

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title LTA for Facilitators	Funding Code WBS 6890/A0/07/880/007/007	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Maputo, Mozambique
Purpose of Activity/Assignment: Long term agreement with several facilitators/trainers to conduct training/workshops and lead strategic meetings			
<p>Scope of Work:</p> <p>Background, Purpose and Coverage</p> <p>UNICEF is looking to establish Long term agreement with several facilitators/trainers to conduct training/workshops and lead strategic meetings such as Annual or mid-year reviews, Sectoral reviews, Programmatic discussions, etc.</p> <p>UNICEF could also resort to the LTA Holders to facilitate youth workshops, provincial presentations, team building activities, etc.</p> <p>The activities under this LTA would be based in Maputo and provinces of implementation (Cado Delgado, Nampula, Zambezia, Sofala)</p> <p>The LTA would be valid for 2 years (from June 2023 to June 2025 approximately)</p> <p>Methodology and scope of work</p> <p>Under this section, the proposed methods for organizing the trainings/workshops on mentoring and positive youth development for change agents will be identified. Under the supervision and in close co-operation with the CBM the expert will implement the following tasks:</p> <ul style="list-style-type: none"> • Creation of the methodology and training/workshop schedule, based on the assessment document: <ul style="list-style-type: none"> ○ Interactive, engaging teaching matters ex. Discussions, games, activities. ○ Based on the assessment, drafting the methodology and training/workshop schedule and submission to UNICEF for approval; ○ Finalizing the methodology and training/workshop schedule; • Conducting one or several-days trainings/workshops: <ul style="list-style-type: none"> ○ Selection of the training/workshop dates and agenda in coordination with UNICEF; ○ Based on the adopted methodology and training/workshop schedule, conducting the training/workshop; ○ Conduct the evaluation of the training/workshop; ○ Report on the conducted trainings/workshops. <p>The facilitator will be hold on a retainer/through LTA with UNICEF valid for 2 years, period during which UNICEF could chose to contract them based on their availability and an estimated Level of Effort (LoE) to be agreed upon before conducting activities.</p> <p>Trainer/facilitator deliverables</p> <p>The following will be the expected deliverables of the consultancy:</p>			

- Work plan for developing the training/workshops, including strategy and proposed methodologies, as well as quality assurance plan;
- Evaluation of the trainer/facilitator work, based on evaluation forms received from participants;
- Successful facilitation of the training/workshop.
- Technical advice and support to participants during the training/workshop
- Final report on the implementation of the tasks after finishing the training/workshops.

2. Duration and time frame

Most training/workshops shall be expected to be completed within 1 to 2 working days (including up to 2-3 days preparation and 1 day for reporting) but it is possible that in some cases, the workshops takes longer or involve recurring occurrences. This will have to be defined and agreed upon during the inception/LoE phase.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):




More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: n/A	Requesting Section/Issuing Office: PM&E (for the whole Office)	Reasons why consultancy cannot be done by staff: <i>This is an ad-hoc need for some workshops and trainings, when UNICEF needs a master of ceremony or facilitator of discussions.</i>	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both Competitive Selection: <input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Desk Review <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Antine Legrand	Start Date: 1 st July 2023	End Date: 1 st July 2025	Number of working Days TBD (LTA)

Work Assignments Overview	Deliverables/Outputs	Timeline	Estimate Budget
Work plan for developing the training/workshops, including strategy and proposed methodologies, as well as quality assurance plan; For 1 day or 2 day event, this can be replaced by an estimated Level of Effort (LoE)	Work plan or an estimated Level of Effort (LoE)	1-2 days	
Successful facilitation of the training/workshop.	Successful facilitation of the training/workshop.	1-2 days or defined duration of event	
(optional) Technical advice and support to participants during the training/workshop	(optional) post-workshop recommendations	Optional	
Final report ¹ on the implementation of the tasks after finishing the training/workshops	Final report	1-2 days (max 15 days after the event)	
(optional) Evaluation of the trainer/facilitator work, based on evaluation forms received from participants;	(optional) Evaluation of the trainer/facilitator	Optional	

¹ The Final report will document the context in which the trainings/workshops took place, as well as evaluation of. For trainings, the final reports should, whenever possible, includes pre and post-tests on the knowledge transferred. Changes in the socio-economic or political environment are likely to influence the type of data collected and responses received. The deadline for sending the report is **15 days** after completion of trainings/workshops, unless otherwise agreed with UNICEF. Approval of the final report by the UNICEF will be the basis for issuing the final payment as indicated in the Special Conditions.

