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| UNICEF in Belarus |
| **Requirements for Financial Offer** |
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| **Programme:** Programme & Operations  |
| **Assignment Title:** **T4D ICT consultant, National, Belarus** |
| **Purpose of the Assignment:** The purpose of this role is to provide support to UNICEF Belarus ICT/T4D unit and ensure technical assistance to the growing demand for the Technology for Development (T4D) support in Belarus. |
| **Supervisor:** Deputy Representative, on T4D programme component and Operations Manager, on ICT and partially T4D |

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| **TASKS** | **DELIVERABLES** | **Duration** | **Lumpsum fee\* per deliverable per duration (USD)** |
| Technical and programmatic support in T4D Constantly liaise with the IT companies and beneficiaries and coordinate the improvement and maintenance of the following digital platforms: talk2ok.by, U-platform, kidspomogut.by, HOPE and initiatives that may come up during the contract. | • Monthly report on the progress of the development of digital platforms and UNICEF projects.• Response and repairs to platform interruptions within one working day. • Timely revision and removal of the technical glitches, end-user support, • At least # Trainings for partners, working with hosting and domains. | February – October 2024 |  |
| Advisory and Quality Assurance to Technology enabled Programming  | • Report on coordination with programme colleagues to publish PCO content on the UNICEF Digital Intervention• Report on the changes in the Inventory Management System (INVENT)• Report on the Updated INVENT PCO entries• Development of at least concepts for the development of office digital transformation• Development of the ToRs • Negotiations with partners | February – October 2024 |  |
| Technical Support to ICT tasks  | • Report on the progress of the technical support to ICT unit• End User Support• Network infrastructure support• Installation and configuration of operating systems and programs.• Video conferencing and presentation support | February – October 2024 |  |
| Capacity Building | •Carry out at least 6 webinars/training sessions to programme colleagues and/or partners for capacity building in T4D. Report on the accomplishment. Topics:• Cyber Security• Network Security• Financial security on the Internet• Internal SharePoint, collaboration with documents.• IT security on a business tripIf necessary and at the request of users, topics can be adjusted. | February – October 2024 |  |
| ***TOTAL COST FOR DELIVERABLES (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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