

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

National Social Services Delivery Decentralization Coordination Consultant – Solomon Islands

BACKGROUND

In the Pacific we work in Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu: These 14 Pacific island countries are home to 2.3 million people, including 1.2 million children and youth, living on more than 660 islands and atolls stretching across 17.2 million square kilometers of the Pacific Ocean, an area comparable to the combined size of the United States of America and Canada. Kiribati, Marshall Islands, Federated States of Micronesia, Solomon Islands, and Tuvalu are classified as Fragile States according to World Bank/OECD criteria.

All 14 Pacific Island countries and territories have ratified the UN Convention on the Rights of the Child, but only a third are on track with reporting obligations. Explore the different areas of our work in the link provided here www.unicef.org/pacificislands.

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The priority for UNICEF is for all children to have an opportunity to survive, develop and reach their full potential, without discrimination, bias, or favoritism. Every child must have an equal chance in life across all aspects including social, political, economic, civic, and cultural dimensions.

Provincial Governments (PG) in Solomon Islands operate under the Provincial Government Act (PGA) of 1997 with limited clarity and facing challenges on many fronts. The issues and challenges currently facing the development interventions and service delivery at the provincial level are understood to be around the following:

- Lack of clarity on devolved functions
- Lack of clarity on role of PG- sectoral coordination and institutional coherence,
- Inadequate human resources and management practices although with recent years' improvement for PGs
- Incoherent financing arrangements, insufficient and fragmented funding for local service delivery evident through multiple and possibly competing funding streams disbursed for local development such as Constituency Development Fund (CDF), Rural Development Fund (RDF) and Provincial capacity Development Fund (PCDF) etc.
- Inadequate, inequitably distributed local service delivery and local development
- Weak top-down and bottom-up accountability and limited engagement and participation of citizens, especially the youth, women, and vulnerable groups. Issuance of the policy blueprint on participatory planning by SIG in 2020 paves the way for actions to change the situation. The World Bank project entitled Integrated Economic Development and Resilience Community (IEDRC) among other projects will have an important role to play in the improvement of the issue.
- Insufficient data to support planning, budgeting and decision making for social service provision/delivery.

All the above-mentioned issues have undermined the effectiveness of service delivery, particularly in the education, health & nutrition, water, sanitation, and hygiene (WASH) sectors.

As evidenced through the National Development Strategy (NDS) of 2016-2035, Solomon Islands Government (SIG) recognizes good governance, credible and stable policies fundamental to growth and improved public service delivery. NDS puts strong emphasis on access to quality education and health services as a foundation for growth and improved livelihood. NDS calls for decentralization of decision-making and continued support to PG for effective service delivery.

Since 2008, SIG has been implementing the Provincial Government Strengthening Programme (PGSP) and transferred a significant amount of funds to PGs known as Provincial Capacity Development Fund (PCDF). As a result, PGs have acquired remarkable knowledge and skills and developed capacity in key areas of planning, budgeting, project implementation, procurement, and public expenditure management (PEM) etc. This is evident through the highest rate of budget execution by PGs which currently stands at around 80% - the rate that is higher than those of line ministries and other funds released for local/ rural development through other channels.

At time of preparing this Terms of Reference (TOR), there is increased consensus among some key ministries that play the most important role in improving provincial governance and social service delivery on working toward a better integration/ coordination of PG-sector interventions and better engagement of community-based organizations (CBO), citizens, youth, and vulnerable groups. These ministries are the Ministry of Provincial Government and Institutional Strengthening (MPGIS), the Ministry of Education and Human Resource Development (MEHRD), and the Ministry of Health and Medical Service (MHMS), and they are at different stages in the development of strategic plans and rethinking of revising sector laws.

In line with national development strategy and current rethinking of the existing governance structures, the EU-UNICEF-UNDP project on Provincial Governance and Service Delivery, a 4-year project aims to create necessary institutional conditions for effective decentralized social service delivery.

UNICEF Pacific will select a national consultant to support coordination and implementation of the of Provincial Governance and Service Delivery in Solomon Islands in close partnership with key government ministries and provincial government.

OBJECTIVE / SCOPE OF WORK

Purpose and Objectives of Activity/Assignment:

The purpose of this assignment is to support provincial government with coordination and implementation of planned activities under the Provincial Government Services Delivery Project. The major activities includes organizing provincial capacity building training, provincial forums and national forum on social services decentralization in Solomon Islands.

Scope of work:

The national consultant will be responsible and accountable for providing technical support and assistance in all stages of implementation of provincial government services delivery project, planning, reporting and related advocacy.

Social Policy programme in Solomon Islands aimed at strengthening capacity of provincial government in policy, planning and budgeting to compliment the efforts of National Government to decentralize social services especially for health, and education sector that promotes the (a) transparency, adequacy, equity and efficiency of child-focused public investments and financial management; and (b) governance, decentralization and accountability measures to increase public participation and the quality, equity and coverage of social services.

The consultant will work under direct supervision of Social Policy Specialist to:

- Support with coordinating, planning and timely implementation of the provincial government service delivery project in collaboration with all key stakeholders.
- Support with collection information and drafting of key documents such as concept notes, capacity building plans, communication, and visibility materials.
- Support the provincial and national government with planning and organizing provincial social services delivery forums including managing logistical and operational issues.
- Support the provincial and national government with planning and organizing national social services delivery forums including managing logistical and operational issues.
- Support with coordination and organize stakeholder meeting for assessment on decentralization and financing analysis.
- The consultant will be required to travel to all nine provinces to plan and organize above activities.
- Support UNICEF Programme Management and coordinate technical support and dialogue around social policy programme on decentralization ensuring it is well planned, monitored, and implemented in a timely fashion
- Supports and contributes to effective and efficient planning, management, coordination, monitoring and evaluation of the EU funded programme on decentralization.

