

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: Consultant to develop a Monitoring Strategy and the 2024 Annual Report	Funding Code: Grant: GP240026 WBS: 6890/A0/07/880/007/007	Type of engagement: <input checked="" type="checkbox"/> Consultant	Duty Station: Maputo, Mozambique
Purpose of Activity/Assignment: The purpose of this specific assignment is to develop a 2025-2026 Monitoring Strategy for UNICEF Mozambique, develop Monitoring Plans for several multi-sectoral programmes, write the 2024 UNICEF Mozambique Country Office Annual Report (COAR) and ensure quality 2024 results statements for all MCO areas of work.			
Scope of Work: UNICEF Mozambique Country Office (MCO) implements various programmes across the country, with an annual programme budget of about US\$ 100 million on average over the last 4 years. In addition to the central office in Maputo, UNICEF has 4 Field Offices in Cabo Delgado, Nampula, Sofala and Zambezia. The 2022-2026 Country Programme for 2022-2026 covers Child Health & Nutrition, WASH, Education, Child Protection, and Social Policy & Social Protection. Monitoring supports decision-making, adaptive programming, and accountability to affected populations, national and local partners, donors and other stakeholders. Based on the MCO Monitoring Framework, the scope of this consultancy assignment is to produce the following deliverables: <ol style="list-style-type: none"> 1. Develop a 2025-2026 Monitoring Strategy for UNICEF Mozambique Country Office. 2. Develop Monitoring Plans for 5 multi-sectoral, multi-year programmes implemented by MCO. 3. Write the 2024 UNICEF Mozambique Country Office Annual Report (COAR) Summary Narrative and ensure quality 2024 results statements for all MCO areas of work. 			
Child Safeguarding Is this project/assignment considered as “ Elevated Risk Role ” from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply: Direct contact role <input type="checkbox"/> YES <input checked="" 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: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Child data role <input type="checkbox"/> YES <input checked="" 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): <div style="border: 1px solid black; height: 20px; width: 100%;"></div> More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates			

Budget Year: 2024	Requesting Section/Issuing Office: PME Section, UNICEF Mozambique	Reasons why consultancy cannot be done by staff: Requires specific expertise and time commitment to this demanding assignment	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> 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 Individual Contract <input type="checkbox"/> Extension/ Amendment <input type="checkbox"/> Low Value Contract (LVC)	
If Extension, Justification for extension: Not applicable			
Supervisor: Alwin Nijholt, Chief PME	Start Date: 20 August 2024	End Date: 31 January 2025	Number of Days (working): 50

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Payment schedule
Develop a 2025-2026 Monitoring Strategy for UNICEF Mozambique Country Office (MCO) and develop Monitoring Plans for 5 multi-sectoral, multi-year programmes implemented by MCO	2025-2026 Monitoring Strategy for UNICEF Mozambique Country Office developed	20 days (by 15 November 2024)	60%
	Monitoring Plans developed for 5 multi-sectoral, multi-year programmes implemented by MCO	10 days (by 15 October 2024)	
Write the 2024 UNICEF Mozambique Country Office Annual Report (COAR) Summary Narrative and ensure quality 2024 results statements for all MCO areas of work.	UNICEF Mozambique COAR and all 2024 results statements completed	20 days (by 31 January 2025)	40%
Total		50 days	

Estimated Consultancy fee		Days	USD
Consultancy fee	Estimated daily fee USD 600	50	30,000
Travel International (if applicable)	Not applicable	-	-
Travel Local (please include travel plan)	Not applicable	-	-
DSA (if applicable)	Not applicable	-	-
Total estimated consultancy costsⁱ			30,000
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Development Studies, Social Sciences, Economics, or a related discipline		Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> Demonstrated expertise in various aspects of monitoring. At least 5 years of professional work experience in monitoring and research, including experience working in Mozambique. Fluency in English with demonstrated quality report writing skills. Knowledge of Portuguese would be an asset. 	
Administrative details: Visa assistance required: <input type="checkbox"/> No Transportation arranged by the office: <input type="checkbox"/> No		<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> N/A IT and Communication equipment required: <input type="checkbox"/> N/A Internet access required: <input type="checkbox"/> N/A	
Request Authorised by Section Head: <i>Alwin Nijholt</i>		Request Verified by HR: <i>Emely Bere</i>	
<p><i>Reviewed by Social Policy, Social Protection and Research (for evaluation related TORs)</i></p> <p>Not applicable</p> <p><i>Approval of Deputy Representative Operations (if Operations): 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

Text to be added to all TORs:

Individuals engaged under a consultancy 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.