

TERMS OF REFERENCE FOR LOW VALUE CONTRACT

Title of Assignment	<i>International Consultancy: Comprehensive Analysis on the Financing Needs for Malawi Social Cash Transfer Programme (SCTP) Reforms</i>	
Requesting Section	Social Policy	
Location	Place of assignment: Lilongwe, Malawi	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
Contract Duration	5 months	
Number of working days	25 days	
Planned Start and End Date	From: April 2023	To: August 2023

BACKGROUND

Social protection programmes in Malawi operates under the Malawi National Social Support Programme (MNSSP) II framework. MNSSP II succeeded MNSSP I which faced challenges in its implementation including (i) fragmented implementation due to ineffective national and district coordination structures, which led to reduced information sharing among and between sectors and programmes, and duplication and inconsistencies in interventions; (ii) the low level of funding for social protection coupled with fragmented and uncoordinated financing arrangements by different donors. To reduce sector fragmentation, the Government in collaboration with development partners intends to establish the pooled fund for all social support programmes. The fund will be a pooled funding mechanism for Government and donors to jointly fund all social support programmes in the country including the Social Cash Transfer Programme (SCTP). In addition to this reform, Government, through the SCTP Strategic Plan is planning to put measures to ensure that financing for SCTP is more predictable and institutionalise mechanisms for adjusting SCTP transfer levels.

The introduction of the above reforms is expected to change the financing needs for social protection programmes especially the SCTP. SCTP is co-financed by various international development institutions including the World Bank, European Union, Germany via KfW and the Irish Embassy. These institutions have their own financing mechanisms of SCTP which exerts high administrative burden on Government. The establishment of the pooled fund will address this challenge. Therefore, there is a need for a comprehensive analysis on the financing needs for the SCTP taking into account the reforms outlined in the MNSSP II and SCTP Strategic Plan.

JUSTIFICATION

Social Protection in Malawi is currently undergoing significant reforms to improve coordination and responsiveness. The establishment of the Multi-donor Trust Fund (MDTF) and ongoing efforts towards Shock Responsive Social Protection have the potential to revolutionize the financing landscape for social protection. The consultant's role is to assess the financing requirements of social protection programs, with a particular focus on the SCTP, while considering key reforms in the MNSSP II and the SCTP Strategic Plan.

Working alongside the Ministry of Gender, Community Development, and Social Welfare, as well as key SCTP donors, the consultant will identify critical SCTP drivers and efficiency gains resulting from proposed reforms in the SCTP Strategic Plan

PURPOSE OF THE ASSIGNMENT

This assignment aims at providing a comprehensive analysis of the financing needs of the Social Cash Transfer Programme (SCTP) and the cost efficiency gains/losses in transitioning the SCTP to harmonised financing through a pooled fund. The results of the assignment will inform the Government and SCTP donors' contribution in the financing of the SCTP and overall implementation of the Malawi National Social Support Programme (MNSSP) II.

SCOPE OF WORK/OBJECTIVES

The consultant will be required to:

- a) Review the SCTP costing model refining it as needed based on international best practises. The model should simulate cost for the regular programme and the predictable emergency response related to the annual lean season.
- b) Analyse cost efficiency gains (losses) from operationalising the reforms outlined in the SCTP strategic plan and produce recommendations in the light of international experience, especially in the region regarding management of reforms and sequencing.
- c) Together with the local consultant, establish the cost of integration and linkages to social services; exit packages and service packages (e.g. light touch add-ons).
- d) Review an interactive costing/budgeting tool for SCTP both at National and Local Level.
- e) Provide technical backstopping in the costing of the SCTP Strategy, support related consultations and ensure all products are edited at publishable standard.

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/communication lines):

Social Policy Specialist at UNICEF Malawi Country Office.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

The consultant will be expected to report on the deliverables designed as per UNICEF instructions and when they occur, according to given timelines. The consultant will also be expected to meet UNICEF's editorial standards, as well as address comments and recommendations from the UNICEF Social Policy team. The drafts and final versions will be submitted by email in MS Word format, as well as in MS Power Point and MS Excel at least 5 working days in advance of the stakeholder consultations and any other relevant meetings.

How will consultant consult and deliver work and when will reporting be done:

The consultant will submit the required deliverables to the contract supervisor, according to the timetable of the expected deliverables. The exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signature and before each activity/project will be undertaken.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
1. Developing an Inception Report	An inception report, detailing the methodology and the workplan of the assignment.	4	17/04/2023	10%
2. Consultations, Desk Review and data collection	Final SCTP Strategic Plan costing Model	4	24/04/2023	10%
3. Interactive Costing/Budgeting Template(s) for SCTP	Interactive Budgeting/Costing Template for SCTP programming at district and national level.	7	05/05/2023	40%
4. Edited final report on the SCTP financing needs	Report on the financing needs for SCTP reforms outlined in the SCTP Strategic Plan	10	28/07/2023	40%
Total		25		100%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor of the contract upon signature of the General Conditions of Contracts for Consultants and Individual Contracts.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- Advanced University degree in Economics, Development Studies, Public Policy or other related fields.

Work experience:

- 5 or more years of demonstrable experience in socio-economic analysis and research is required.
- Proven experience in costing social protection plans, policies, strategies and programmes is an asset.
- Proven experience in economic modelling and costing exercises is required.
- Proven experience and understanding of public financial management.
- Experience in assignments related to the social protection financing and costing of social support interventions would be an asset.

Technical skills and knowledge:

- Strong writing and professional verbal communications skills, with demonstrable evidence producing high quality products is required.
- Advanced knowledge and understanding of social protection is required.
- Proven ability to work in collaboration with Government institutions is an asset.

Competencies:

- Highly organized with ability to multi-task and prioritize.
- Ability to work remotely and with minimum supervision.
- Strong attention to detail.
- Versatile and flexible team player.
- Adherence to timeframes provided.

Languages: Fluency in English – both written and verbal skills are required.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgement upon acceptance of the offer.

Before the issuance of the official offer letter, the individual consultant is requested to:

- complete the applicable mandatory trainings

- self-certify that he/she is fully vaccinated against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine. 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.

The consultant will be working remotely. Access to UNICEF resources and facilities is not to be expected. The consultant is expected to provide his/her own laptop, phone and internet plan. The consultant is to be available and respond to communications from UNICEF within a maximum of 3 working days.

CONDITIONS

- The consultancy will be over a period of 5 months, however the consultant will only work for 25 days during this contract period.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- The consultant may not commence with the assignment unless the UNICEF's General Terms and Conditions is signed by the individual.
- The assignment will be based on a low-cost value procurement basis wherein the total fees, including any travel and living expenses, will not exceed a one time or cumulative total of US\$10,000 over a 12-month period.
- The consultant is not entitled to payment for overtime, weekends or public holidays
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the TOR.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor will provide the individual with the criteria for the evaluation of the quality of each deliverable.
- The Consultant will not have supervisory responsibilities or authority on UNICEF budget.
- 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 assignment is an off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details