

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Public Finance for ECD Consultant		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Lusaka, Zambia

Purpose of Activity/Assignment:

To undertake a national study to estimate public spending by the government and development partners on ECD services in relation to the age groups which follow for the past 5 years

Scope of Work:

- Review the latest literature on ECD financing in Zambia including sectoral budget analysis reports, expenditure reviews, sector and program reports.
- Facilitate consensus building amongst sector experts from government ministries and departments, civil society and donors on the programs / interventions to be included in the definition of ECD and to be tracked for the age groups which follow from education, health, and social welfare sectors. The selected interventions/ programs should be aligned to the nurturing care framework.
- Collect relevant government budget data on ECD programs/ interventions for fiscal years 2016-2020 and contributions from development partners for the same period.
- Analyse composition of budget data by sector, program, age and economic classification to know where and how ECD resources get spent.
- Estimate total per capita spending and per each sector (education, health, and social welfare) on the following age groups: 0-2, 3-6, 7-17, and 18- 22 years.
- Estimate funding gap based on cost estimates in national and sectoral plans or international benchmarks.
- Conduct Interviews with key informants to capture challenges and recommendations going forward.
- Produce a short policy report entitled “Quantifying Heckman: Is the Governments of Zambia Maximizing Returns on Investments in Early Childhood Development?”

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:

N/A

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):

N/A

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

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:	
2021	Social Policy	Specialized expertise required	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: The activity is an initiative of the Regional Office which is being cascaded to country offices following successful launch of the regional study earlier this year. The decision to undertake national studies was made after annual rolling work plans were approved.			
Consultant sourcing: <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: N/A			
Supervisor: Social Policy Specialist		Start Date: 30 July 2021	End Date: 20 December 2021
		Number of Days (35)	
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Review ECD situation, policies, plans, and financing mechanisms and consult stakeholders about interventions/ programs to be considered for the analysis	Inception report, Maximum 10 pages	30 July 2021	
Collect all relevant data on ECD expenditures between 2016 and 2020 and analyse it.	Excel sheet with all budget information on size and composition of spending by age group and sector	30 August 2021	40%
Analyse data and produce a draft Heckman analysis report	Draft Heckman analysis report	30 September 2021	
Incorporate comments from stakeholders and produce a final report	Final Heckman analysis report (Max 40 pages)	15 November 2021	60%

Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <p>Economics, Business Studies, Development Studies, Accounting and related social sciences</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Minimum of 8 years of working on public finance issues and at least 5 years on social sector budget analysis. • Knowledge of ECD policies and services in Zambia, and should be based in Lusaka, Zambia. • Must be reliable and able to work with little supervision. • Strong data analysis skills, including advanced Excel. • Excellent drafting and writing skills. • Excellent spoken and written English. 		
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/> N/A</p> <p>Transportation arranged by the office: <input type="checkbox"/> N/A</p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/> N/A</p> <p>IT and Communication equipment required: <input type="checkbox"/> N/A</p> <p>Internet access required: <input type="checkbox"/> N/A</p>		
Request Authorised by Section Head	Request Verified by HR:		
<p><i>Approval of Chief of Operations (if Operations):</i></p> <p>_____</p>		<p><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p>	
<p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>			

ⁱ 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