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)	Possible, if trainings/workshops are requested by field offices		
DSA (if applicable)			
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Minimum university degree in Social Science or any other relevant field;</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Extensive experience (at least 5 years) experience in completing trainings/workshops for organizations; • Extensive knowledge of civil society sector in Mozambique • Extensive experience on building capacities; • Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines; • Excellent inter-personal communication skills including experience of facilitation of trainings/workshops and presentation; • Proven experience with facilitation or training of UN Agencies (within Mozambique or outside) would be an asset • Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques and systems of project management; • Excellent communication and written skills in English and Portuguese are required; 		
<p>Competitive Selection Criteria (for clarification see Guidance)</p> <p>A) Technical Evaluation (maximum 75 Points) B) Financial Proposal (maximum of 25 Points)</p> <ul style="list-style-type: none"> • Extensive experience (at least 5 years) experience in completing trainings/workshops for large organizations; • Extensive knowledge of CSO in Mozambique; • Extensive experience on building capacities; • Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines; • Excellent inter-personal communication skills including experience of facilitation of trainings/workshops and presentation; • Proven experience with facilitation or training of UN Agencies (within Mozambique or outside) would be an asset • Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques and systems of project management; • Excellent communication and written skills in English and Portuguese are required; • Financial proposal (per day rate + DSA + Costs of travel, if any) 			
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p>		

<input type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>
Request Authorised by Section Head Antine Legrand Chief PM&E 	Request Verified by HR: Emily Bere, HR Specialist 
Approval of Chief of Operations (if Operations): _____ n/a _____ Representative (in case of single sourcing/or if not listed in Annual Workplan) N/a	Approval of Deputy Representative (if Programme)  _____

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

3. Deadline and submission of expression of interest

UNICEF invites interested teams to submit the following documents by **XX/XX/2023, 23:59 (Mozambican time) via email to : Paulo Chicheche (pchicheche@unicef.org).**

Expression of interest (Eoi) outlining how the trainer/facilitator meets the selection criteria and their understanding of the ToR.

- A summarized description of the scope of work and the intended methodology to be used as well as a tentative work plan including activities and time frames.
- Names and contacts of three recent professional referees (previous clients) for whom similar work has been conducted.
- An example of similar pieces of work completed recently.
- Curriculum vitae (CV) outlining relevant qualifications and experience with similar activities.
- Itemized financial proposal.

4. Evaluation and Selection Process

This application is open to trainers/facilitators who are specialized in completing trainings/workshops and have proven and demonstrated broad knowledge of and ability to utilize the principles, methods, techniques and systems of mentoring, community outreach, youth development and identification of vulnerable youth. The selected trainer/facilitator will be responsible for designing and executing all the activities described in this TOR in collaboration with UNICEF.

The selection process of the trainer/facilitator will be based on the set of criteria developed by UNICEF Evaluation Committee to evaluate the proposals. The Evaluation Committee will evaluate the proposals by using the combined scoring method.

Technical proposal will be evaluated on 70%; whereas financial proposals will be evaluated on 30%. The shortlisted bidding individual consultant may be asked for a formal presentation prior to the final selection.

In-country Travel. *Requesting section to choose one option. To be deleted when bidding for lumpsum cost.*

Approved travel within Mozambique will be covered/reimbursed by UNICEF as follows:

Option a. Air tickets to be purchased by the consultant from approved airlines and reimbursed by UNICEF; per diem at 75% of the applicable UN Mozambique DSA rate (for the whole night spent outside the place of assignment), on a reimbursable basis; taxi/transport costs to and from the airport, on a reimbursable basis supported by the submission of original invoice/bill/receipt. All reimbursables to be included in their respective invoices.

Option b. Travel organised by UNICEF through a Travel Authorization per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

Text to be added to all TORs:

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 selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.
