

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Humanitarian Cash Transfer consultant to support the UNICEF's emergency response in the vulnerable communities in the Port au Prince metropolitan areas.		Duration: 5 months
Type : <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Full-Time <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Single Sourcing		Consultancy Sourcing : <input checked="" type="checkbox"/> National <input type="checkbox"/> International
Duty Station : <input type="checkbox"/> Home based <input type="checkbox"/> Office based <input checked="" type="checkbox"/> Other	Organization Unit/Section: Social Policy	

1. BACKGROUND

Haiti has been facing a complex socio-economic crisis resulting from severe deterioration of the political and security context, marked by an increased number of kidnapping cases and intensified gang violence. The combined impact of natural hazard-related disasters, rising food insecurity and malnutrition, gang-related insecurity and internal displacements, as well as COVID-19, is being felt by the most vulnerable who are struggling to meet the basic needs of children (school fees¹, access to food, health care, and WASH services).

This situation has contributed to the further worsening of the Haitian economic dynamics and consequently increased the multidimensional deprivations for a significant number of vulnerable households. Moreover, the last harmful events, marked by the fuel shortages, which have paralyzed the economic activities tremendously and limited access to goods and services, have led to a further reduction of the purchasing power of a large part of the population and increased the proportion of the people being left behind.

In November 2020, 69 percent of households reported a decrease in their income. Half of them estimated this drop at more than 60 percent². In 2021, the generalized context of insecurity led to a further reduction of income, particularly among the poorest households living in slums neighborhoods of the Port-Au-Prince metropolitan area, while most of them have to rely on the activities of the informal economic sector to meet their basic needs.

According to the Humanitarian Needs Overview (HNO) 2021, an estimated 4.4³ million people in Haiti are food insecure, and an estimated 217,000 children were suffering from global acute malnutrition, an estimated 2.95 million people, including 1.2 million children and 400,000 pregnant women and adolescent girls required emergency health care. This complex humanitarian crisis coupled with structural needs will contribute to further worsening the socio-economic conditions of the affected population, especially the most vulnerable groups: women-headed households, persons with disabilities, internally displaced persons (IDPs), people affected by gangs violence, and poor and excluded households.

To address these humanitarian needs, UNICEF Country Office in Haiti intends to intensify its actions in providing multisectoral assistance, focusing on humanitarian cash assistance with complementary services to the children living in the most vulnerable communities of the Port au Prince metropolitan areas (**Cité Soleil, Bas Delmas, Bel air, Vallée de Bourdon, Martissant and Carrefour**). As such, UNICEF has developed various partnerships with local NGOs and associations that have been operating in these communities to facilitate a fast-track response delivery. However, the humanitarian cash transfer component, which is the key response modality promoted by the Country Office, looks to be a new intervention area for the targeted local implementing partners (IPs). Therefore, UNICEF

¹ During the 2019-2020 school year, 4 million children were deprived of access to school and often left on their own, exposing them to increased protection risks (HNO, 2021)

² [2021 haiti_hno_summary_en.pdf \(humanitarianresponse.info\)](#)

³ (out of which 2.2 million children)

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seeks to contract a consultant with extensive experience in humanitarian cash transfer programming to support the implementation of the ongoing cash transfer initiatives, while contributing to strengthening the capacities of the staff of 4 local NGOs to takeover.

2. PURPOSE

The purposes of this consultancy are to:

- Provide technical support to the UNICEF local implementing partners (IP), operating in the targeted areas to ensure sound implementation of cash transfer programming.
- Strengthen the technical capacities of the IP's staff in cash transfer programming in charge of the overall oversight of the cash transfer projects to facilitate a smooth transition to better ensure the implementation of future HCT projects.

3. OBJECTIVE AND TARGETS

This consultancy aims at strengthening the technical capabilities of 4 local NGOs/associations in supporting specifically the key technical steps in line with the UNICEF HCT project cycle as highlighted below:

- Design and Implementation
- Monitoring and evaluation
- Reporting

4. 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](#)

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5. WORK ASSIGNMENT (Delivery dates of deliverables/products and details of how the work is to be submitted (e.g. electronic submission, hard copy, software to be used, etc.) as well as performance indicators to assess results (e.g. value of services rendered in relation to their costs, etc.).