Technical partners:

- UNICEF will collaborate with the SI government ministries mainly MPGIS, MEHRD, MHMS and PGs

The expected outputs of the consultancy:

- Inception meeting to finalize Letter of Agreement, Concept Note for Capacity Building, Provincial Forums and National Forum
- Finalized Letter of Agreement, Concept Note for Capacity Building, Provincial Forums and National Forum
- Completion of capacity building training in all nine provinces
- Completion of nine Provincial Forums including nine provincial forum report
- Completion of national forum on decentralization including final report
- Developed communication and visibility materials for the project such as press release, social media post, design of banners, brochures and any other products.

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEUDLE PER DELIVERABLE			
ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
1. Organize inception meeting to finalize Letter of Agreement, Concept Note for Capacity Building, Provincial Forums and National Forum	<ul style="list-style-type: none"> • 9 Letter of Agreement with PG • 1 Letter of Agreement with MPGIS • Final National Forum Concept Note 		

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
	<ul style="list-style-type: none"> • Final Provincial Forum Concept Note • Final Capacity Building Concept Note • Publication of communication and visibility materials 		
<p>2. Coordinate and organize provincial capacity building training with Provincial Governments, key central ministries and partners</p>	<ul style="list-style-type: none"> • Final Capacity Building Concept Note • Training is completed with proper logistical support in all Provinces. • Brief capacity building report per province (9 reports) • Publication of press release and social media post • Folder created with all materials, list of participants and photos 		
<p>3. Coordinate and organize Provincial Forum with Provincial Governments, key central ministries and partners in Guadalcanal Province, Malaita, Central Province</p>	<ul style="list-style-type: none"> • Final Concept Note • Forum completed with proper logistical support in all Provinces. • Provincial Forum Report for each province • Publication of press release and social media post • Folder created with all materials, list of participants and photos. 		
<p>4. Coordinate and organize Provincial Forum with Provincial Governments, key central ministries, and partners in Western, Choiseul, Isabel</p>	<ul style="list-style-type: none"> • Final Concept Note • Forum completed with proper logistical support in all Provinces. • Provincial Forum Report for each province • Publication of press release and social media post • Folder created with all materials, list of participants and photos 		
<p>5. Coordinate and organize Provincial Forum with Provincial Governments, key central ministries, and partners in Temotu, Makira, Rennell-Bellona</p>	<ul style="list-style-type: none"> • Final Concept Note • Forum completed with proper logistical support in all Provinces. • Provincial Forum Report for each province • Publication of press release and social media post • Folder created with all materials, list of participants and photos 		
<p>6. Coordinate and organize National Forum with Provincial Governments, key central ministries, and partners.</p>	<ul style="list-style-type: none"> • Final Concept Note • Forum completed with proper logistical support in all Provinces. • National Forum Report • Publication of press release and social media post 		

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
	<ul style="list-style-type: none"> Folder created with all materials, list of participants and photos 		
7. Coordinate and organize meeting and consultation with provincial governments, key government ministries and other stakeholders to support the implementation of assessment of decentralization of social services and budget analysis for provincial governments	<ul style="list-style-type: none"> Meeting minutes and action points Attendance list Stakeholder consultation List of stakeholders with details Validation workshops 		
8. Final report Submit all deliverables and final end of consultation report.	<ul style="list-style-type: none"> End of Consultation Report Folder created with all materials, reports, deliverables, list of participants and photos 		
			<i>TOTAL</i>

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

EDUCATION

An undergraduate University degree (Bachelors) in Communication, Public Relations, Project Management, Social Sciences, or any other related technical field.

SKILLS AND EXPERIENCE

The consultant should ensure adherence to required qualifications, skills and experience as stated below:

- A minimum of at least two (2) years of relevant professional experience is required.
- Previous experience working with national and provincial governments in Solomon Islands
- Good understanding of decentralization mechanism, policies, and stakeholders
- Good networking and coordination skills and time management
- Willing to travel to provinces and remote location within Solomon Islands
- Ability to communicate and coordinate with range of stakeholder at all levels.
- Demonstrated experience and knowledge of the latest developments and issues related to public finance particularly in the Pacific, are essential,
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OTHER COMPETENCIES

- Excellent communication and interpersonal skills,
- Excellent oral and written communication in English, or other Pacific language, would be an advantage,
- Demonstrated ability to work in a multicultural environment and to establish harmonious and effective relationships both within and outside the organisation,
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CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The Consultant will be required to work from UNICEF Solomon Islands Office and make at least 2 in provincial visit for 8 provinces (Malaita, Choiseul, Isabel, Makira, Temotu, Rennel-bell, Central, Western) during the duration of the contract. However virtual meetings/ meetups are expected with UNICEF Solomon Islands, UNICEF Pacific, Solomon Islands Government officials, Provincial Governments and other stakeholders.

The consultant will work under the overall supervision of the Chief of Social Policy, Chief of Field Office and direct supervision of Social Policy Specialist in the UNICEF Solomon Islands Field Office, Honiara.

ADMINISTRATIVE ISSUES

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 selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. 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. UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

No contract may commence unless the contract is signed by both UNICEF and the consultant/ contractor.

Consultant/Contractor will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

GUIDANCE FOR APPLICANTS

A Technical proposal should be provided which includes references or links to two of the most recent projects completed. Please submit a **separate financial offer** along with your application and CV. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:

- Monthly / Daily fees – based on the deliverables in the Terms of Reference above,
- Travel (economy air ticket where applicable to take up assignment and field mission travel), if applicable,
- Living allowance where travel is required, and
- Miscellaneous – to cover visa, health insurance (including medical evacuation for international consultants), communications, and other costs, if applicable.