|  |
| --- |
| UNICEF in Belarus |
| **Requirements for Financial Offer** |
|  |
| **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 |

**International consultant (Team Leader)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Assignment Overview** | **Deliverables/Outputs[[1]](#footnote-1)** | **Delivery deadline** | **Lumpsum fee\* per deliverable per duration (USD)** |
| **1 phase (inception report development) June – July** |
| Review of the TOR, relevant UNICEF guidance materials, incl. CLAC examples done by other countries, discuss with the national consultant and finalize the workplan of the CLAC development with the timeline and deliverables  | The CLAC development Workplan with the timeline and deliverables submitted to UNICEF FP and reviewed based on UNICEF comments if needed | 7 June |  |
| Review of the compiled and systematized key data, policies and research related to climate, energy, environment and disaster risk reduction submitted by the national consultant  | The reviewed draft summary analysis  | 25 June |  |
| Climate risk and child vulnerability analysis and mapping | The analysis of the Climate risk and child vulnerability analysis and mapping  | 8 July |  |
| Draft the inception report  | The draft inception report  | 14 July  |  |
| Coordinate the preparation and facilitation of the inception report meeting discussion with the national stakeholders  | Online PPP at the meeting with the presentation of initial findings (the travel to Belarus for the participation at the meeting and PPP tbc) | 20 July |  |
| The travel to Belarus (the travel to Belarus for the participation at the meeting and PPP if confirmed) | PPP at the meeting with the presentation of initial findings  | 20 July  |  |
| The finalization of the inception report  | The final inception report with the incorporation of the key stakeholders recommendations  | 30 July |  |
| Total for the 1st phase |  |  |  |
| **2 phase (the final CLAC report development) August – November** |
| Draft of CLAC report for Belarus  | Draft CLAC report submitted | 15 September |  |
| Coordination of the Validation workshop with key national stakeholders and adolescents  | Online PPP at the Validation workshop  | 30 October |  |
| The travel to Belarus (the travel to Belarus for the participation at the Validation workshop with key national stakeholders and adolescents if confirmed) | PPP at the Validation workshop  | 30 October |  |
| Finalization of the CLAC report  | Final report submitted with the incorporation of UNICEF and key stakeholders recommendations  | 10 November |  |
| Preparation of the 4-page policy brief and a PPP presenting the main findings from the report with infographics and engaging language submitted | The 4-page policy brief and a PPP presenting the main findings from the report with infographics and engaging language submitted | 20 November |  |
| Preparation of the external-facing shorter CLAC  | The external-facing shorter CLAC submitted | 25 November |  |
| Total for the 2nd phase  |  |  |  |
| **Consultancy management and coordination** The International Consultant leads the Team of the National and the International consultant and will be responsible for the timely coordination, submission and quality of the deliverables under the TOR in close coordination with UNICEF FP |
| Timely and substantive feedback to the requests received from the national consultant and UNICEF FP  | The number of e-mails sent and responded  | 30 November | - |
| Participate in the biweekly online meetings with the national consultant and UNICEF FP | The number of the online and offline meetings convened and participated, summary of meeting discussions with actions points  | 30 November  | - |
| **TOTAL COST FOR DELIVERABLES (USD):** | **USD …** |
| TRAVEL (if required as per TOR): | USD … |

|  |
| --- |
| **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.
 |

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)