

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	<i>International Consultancy: Technical support to design and piloting of Categorical (Lifecycle Vulnerabilities Sensitive) Targeting Mechanism for the SCTP</i>	
Requesting Section	Social Policy	
Location	Place of assignment: Lilongwe with some travel to Thyolo and other Districts	
	<input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: Remote based with in-country support in Q4 2021 and Q2 2022 (dependent on how COVID-19 situation evolves)	
Contract Duration	11.5 months	
Number of working days	100 days	
Planned Start and End Date	From: 01.09.2021	To: 14.08.2022

BACKGROUND

The Malawi Social Cash Transfer Programme (SCTP) was initiated in 2006 in the pilot district of Mchinji, providing small cash grants to ultra-poor households without any able-bodied adult household members ('labor-constrained' households). **Objectives of the programme include reducing poverty and hunger and improving health and nutrition in vulnerable households, as well as increasing child school enrolment.** The SCTP is currently operational in all the 28 districts and reaches over 290,000 ultra-poor and labour-constrained households and over 1.2 million individuals. The SCTP is funded by the German Government (BMZ through KfW), the European Union, the World Bank, the Government of Ireland and the Government of Malawi, while UNICEF provides technical support to design, management and implementation of the programme.

The SCTP is fully executed by the Government of Malawi through the District Councils by Social Welfare Officers. At the national level, management of the SCTP is directed by the Directorate of Social Welfare of the Ministry of Gender, Community Development and Social Welfare (MoGCDSW). The Ministry of Economic Planning and Development & Public Sector Reforms is responsible for policy oversight and programme design. The SCTP is the flagship programme of the Malawi National Social Support Programme II (MNSSP II) falling under Pillar 1 on Consumption Support whose goal is "the provision of consumption support through timely, predictable and adequate cash and/or in-kind transfers to poor and vulnerable people throughout their life cycles". The MNSSP II recognises that the needs of poor and vulnerable people change over their life cycles. The Government of Malawi has also committed to expanding the coverage of the SCTP to 15%¹ of the Malawian population in the coming years.

JUSTIFICATION

While Malawi's Social Cash Transfer Programme (SCTP) is the largest direct consumption support programme in Malawi, reaching 7 per cent of households in the country. Yet with over 20% of Malawians living in ultra-poverty, many ultra-poor households are excluded from the programme, including some of the country's most vulnerable groups. Current SCTP targeting focuses on labour-constrained households. This narrow approach to targeting means the SCTP *indirectly* reaches many individuals who display social, demographic and life-cycle

¹ President Lazarus Chakwera inaugural SONA, 4 September 2020.

vulnerability, but fails to capture all, including young children, persons with severe disabilities, the chronically sick, the elderly and other vulnerable groups such as pregnant women who are significantly under-represented in the SCTP, despite their heightened vulnerability. In fact, only half of all under 5s in ultra-poverty are targeted by the SCTP, with beneficiary households being typically older, containing someone with a disability, and including disproportionately more adolescents and young adults than average ultra-poor households. Malawi's National Social Support Programme (MNSSP II) explicitly recognises the need to fully tackle social, demographic, and life-cycle vulnerabilities, including pregnancy, infancy, childhood and old age as well as disability and chronic illness.

In recent years, many low-income countries in Africa have evolved from narrowly targeted social protection programmes, such as Malawi's, to broad-based, categorical programmes whose systems can recognize and addresses specific vulnerabilities. Examples of programmes that have adopted some form of categorical targeting include: Ghana's Livelihood Empowerment Against Poverty (LEAP), Kenya's Cash Transfer for OVC; Tanzania's Productive Social Safety Net; and Zambia's Harmonized Social Cash Transfer Programme. In addition, many of the cash transfer programmes in the region either explicitly target children, or include a top-up for children, especially those under the age of 5, while others include a top-up for persons with severe disabilities to cater for their specific needs.

