

## Terms of Reference

### National Consultancy: Project Assistant for Child Protection response to COVID-19

#### Background

The UNICEF Belize Child Protection area has partnered with the Government, UN Agencies and the Civil Society to scale up prevention and response actions, under the COVID-19 pandemic, to reduce violence against women and children and promotion of child rights including access to justice. The partners are located all over the country and work with the most vulnerable children, youth and families offering positive activities and alternatives to violence. Under general supervision of the Child Protection Officer, assist the Protection Section in providing support and performs a variety of information gathering, monitoring, technical and administrative services of moderate scope and difficulty, in support of programme activities for the Child Protection response to COVID-19.

The Project Assistant will provide direct support to UNICEF Belize Child Protection area of the Programme Section, and work in close collaboration with the other Programme areas, Operations, and Communications sections of the Country Office (CO) for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with UNICEF programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

#### Main Responsibilities

Actions/Tasks	Deliverables	Dates
Verify authenticity and correctness of documentation submitted by government around expenditures	<b>Monthly Financial Reports</b>	<b>Monthly</b>
Support the preparation of financial reports linked to funds disbursed to national partners including both Government and Non-Governmental Partners relatively routine sections	<b>Disbursement Plan</b>	<b>Monthly</b>
Assists in the administrative process of government requests for assistance, including but not limited to exchanges of letters and taking appropriate follow-up action.	<b>Rolling Work Plan with Partners</b>  <b>Official Correspondence with Implementing Partners</b>	<b>Monthly</b>
Logistical support to programme staff in relation to meetings/training and workshops being organized for partners, including facilitating virtual participation creating polls, breakout rooms	<b>Event Plan, Sign in Sheets, Invitation letters,</b>	<b>Quarter 1-3</b>
Support in monitoring contract expiration dates, as needed	<b>Contract Reports</b>	<b>Quarterly</b>

developing requisitions for contracts		
Contribute to the preparation and implementation of progress reports; donor reports	<b>Donor Reports</b>	
Provide support to procurement process for Child Protection, this includes sourcing vendors, preparing comparative matrixes, preparing Pos	<b>Procurement Plan</b>	<b>Quarterly</b>
Performs other duties, as required.		

### Estimated Duration of the Contract

The duration of the consultancy is over the period of **11,5 months**. Depending on continued needs, positive performance and availability of funds, this consultancy may be extended beyond this duration (after a mandatory break of 2 weeks).

### Payment

Payment is based on an invoice submitted monthly by the consultant, in accordance with a pre-approved work plan and following the certification of deliverables by the supervising officer.

### Qualifications

Completion of an Associate's Degree preferably supplemented by technical or university courses in a field related to the work.

### Office Arrangements

The duty station for this project is Belize City. Workspace and equipment will be provided for the consultant to work from UNICEF Office.

### Evaluation Process

Qualified candidates are requested to submit:

1. Cover letter with an updated CV
2. Diplomas and Certificates
3. An All- Inclusive Financial Proposal – with a breakdown of daily and monthly rates in Belize currency
4. At least 3 References

Travel costs and DSA will be covered in accordance with UN rules and regulations. No other remunerations apply. UNICEF considers best value for money as criteria for evaluating potential candidates. As a general principle, the fees payable to a consultant or individual contractor follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Please note that consultants and individual contractors are responsible for assuming costs for obtaining insurance.

Individual consultants will be evaluated based on a cumulative analysis methodology. The award of the Contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a. Responsive/compliant/acceptable, and
- b. Having received the highest score out of a weighted set of technical and financial criteria.
  - o Technical Criteria weight – 70%;
  - o Financial Criteria weight – 30%;

Criteria	Weight	Max. Point
<b><i>Technical Qualification (max. 70 points)</i></b>	<b><i>70%</i></b>	<b><i>70</i></b>
Associates Degree in Business and/or Management or other related matters		20
At least 5 years of work experience in a relevant field		20
Experience working with another UN Agency, NGO's or CSO's		20
Fluency in English. Fluency in Spanish would be an asset.		10
<b><i>Financial Proposal (max. 30 points)</i></b>	<b><i>30%</i></b>	<b><i>30</i></b>
Daily rate, lump sum, per deliverable, insurance		30
<b>TOTAL Score (max. 100 points)</b>	<b>100%</b>	<b>100</b>

Only candidates obtaining a minimum of 49 points in the Technical Criteria evaluation will be considered for the Financial Evaluation.

#### **Deadline**

Deadline for submission of applications is **November 3<sup>rd</sup>, 2020** ONLY completed application packages received via this link and before the deadline will be given consideration. Only shortlisted candidates will be contacted.