

## TERMS OF REFERENCE

TITLE	Support rollout of the comprehensive approach to localization in humanitarian action
LOCATION OF ASSIGNMENT	Remote-based with travel
DURATION OF CONTRACT	8 months
EMOPS ANNUAL WORK PLAN REFERENCE	Output 2.4
SECTION & UNIT	Humanitarian Policy Section (HPS), Office of Emergency Programmes (EMOPS)
PROJECT START DATE	1 <sup>st</sup> April 2024
ESTIMATED COST FEE	USD 114,000
WBS BUDGET CODE & GRANT	WBS: 456F/F0/11/001/004/004 GRANT: SM230275

### Background

The quest for localization of humanitarian action is not new and has always been a cornerstone of humanitarian normative frameworks. In United Nations General Assembly Resolution 46/182, the guiding principles for humanitarian assistance stipulate the need for the international response to focus on strengthening national systems in line with international law.

The United Nations Convention on the Rights of the Child is a critical framework that always provides the foundation for the delivery of services for children. Since the World Humanitarian Summit in 2016, there has been a push for international humanitarian actors to improve localization efforts, recognizing that local actors are essential in ensuring timely delivery and in strengthening the resilience of communities affected by crisis. The need for complementarity between international and national responders has been emphasized by the SPHERE standards and core humanitarian standards, which call for international actors to reinforce local capacities and minimize the negative impacts of humanitarian action on the affected population.

UNICEF's comprehensive approach include the following components with detailed actions outlined in the technical note on localization on how to operationalize them. (1) Promotion of principled partnership with local actors; (2) Capacity sharing between UNICEF and local actors; (3) Strengthening localized surge capacity; (4) Strengthening participation and leadership of local actors in UNICEF led coordination mechanisms; (5) Ensuring that humanitarian programme cycles include commitments on localization; (6) Working with local actors in country programme development process; (7) Cascading of predictable and flexible funding to local actors; (8) Working with local actors to promote community engagement, including youth; (9) Operationalizing comprehensive risk management in collaboration with local actors; (10) Strengthening local governance to prepare for humanitarian crises; (11) Strengthening local economies by ensuring local supply and procurement;

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and (12) Ensuring visibility and communication for local actors and Strengthening UNICEF's monitoring and reporting system to capture localization commitments.

### Objectives

- To document lessons learned/good practices on the implementation of the comprehensive approach to localization in humanitarian action.
- To develop a results matrix for tracking the progress on the implementation of the comprehensive approach to localization in humanitarian action
- To produce a revised technical note on localization incorporating lessons from the documentation of the implementation of the comprehensive approach to localization in humanitarian action.

### Methodology

#### I. Desk review

- Develop an inception report on the proposed work and approaches to be used to deliver the tasks outlined for the assignment.
- Conduct desk review of headquarters, regional and country offices reports, documents, strategies, and other related documents relevant to the localization approach.
- Prepare preliminary work plan with timeline for the assignment, including risks that might affect the delivery of the tasks.

#### II. Field visits/travel to ten countries

- Conduct fieldwork in the selected country offices. This will include focus group discussions, semi-structured interviews, observations, and questionnaires to elicit their views on what is working, and what are the success stories in the implementation of comprehensive approach to localization.

#### III. Documentation and reporting

- Prepare ten documents with maximum of 5 pages each, that illustrates good practices and lessons learned on the implementation of the localization approach.
- Consult on draft documents with headquarters, regional and concerned country offices for review.
- Revise draft products based on the comments received from headquarters, regional and country offices, and in alignment with the UNICEF stylebook

#### IV. Develop a results framework for tracking the implementation of the localization approach

- Review the proposed results framework for the localization approach.
- Consult with headquarters, regional and country office on the practical metrics to support tracking of progress on localization approach.
- Produce a results framework for tracking the progress on localization approach.