Categorical targeting that is linked to lifecycle vulnerabilities is preferred in many cash transfer programmes in the region for several key reasons that include: 1. Through this targeting mechanism, programmes are better able to address vulnerabilities that a person faces during his/her life course; 2. Categorical targeting is more transparent, easier to communicate and to be understood by the general population as the criteria refers to observable characteristics (age, gender, disability etc.) as opposed to poverty which may be subjective; 3. Categorical targeting may be more cost effective as related costs may be lower considering that demographic criteria are easier to establish and verify compared to poverty criteria; and 4. Inclusion and exclusion errors may also be reduced as the demographic criteria is easy to establish including by use of Civil Registration and Vital Statistics (CRVS). It should also be noted, however, that categorical programmes typically still involve poverty-based targeting and may also involve geographical targeting.

The Universal Social Protection 2030 (USP2030), a global partnership that advocates for universal social protection to achieve sustainable development goals includes membership of several UN agencies, the World Bank, The European Union, German Cooperation and the African Union among others. The first Call to Action of the USP2030 is *protection throughout lifecycle*². While the Malawi's SCTP is financially supported by USP2030 partners, it is, however, one of just a few cash transfer programmes that does not adopt a life-cycle approach to targeting.

To strengthen evidence in favor of life-cycle sensitive targeting, in 2019, UNICEF supported the MoGCDSW to conduct a study on the *Impact of the SCTP on Lifecycle Vulnerabilities*. Key findings of the study include: 1. typical SCTP recipients are elderly, with a chronic health condition or physical disability; 2. children and young people living in SCTP households are required to earn money and engage in domestic chores, which reduces their ability to attend school; 3. children under five years in SCTP households are typically not the child of the main recipient, and so do not receive direct support from the programme; 4. caregivers of children under age 5 in SCTP households are young mothers who have dropped out of school and lack financial or emotional support; 5. SCTP households with specific vulnerabilities have significantly lower food and total consumption relative to other SCTP households, and thus require additional support. Findings from the study were presented and discussed extensively with the MoGCDSW and other key SCTP partners. The key strategic decision facing the

² www.usp2030.org

MoGCDSW at the time was whether to maintain the SCTP as a narrowly targeted, small programme aiming to reach about 10 percent of the population, or whether to transition to a broad-based social protection programme that addresses lifecycle vulnerabilities as envisioned in the MNSSP II, and become the center piece of social protection in Malawi. The outcome of this key study was a milestone decision by MoGCDSW to explore a lifecycle approach for the SCTP. In this regard, the SCTP's upcoming 5-Year Strategic Plan presents an excellent opportunity to set this new strategic direction by realigning the focus of the SCTP to ensure that all vulnerable groups are adequately represented in the programme as per the aspirations of the MNSSP II.

The Government of Malawi through the MoGCDSW would like therefore to test a working hypothesis through a redesign the SCTP targeting approach based on categorical criteria to ensure better reach of vulnerable groups such as young children, the elderly and persons with severe disabilities or chronically sick thereby making the programme sensitive to vulnerabilities across the lifecycle. This targeting approach will be piloted in one or two districts.

PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to technically support the Government to elaborate a working hypothesis through design and testing of a categorical targeting mechanism for the SCTP that ensures sensitivity to lifecycle vulnerabilities with a focus on young children, the elderly, and persons with severe disabilities. The consultant will also provide expertise in piloting of the new design and its review and refinement for scale-up.

SCOPE OF WORK AND OBJECTIVES

This consultancy will take the form of an operational research with clear learning goals. Under this TOR, the consultant will lead the process of designing of a **categorical targeting mechanism for the SCTP**, including facilitation of policy and technical level discussions on the new targeting mechanism, costing of the new design, strategic support to piloting and review and refinement of the design for scale-up.

The specific objectives of the consultancy are as follows:

1. Based on recommendations of the study on the *Impact of the SCTP on Lifecycle Vulnerabilities* and subsequent decisions on policy options by MoGCDSW, support design modifications of the current SCTP targeting mechanism towards a categorical approach that embodies lifecycle vulnerabilities through facilitation of a scoping workshop with Government and key SCTP development partners. The design should consider, but not be limited to the following:
 - a. Supporting review of the objectives of the SCTP - are the current objectives in line with lifecycle/life course approach to social protection? If required, support redrafting of the goal and objectives.
 - b. Defining clear goal and objectives of the testing of a categorical targeting mechanism for the SCTP.
 - c. Designing a clear, transparent and unambiguous criteria for identification of vulnerable groups/categories (or mix of categories) to be targeted based on a lifecycle approach. What and if other secondary targeting mechanisms should be layered to the categorical targeting (hybrid system) e.g. poverty/PMT, simplified means test, affluence testing, community based and/or geographical targeting, universal coverage.

