) supporting legislation to strengthen social assistance system; (iii) capacity building of government partners and service providers of social organizations to enhance their understanding of child-sensitive social assistance system; and (iv) knowledge sharing and policy advocacy. Since 2019, UNICEF China has been invited by the MCA to provide advisory support to the long-term social assistance reform in three pilot sites, including Linyi County in Shandong Province, Shucheng County in Anhui Province, and Beilin District in Xi'an City of Shaanxi Province. UNICEF China brings together international and national expert teams in the fields of social protection, social assistance and social work to jointly support and guide the reform work of the three localities.

**Purpose of Assignment:**

Under the overall guidance and supervision of the Social Policy Specialist, the contractor will provide technical and administrative support in executing, monitoring and reporting of UNICEF China’s social protection related activities falling within the 2021-2022 Work Plan between UNICEF China and the MCA.

**Major Duties and Responsibilities:**

In alignment with the scope of work as described above, the contractor will be expected to perform the following duties and responsibilities. However, as the actual starting date may impact the actual activities, the tasks may slightly change in line with priorities of UNICEF and the partners and tasks will be agreed upon with the supervisor ahead of time.

* Manage the collaboration with the Ministry of Civil Affairs and coordinate with project partners to implement technical assistance activities on social assistance reform in three pilot sites.
* Provide technical inputs for the drafting and/or review of relevant documents for project activities, including but not limited to research design, policy reports, concept notes, terms of references, event reports, capacity building plan and materials. Coordinate technical discussions and validation of findings with partners.
* Facilitate organization of meetings, events and capacity building activities with experts, government partners and other stakeholders on topics regarding child-sensitive social protection system, including the seventh Social Assistance Forum.
* Support in arranging field visits and processing administrative and financial aspects of project activities if needed.
* Support documentation of best practices of social assistance reform.
* Support preparation of UNICEF annual end-of-year reporting on the project activities as required.
* Support other ad-hoc social protection related work assigned by the supervisor.

The contractor will be based in UNICEF China office in Beijing on a daily basis and may need to periodically conduct field visits to the pilot sites when necessary.

The contractor will be paid monthly based on submission of the monthly progress report and agreed deliverables.

**Start Date:** September 1, 2021

**End Date:** May 15, 2022

**Total Duration:** 8.5 months

**Individual Contractor’s Qualification Requirements:**

* **Minimum Academic Qualifications required and disciplines:**
* University degree in Social Work, Social Policy, Public Policy, Development Studies or a related field is required.
* **Knowledge/Experience/Expertise/Skills required:**
* At least one year of relevant professional work experience, preferably in coordination and implementation of development or research projects at the national or international level;
* Good knowledge of international development, social protection, poverty, and government policies related to social assistance in China;
* Good communication skills with government partners, research institutes and/or think tanks;
* Experience in organizing meetings, conferences or trainings with experts and/or governments;
* Fluency in English and Mandarin, both written and spoken;
* Strong organizational skills to promote smooth project management;
* Ability to work within the international and multicultural environment; and
* Work experience with the UN or other international development organizations is an asset.
* **Other requirements:**
* Travel to project sites as needed.
* 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.