Key Activities	Expected Methodology	Tools/Inputs to be provided	End Product/Deliverables	Expected Time Frame
For each IP, conduct a risk assessment and put in place a risk matrix and mitigation measures related to the implementation of HCT's projects in the targeted areas.	This exercise is paramount to inform the project implementation process in such a volatile context and in engaging with IP with limited technical capacities. Under the supervision of the HCT specialist, the contractor will conduct field visits and engage in further technical discussion with each IP to develop an adapted risk matrix with relevant preventive measures to mitigate contextual, programmatic, and organization risks that may have a negative impact on UNICEF's cash transfer interventions in favor the affected populations.	UNICEF risk Matrix /HCT guidance Vehicle	A risk matrix with relevant mitigation measures for each HCT project.	One-month (4) weeks upon the signature of the contract. And two (2) weeks before the start-up of each new HCT project in the focused areas through the targeted IPs.
Support the targeting process in line with the targeting method developed in the Humanitarian Program Development (HPD)	The consultant will rely on the targeted approach as defined in the approved HPDs to support the UNICEF IPs to ensure a sound targeting process.	Laptop HPDs Technical discussion on HCTs projects implementation approach	ToRs when needed Beneficiaries selection questionnaires Beneficiaries selection lists including database	One (1) month, based on each HCT project's start date.
Coordinate the activities related to the beneficiaries' verification lists.	The contractor should use the appropriate communication channel to reach the households as per the beneficiaries' preselected lists. As the IPs will intervene on a small caseload, the verification process should reach 100% of preselected beneficiaries. The contractor will need to develop a small questionnaire to verify whether the preselected households fit the targeted vulnerability criteria.	Logistic means (vehicles) Enumerators Android phones with kobo collect software	Verification questionnaire Verification report Final beneficiaries list	Between one or two weeks after setting the preselected beneficiaries lists

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<p>Work with the IPs to perform the registration of beneficiaries registration.</p>	<p>The consultant will work with UNICEF IPs program teams to insert the beneficiaries' data into a protected database, which informs the beneficiaries' enrolment list with the required information.</p>	<p>Laptop Android phones</p>	<p>Draft of beneficiaires enrolment list</p>	<p>One (1) week after setting the final beneficiaires approved list</p>
<p>Support the enrollment process via the digital payment platform and provide technical guidance to the IPs to correct all discrepancies identified.</p>	<p>The contractor will support the IPs to open digital accounts for beneficiaries who do not have any digital payment account to receive cash assistance. This may be done manually or via buck registration. In addition, he will support the IPs to cross-check data generated by the digital payment platform used by UNICEF with the existing information on the draft of the enrolment list. All discrepancies identified should be treated before setting the final enrolment list.</p>	<p>Data generated by the digital payment platform used by UNICEF Draft of beneficiaries enrolment list.</p>	<p>Final beneficiaires enrolment list</p>	<p>One (1) week after the signature of the FSPs contract (if applicable) One (1) week after the approval of the beneficiaries' final lists.</p>
<p>Help the IPs, set up a robust grievance and redressal mechanism, and facilitate smooth communication with the beneficiaries.</p>	<p>The contractor will help the IPs set up a grievance and redressal mechanism. The latter will serve as a communication platform between the beneficiaries and the IPs, enabling them to escalate the issues related to the payment and other problems that they may face with their digital accounts, etc. Thus, in collaboration with the IPs, the consultant will consult the beneficiaries to identify the most adapted communication channels to enhance accountability across the implementation process.</p>	<p>HPD UNICEF guidance Vehicle</p>	<p>Adapted GRM document</p>	<p>Within three (3) weeks, from the project start date.</p>
<p>Support the setting of a sound payment verification system to ensure that the cash assistance goes to targeted beneficiaries.</p>	<p>The contractor will cooperate with third-party monitoring institutions, contractors, and reporters to conduct following each payment distribution a payment verification to inform the required action</p>	<p>HPD Laptop Logistic means (transportation etc.) Enumerators</p>	<p>ToRs Questionnaires Verification reports</p>	<p>One (1) week after the issuance of the payment batches as per each payment cycle.</p>

