

United Nations Children's Fund

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
SL Country Office Annual Staff Retreat Facilitator		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Freetown (with 2 nights and 3 days in Makeni)
<b>Purpose of Activity/Assignment:</b>			
To facilitate the 2022 annual staff retreat for the UNICEF Sierra Leone Country Office			
<b>Scope of Work:</b>			
<ul style="list-style-type: none"> <li>Draft and finalize the retreat agenda in consultation with UNICEF Sierra Leone Staff Association and senior management</li> <li>Identify and share with the Staff Association, a list of all the materials needed for facilitating the retreat</li> <li>Facilitate sessions on topics agreed with the Staff Association and Senior Management, and in line with the purpose and objectives of the retreat</li> <li>When necessary, make on-the-spot adjustments to the agenda and/or session after agreement and coordinate with Staff Association and Senior Management Team to enrich or emphasize certain topics based on lesson learned during the retreat</li> <li>Submit a comprehensive report based on the discussions, observations, and recommendations from the retreat</li> </ul>			
<b>Child Safeguarding</b>			
Is this project/assignment considered as " <a href="#">Elevated Risk Role</a> " from a child safeguarding perspective?			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO   If YES, check all that apply:			
<b>Direct contact role</b> <input type="checkbox"/> YES <input type="checkbox"/> 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:			
NA			
<b>Child data role</b> <input type="checkbox"/> YES <input type="checkbox"/> 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):			
NA			
More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>			

<b>Budget Year:</b> 2022	<b>Requesting Section/Issuing Office:</b> Dep Rep Operations	<b>Reasons why consultancy cannot be done by staff:</b> All staff members are participants in the retreat	
<b>Included in Annual/Rolling Workplan:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, please justify: Organization of an annual staff retreat is part of the UNICEF SL Annual Management Plan. The staff retreat is a strategy to achieve effective and efficient people management practices			
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/>		<b>Request for:</b> <input checked="" type="checkbox"/> <u>New SSA – Individual Contract</u>  <input type="checkbox"/> Extension/ Amendment	
<b>Consultant selection method:</b>  <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection ( <u>Advertisement/Desk Review/Interview</u> )			
<b>If Extension, Justification for extension:</b>  NA			
<b>Supervisor:</b>  Chairperson, Sierra Leone Country Office Staff Association	<b>Start Date:</b>  15 <sup>th</sup> June 2022	<b>End Date:</b>  6 <sup>th</sup> July 2022	<b>Number of Days (working)<sup>16</sup></b> (sixteen)
<b>Work Assignment Overview</b>			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Draft and finalize the retreat agenda in consultation with UNICEF Sierra Leone Staff Association and senior management	A final Agenda for the National Staff Retreat 2022, approved by Staff Association and Senior Management	20 <sup>th</sup> June 2022	
Identify and share with the Staff Association, a list of all the materials needed for facilitating the retreat	A list of materials needed for the retreat	20 <sup>th</sup> June 2022	
Facilitate sessions on topics agreed with the Staff Association and Senior Management, and in line with the purpose and objectives of the retreat	Facilitate all team building sessions on the approved Retreat Agenda	22 <sup>nd</sup> – 24 <sup>th</sup> June 2022	
Submit a comprehensive report based on the discussions, observations, and recommendations from the retreat	Final Report on the UNICEF SLCO annual staff retreat	6 <sup>th</sup> July 2022	

<b>Estimated Consultancy fee (Le)</b>			
Travel International (if applicable)	NA		
Travel Local (please include travel plan)	Travel with all staff from Freetown to Makeni and then back to Freetown	22 <sup>nd</sup> – 24 <sup>th</sup> June 2022	
DSA (if applicable)	20% on 22 <sup>nd</sup> and 23 <sup>rd</sup> and 40% on 24 <sup>th</sup> June		
<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Enter Disciplines	<b>Knowledge/Expertise/Skills required:</b> Demonstrated experience in organizing and facilitating team-building activities for a multi-cultural and diverse group of professionals		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: Yes <input type="checkbox"/> IT and Communication equipment required: No <input type="checkbox"/> Internet access required: Yes <input checked="" type="checkbox"/>		
<b>Request Authorised by Section Head</b>  _____	<b>Request Verified by HR:</b>  _____		
<i>Approval of Dep. Rep Operations:</i>  _____			

<sup>i</sup> 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

**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

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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.