- d. Defining target unit (household, demographic group or individuals); level of base transfer; additional top-ups to cater for specific vulnerabilities in line with objectives; duration of support to be provided to which category of vulnerable recipients; and frequency of transfers.
 - e. Defining what means of verification will be used to identify and/or categorize target beneficiaries e.g. civil registration and vital statistics (National ID and Birth Certificates for children); professional assessment on severity of disability/chronically sick; self reporting; village registers etc.
 - f. Defining requirements for MIS and other SCTP processes adaptation.
2. Refinement of the UNICEF developed categorical targeting model and its costing (taking into consideration affordability, inflation and demographic projections of population) to produce varying scenarios based on a number of variables including change in coverage levels (such as %population, phased coverage), transfer and top-up costs, as well as targeting and other administrative costs. This should include conducting a robust analysis of implications of each elaborated scenario/option.
3. Facilitate a workshop with Government, UNICEF, SCTP Donors and selected key stakeholders (Technical Reference Group) to reach a consensus on:
 - a. the option(s) to be tested, based on the elaborated scenarios and an analysis of implications on any of the selected option(s);
 - b. scale of pilot (number of districts, TAs, size of target group(s) taking into consideration, capacity; affordability and alignment with other programme processes;
 - c. duration of the pilot for efficacy and effective learning;
 - d. source of funding based on the costing simulation and affordability.
4. Facilitate drafting of a comprehensive and detailed implementation plan and M&E and learning framework for piloting of the selected option(s). The M&E and Learning framework should have clear indicators and targets, data collection protocols and capacities required for its operationalization.
5. Provision of in-country support at key stages of the pilot including during UBR targeting and for provision of capacity building and technical backstopping to MoGCDSW, district(s) and Technical Reference Group (COVID-19 situation allowing). In the event in-country presence is not feasible the consultant should design a methodology that will allow provision of support remotely.
6. Facilitation of a review workshop with the Technical Reference Group and based on the Learning Framework to review and assess the successes, challenges as well as assessing effectiveness of tested categorical targeting option(s) (inclusion and exclusion errors), cost efficiency and affordability, political buy-in, understanding and acceptance of categorical targeting at policy, implementation and community level and feasibility for scale-up.

REPORTING REQUIREMENTS

To whom will the consultant/ individual contractor report (supervisory and any other reporting/communication lines):

The UNICEF Chief of Social Policy will act as the direct supervisor of the consultant and will ensure quality delivery of the assignment. Furthermore, the assignment will be technically overseen by a government-led Technical Reference Group (TRG) composed of MoGCD&SW and MoEPD&PSR key staff, representatives from selected districts, representatives from key development partners and UNICEF Social Policy. The TRG will be chaired by the Deputy Director of Social Welfare – SCTP. The TRG will oversee the process, provide input and validate findings and consultant deliverables/reports. UNICEF will contract the consultant on behalf of the TRG and ensure compliance with contractual obligations from both sides.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

The Consultant is expected to submit deliverables in Microsoft Word, Excel, PowerPoint and other appropriate software to be agreed upon with the Technical Reference Group during the inception phase of the consultancy.

How will the Consultant consult and deliver work and when will reporting be done:

The assignment will involve in-country visits to closely work with Government and UNICEF Social Policy team as well as working remotely for tasks such as report drafting and for virtual meetings. In the event that the COVID-19 pandemic does not allow for in-country working, the Consultant must develop remote tools that will be used to enable consultations with the TRG, data collection and soliciting feedback from relevant stakeholders. Proposed number of days to remotely carry out the assignment should be clearly indicated in the response to the Request for Proposals (RFP). Final approved deliverables and final consultancy reports will be submitted electronically to the UNICEF Chief of Social Policy for final review and approval.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
1. Inception report with clear detailed methodology and workplan for the assignment.	Inception report	5 days	10/09/2021	30%
2. Facilitate scoping workshop and support design modifications of the current SCTP to	Scoping workshop and core parameters + scenarios Report	25 days	30/10/2021	

embody lifecycle vulnerabilities, through categorical targeting mechanism, including producing costed scenarios (in-country support COVID-19 situation allowing).				
3. Facilitation of a second workshop with TRG that would lead to consensus on the option(s) for testing.	Costed SCTP categorical targeting redesign option(s) Report	10 days	15/11/2021	
4. Facilitate drafting of a detailed and costed implementation plan and input into standard operating procedures for piloting of the selected option(s).	Detailed costed Implementation Plan and Learning Framework for the pilot	25 days	31/12/2021	20%
5. Provision of strategic support to the roll out of the pilot in selected district(s) including capacity building and technical backstopping to MoGCDSW and district(s).	Detailed capacity building and technical backstopping Report	15 days	31/06/2022	20%
6. Facilitation of a review workshop with the Technical Reference Group and based on the Learning Framework (in-country support COVID-19 situation allowing).	Final Learning Report	20 days	30/07/2022	30%
	Total	100 days		100%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant/ individual contractor and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables

- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts.

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

Travel (international and local) costs will be reimbursed on actual expenditures and upon presentation of original supporting documents. As per UNICEF operational guidelines, travel for international consultancies, will be in economy class and will use the most economical route.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- Advanced University degree (PhD) in one of the following disciplines: International Development, Social or Public Policy, Development Economics, Child studies, or other relevant social science.

Work experience:

- At least 15 years working experience in designing and costing, implementing and evaluating large scale and of diverse designs, government social protection programmes at global level and in diverse settings.
- At least 15 years proven experience of conducting social research of large scale national social protection programmes utilizing a mixed research methodological approaches.
- Vast experience in developing countries, and an in depth understanding of development context and of government implemented social cash transfer programmes of southern and eastern countries in Africa.
- Experience working in Malawi in the social protection sector and particularly experience and hands-on knowledge of the Malawi Social Cash Transfer Programme (SCTP) will be an added advantage.
- Demonstrated experience working with multilateral and bilateral development partners at strategic policy and decision making level and technical level is a requirement.
- Demonstrated experience working with governments at national and sub-national levels in low and middle income countries is required.
- Demonstrated experience in designing or managing social registries and programme based Management Information Systems of social protection programmes is required.

Technical skills and knowledge:

- Proven expertise in cash transfer programmes scenario development (with varying permutations) and multi-year costing simulations.
- Solid knowledge of government-led, large-scale social cash transfer programmes in developing countries.
- Solid knowledge of a wide range of targeting mechanisms for social cash transfer programmes in developing countries.
- Solid knowledge of payments systems of large-scale, government implemented social cash transfer programmes in developing countries.

Competencies:

- Capacity to effectively work and mediate at policy and technical level in interinstitutional (government, donors, INGOs and CSOs) and sensitive political contexts.
- Proven experience and expertise in capacity building of donors, development partners and governments.
- Proven capacity to lead and manage multicultural teams.
- Excellent communication and facilitation skills.
- Excellent report writing and presentation skills.

Languages: English is mandatory. Any other language is an added advantage.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer. Prior to the issuance of the official contract, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

The Consultant will work remotely with 2 in-country visits for which the consultant will be based in Lilongwe. The Consultant will be responsible for providing own office space and laptop both when working remotely and when in-country. UNICEF will provide venue for workshops and meetings when required.

CONDITIONS

- The consultancy will be on a long-term arrangement basis over a period of 11.5 months, however the consultant will only work for 100 days during this contract period.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the Consultant.
- The Consultant will work remotely with 2 in-country visits for which the Consultant will be based in Lilongwe.
- The Consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The Consultant is not entitled to payment for overtime, weekends or public holidays.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the consultant and reimbursed against actuals, unless otherwise agreed.
- Transport will be provided to the consultant during in-country field travel, if planned and approved.
- No travel should take place without an email travel authorization from UNICEF prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.

- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- 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.
- The assignment is both an on-site and off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant’s understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details