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	to improve the next payment cycle and make the project sounds accountable to shock affected populations. Based on the context, the consultant will support the definition of the payment verification methodology (calculation de sample size based on the caseload, selection of the sample, etc., training of enumerators)			
Support the IPs/or third-party monitoring partners to develop relevant documents and tools (TORs questionnaire) to conduct Post distribution Monitoring surveys.	After each payment and as defined in the HPD, the consultant will provide technical support to IPs or TPM partners to conduct appropriate PDM surveys to gather beneficiaries' feedback and measure the indicators and generate lessons learned. For this, he will contribute to developing TORs, questionnaires, calculating the sample size, and facilitating training sessions in favor of the enumerators.	M&E HCT guidance HPD	ToRs Questionnaires PDM report	Two (2) weeks after providing the cash assistant to the beneficiaries.
Facilitate whenever needed training sessions to elevate the technical capacities of the IPs staff.	Under the oversight of the UNICEF HCT's specialist, the consultant may have to conduct training to able the IP staff to design and implement HCT's projects in line with UNICEF guidance and standards and to take over. The methodology will align with the UNICEF global training guidance.	ToR Training materials	Training reports and evaluation	Within two (2) months from the date of signature of the contract

6. QUALIFICATIONS REQUIRED (INCLUDING SPECIALIZED KNOWLEDGE)

- A university degree (bachelor's degree) in international development, social sciences, public policy, Economic sciences, and agronomy, or relevant field, or equivalent experience.
- Basic expertise in data analysis and information management
- Ability to work independently and respond to feedback in a timely and professional manner.
- Demonstrated skills and expertise in using cash transfer to respond to multisectoral needs.
- Fluent in French and English (verbal and written). Good working knowledge of English is considered a major asset.

7. PROFESSIONAL EXPERIENCES REQUIRED

- Two (2) years of relevant professional work experience in designing, implementing and managing emergency cash transfer programs.
- Proven experience in technical cooperation with civil society and government
- Experience in capacity building (developing training materials and facilitating) in favor of local NGOs and associations.
- Experience in multi-stakeholder coordination and facilitation.
- Experience in emergency program implementation
- Working experience in the high insecurity areas of the Port au Prince Metropolitan area (**Cité Soleil, Bas Delmas, Bel-air, and Martissant**) is an asset.

8. CONDITIONS

Administratively, the consultant will report to UNICEF/Haiti office and will work exclusively with partners.

The consultant will use his own equipment (Laptop, telephone, etc.). However, if needed, a workspace will be made available on UNICEF premises.

He/She must abide by UNICEF safety regulations.

The consultant's fees will be paid monthly upon presentation of an invoice certified by the supervisor and an approved monthly report including the deliverables for the period. Final payment is subject to satisfactory performance evaluation.

9. CONTRACT DIRECT SUPERVISOR

The consultant will report to the Humanitarian Cash Transfer Specialist.

10. TERMS AND CONDITIONS/ESTIMATED COST

The consultant is required to submit as part of his/her application:

- An all-inclusive financial proposal (Fees and related costs, ie DSA, "Terminal Expenses", communication and internet costs) based on the ToRs. **Proposal submission should preferably be in French.**
- An up-to-dated CV and P11 form (to be attached)
- A scanned copy of the requested diploma
- Contact details (name, phone and email) of the last three supervisors for reference checks, including the current supervisor if possible.

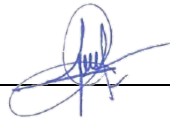
11. OFFICIAL TRAVEL INVOLVED (if any)

The consultant will use his means of transportation to reach the targeted IPs and UNICEF offices. To facilitate fast-track support and oversight of the project activities, he/she should use his vehicle to visit the field (the IPs targeted communities). Therefore, he/she shall embed transportation lumpsum fees (monthly basis) into his financial offer. The consultant is not expected to go in missions outside of the IPs targeted communities located in Port au Prince metropolitan areas. However, the social policy section may request that he/she provides technical support to the field offices in case of needs or emergencies. Hence, in addition to his/her regular pay per the approved financial offer, UNICEF will provide the mission-related expenses (i.e., DSA) in line with the HR global procedures.

Approval of Deputy Representative a.i. : _____

Remegie Nzeyimana

Date : 07/01/2022

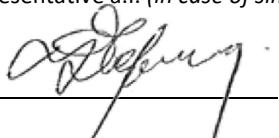


Approval of Representative a.i: (in case of single sourcing/or if not listed in Annual Workplan)

Edou Muhima

Date :

11.01.2022



ⁱ 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