#### V. Prepare recommendations on how to strengthen / review the localization technical note

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- Conduct focus group discussions and interviews with focal points from headquarters, regional and country offices.
- Produce a revised technical note on localization approach incorporating feedbacks from headquarters, regional and country offices and in alignment with the UNICEF stylebook

#### Deliverables

Deliverable	Proposed timeframe (days)
1. Prepare an inception report for the assignment.	10 days
2. Produce 5-page country-themed lessons learned on the implementation of the comprehensive approach to localization in humanitarian action (10 countries).	60 days
3. Based on the country themed lessons learned, prepare a 5 page with recommendations on how to strengthen/review UNICEF's technical note on localization in humanitarian.	10 days
4. Produce 7 regional lessons learned/overview document on the implementation of the comprehensive approach to localization in humanitarian action (5-page max).	20 days
5. Produce a results matrix for tracking the implementation of comprehensive approach to localization in humanitarian action.	20 days
6. A revised technical note on localization approach in humanitarian action.	20 days

#### Qualifications and Experience

##### Qualification and Skills

1. Masters degree in international affairs, international development, social sciences, public policy, public health, or relevant field.
2. Excellent analytical and research skills
3. Excellent strategic planning and programme design skills.
4. Strong knowledge and understanding of current humanitarian and post-crisis recovery fields and concepts at global and national levels.
5. Demonstrated knowledge in capacity development theories, strategies, and recent developments in this area within the UN system and externally.
6. Familiarity with UNICEF's programmes in emergency contexts preferred.
7. Fluency in both written and spoken English, knowledge of French or Arabic an asset.
8. Demonstrated strong writing and editing skills and attention to detail.
9. Excellent written and oral communication skills
10. Experience in using design tools and software is an asset.
11. Ability to work independently and achieve quality results with limited supervision.

##### Professional Experience

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1. At least 10 years progressively responsible experience in international development or humanitarian affairs, including experience in developing country post-crisis contexts, including with UN agencies.
2. At least seven (7) years' experience in strategic planning of national capacity development programmes in either humanitarian preparedness and response or post-crisis recovery in a developing country or post-crisis context (experience in developing national capacity in both sectors preferred).
3. Experience in multi-stakeholder co-ordination and facilitation.
4. Experience in research and analysis of global programmes.

#### Daily Rate/Payment

USD 500

#### Estimated Duration of Contract:

Approximately eight (8) months, full time.

#### Official Travel

- Travel to UNICEF HQ in New York meet with the project supervisory team and advisory group
- Travel to a ten (10) UNICEF Country Offices to support rollout of the localization approach and documentation of lessons on the same (country TBD).

#### Contract Supervision

The consultant will be supervised by Philimon Majwa, Humanitarian Policy Specialist, Humanitarian Policy Section, Office of Emergency Programmes (EMOPS).

#### Consultant's Workplace:

The consultant will work from home and should provide his/her own working materials and equipment. UNICEF will cover communications costs as appropriate, and workspace during travel to UNICEF HQ and Country Offices.

#### Timeline

Deliverable	Proposed timeframe (days)	April 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024
1. Prepare an inception report	10 days								



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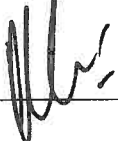
for the assignment									
2. Produce 2-page country-themed lessons learned on the implementation of the comprehensive approach to localization (10 countries)	60 days								
3. Based on the country themed lessons learned, prepare a 5 page with recommendations on how to strengthen/review UNICEF localization technical note.	10 days								
4. Produce 5 regional lessons learned/overview document on the implementation of the comprehensive approach to localization (5-page max per region).	20 days								
5. Produce a results matrix for tracking the implementation of comprehensive approach to localization	20 days								
6. A revised technical note on localization approach in humanitarian action.	20 days								

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**Budget**

Item	Unit	Number of Units	Unit rate (USD)	Total
Consultancy fees	Days	140	500	70,000
Travel				
Home country to New York	Air ticket	1	2,000	2,000
DSA	Days	5	400	2,000
Home country to country visits	Air ticket	10	2,000	20,000
DSA	Days	5 days x10 countries = 50 days	400	20,000
<b>TOTAL</b>				<b>114,000</b>

PROPOSED BY: Philimon Majwa, Humanitarian Policy Specialist (equity and accountability)

Signature:  Date: 03/12/2024

AUTHORIZED BY: Laurent Dutordoir, OiC, Chief of Humanitarian Policy Section, EMOPS

Signature:  Date: 03/13/2024

Approved by Hazel De Wet

14/03/2024

