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| UNICEF in Belarus |
| **Requirements for Financial Offer** |
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| **Programme:** ADAP section, UNICEF Belarus CO |
| **Assignment Title:** **Team of consultants: National (Belarus) and International Consultancy to support UNICEF Belarus Country Office in the development of the Climate Landscape Analysis for Children** |
| **Purpose of the Assignment:** The overall objective is to develop the Climate Landscape Analysis for Children (CLAC) for Belarus through the collecting, compiling and reviewing key resources which provide data on the baseline situation of climate, energy and environment-related issues affecting children in Belarus and their relation to UNICEF’s priorities in the country.  |
| **Supervisor:** YAD and HIV/AIDS Specialist, UNICEF Belarus CO |

**National consultant**

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| **Work Assignment Overview** | **Deliverables/Outputs[[1]](#footnote-1)** | **Delivery deadline** | **Lumpsum fee\* per deliverable per duration (USD)** |
| **1 phase (June-July 2024)** |
| Discuss and draft workplan of the CLAC development with the timeline and deliverables under the leadership of the international consultant and in coordination with UNICEF FP | Draft workplan of the CLAC development with the timeline and deliverables is agreed on with the international consultant and UNICEF FP | 7 June  |  |
| Compile and systematize key data, policies and research related to climate, energy, environment and disaster risk reduction and submit to international consultant  | Folder with the relevant docs on the google drive created | 14 June  |  |
| Review, discuss with the international consultant and draft report with the main desk review findings  | Draft report with the main desk review findings discussed with the international consultant and UNICEF FP  | 25 June |  |
| Conduct Stakeholder mapping and analysis | Report of the stakeholder mapping analysis submitted | 30 June |  |
| Preparation of the inception report with the Climate risk and child vulnerability analysis and mapping  | Inputs to the inception report provided | 8 July  |  |
| Preparation and facilitation of the inception report meeting discussion with the national stakeholders  | Draft agenda and facilitate the inception report discussion meeting with the national stakeholders  | 20 July  |  |
| Total for the 1st phase  |  |  |  |
| **2 phase (August -November 2024)** |
| Participation at the focus group discussion with adolescents  | Review of the focus group discussion report drafted by the Republican Center of Ecology and Landscape History with comments and inputs  | 10 August  |  |
| Organization of the national stakeholders interviews and consultations (at least 10 state and non-state participants are engaged)  | Development and agreement with the international consultant and UNICEF FP of the list of stakeholders, invitation letters, facilitation of the interviews and development of the interviews report  | 20 August  |  |
| Provide summary of the interviews report and focus group discussion with adolescents  | Summary report of interviews with stakeholders and focus group discussions with adolescents submitted to the international expert | 30 August  |  |
| Review of the CLAC report | Comments and inputs to CLAC report review provided to the international expert and UNICEF FP | 20 September |  |
| Preparation of the Validation workshop/RT with the main stakeholders  | In consultation with the international consultant and UNICEF FP draft the timeline, the agenda, the list of participants, the invitation letters.  | 30 September |  |
| Support in facilitation of the Validation workshop/RT and drafting summary report  | The workshop/RT is conducted and the draft summary report submitted to the international consultant/UNICEF FP | 30 October |  |
| Total for the 2nd phase  |  |  |  |
| **Consultancy management and coordination** The consultant work is conducted under the leadership of the Team Leader and in coordination with UNICEF FP |
| Timely and substantive feedback to the e-mail requests received from the international consultant and UNICEF FP  | The number of e-mails sent and responded  | 30 November  | - |
| Participate in the weekly online and offline meetings (as agreed) with the international consultant and UNICEF FP | The number of the online and offline meetings convened and participated, summary of meetings discussions with action points  | 30 November  | - |
| **TOTAL COST FOR DELIVERABLES (USD):** | **USD …** |
| TRAVEL (if required as per TOR): | USD … |

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| **NOTES\*** |
| Financial proposal should be submitted using the financial offer template and must:* Reflect the costs per each deliverable and the total lump-sum for the whole assignment period (in US$) to undertake the terms of reference.
* Include travel costs and daily subsistence allowance, if internationally recruited or travel is required as per TOR. Consultants are responsible for arranging their own transportation arrangements. UNICEF can provide office vehicle for some duty travel missions with prior agreement as per monthly travel plan approved by the supervisor.
* Include any other costs: visa, health insurance, payment of an incidental expenditure (such as bank charges, insurances, etc.) and living costs as applicable.
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1. All deliverables will be submitted to the Team Leader and UNICEF Focal Point and reviewed based on Teams Leader/UNICEF comments and recommendations if and when needed [↑](#footnote-ref-1)