

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

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| TITLE | National Consultant for the provision of technical support on Better Care in Lviv Oblast | |
| Requesting Section | Lviv FO/ Child Protection | |
| Type of engagement | Consultant | |
| Selection method | Competitive selection [advertisement] | |
| Start/End date | 15-Jul-24 | 13-Jun-25 |
| Duration <i>[up to 36 months without mandatory break-in-service]</i> | 11 Months | |
| Duty Station | Lviv, Ukraine | |
| Number of working days | 143 | |
| Terms of payment | Upon completion of each deliverable according to schedule | |

Background:

Better Care will support safe and nurturing families for all Ukrainian children. This includes ensuring that every child at risk of or experiencing loss of care undergoes a thorough assessment and planning process that helps them access material support and other services that meet their needs. Better Care will support the Government of Ukraine to advance the following three objectives: (1) strengthen families and keep them together by investing in social services; (2) support family-based alternative care (e.g. foster care, guardianship, and adoption) for children without adequate parental care; and (3) safely reintegrate children in institutions into family care while transforming institutions to provide community services that will support families based on their needs.

To develop a Better Care model that best works considering local factors, UNICEF supports the Coordinating Center for the Development of Family Based Forms and Child Care coordination office in the Better Care reform.

Purpose of assignment:

The consultant will work closely with UNICEF's implementing partners, provide technical support to the Child Protection Section, and work under the direct management of the Lviv Field Office Child Protection Specialist to deliver the following products:

Development of detailed Action Plans within Hromadas

One of the key goals of the Better Care Oblast program is to ensure the availability of a "Minimal Package of Services and Benefits" within Hromadas. The consultant will work closely with pilot Hromadas, Oblast-level administration (through an established Taskforce), and UNICEF team to develop and gradually update Hromada-level Action Plans, which will aim to create/improve human and institutional capabilities locally to deliver services that are included in the "Minimal Package".

Implementing Action Plans within Hromadas

One of the critical goals of the Better Care Oblast program is to ensure the availability of a "Minimal Package of Services and Benefits" within Hromadas. The consultant will work closely with pilot Hromadas, Oblast-level administration (through an established Taskforce), and the UNICEF team in implementing the Minimal Package of Services at the Hromada level, consulting their aimed to create/improve human and institutional capabilities locally to deliver services that are included in the "Minimal Package."

Strengthening the Better Care Oblast-level Care Taskforce

The purpose of the Oblast Better Care Task Force is to bring together all major stakeholders, including people with lived experiences (at least one caregiver and one care leaver), to move forward the Better Care agenda. The Taskforce is expected to meet monthly while it develops its agenda, and then on a quarterly basis. The role of a consultant is to work with the Secretary and members of the Taskforce and continuously sensitize them on the Better Care Model (as it evolves) and help them with collecting and analyzing data, which would then be translated into Better Care enabling policies. The consultant should also support the Taskforce in developing draft decisions; standard procedures; concepts; and briefs for taking administrative decisions for the development of Better Care in the Lviv oblast.

Conducting periodic reports

Consultant will be expected to conduct periodic (quarterly) reports, as UNICEF's interventions evolve at Oblast level and in Hromadas. UNICEF developed Hromada profiles, which the consultant will be asked to update on a quarterly basis as well. The consultant will be required to work with the project and periodically visit Hromadas to obtain feedback about interventions and identify challenges and opportunities related to the implementation of the Better Care Model. The Assessment Report should provide UNICEF and its implementing partner(s) actionable information so that interventions are well planned/calibrated.

Piloting service procurement from private parties

Services will be developed/remodeled/expanded after a careful examination of (a) local needs; (b) existing human and intuitional capabilities at the self-governance unit/outside; (c) the ability of the Better Care project to deliver high-quality intervention; and (d) sustainability plan. Ensuring a continuum of services is key. While Hromadas and Oblast will pilot procuring services from the open market of services, a special focus will be suggested on those services, that are not easily available/accessible on the territory of a given Hromada and/or at the Oblast level. The consultant will work with the Hromadas and UNICEF's Better Care Oblast Programme to help plan out and implement the procurement of services from the open market of services.

Training plan for professionals

The Better Care Oblast Program aims to support Hromadas to expand the workforce mandated to work with children. Existing and new professionals should be trained to understand the needs, deliver services in-person, and refer the child/parent/caregiver to other professionals. It is probable that training needs will change once remodeling of services and integration of new services starts. The Consultant will be expected to identify gaps in knowledge and skills and to suggest training themes for future consideration. Special attention should be paid to multi-sectoral cooperation and deepening the knowledge and skills of professionals across sectors. Conducting joint/group trainings (education, health, social protection, legal, etc.) should be considered.

Periodic experience-sharing thematic meetings

The consultant, in cooperation with UNICEF's partner(s) should facilitate at least two thematic meetings for/between childcare specialists from across Hromadas. Themes should vary and be selected from among the most pressing priorities. The goal of those meetings would be to discuss existing factors, challenges and opportunities, interesting cases, and innovative solutions. Minutes of those meetings could be used in the process of constructing/upgrading services, developing the normative base, as well as for the introduction of new methods of work.

Gatekeeping

The consultant will review the available practices/mechanisms in each pilot municipality and will provide regular updates to UNICEF Lviv Field Office/ UNICEF Better Care team.

Coordination of implementing partners at regional level

The consultant will keep regular communication with partners in the field and update UNICEF team and direct supervisor on the overall progress of programme implementation, achievements, and constraints.

Monitoring and reporting

Consultant will provide regular updates on Better Care programme progress in Lviv Oblast and will be in charge for collecting data and regular reporting, including inputs in donor reports; MoSP and National Better care briefs; briefing notes of different types.

Gradual integration of new Hromadas

The number of participating Hromadas can and should increase overtime in the process of project implementation. Onboarding of new Hromadas should be made with due consideration of the following factors, such as point in annual project cycle which ensures proper planning of integration; readiness and motivation of Hromada; and ability of the project to accommodate such an integration. The Consultant should advise UNICEF about a strategy to gradually integrate more/new Hromadas.

The consultant will work closely with and under the supervision of the UNICEF Team.

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| Minimum requirements: | Education <i>[specify disciplines]</i> | Bachelor's degree | Bachelor's degree in social sciences – social work, psychology, or any other related technical field. |
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|--|--|--|--------------------------|
| | Professional experience <i>[number of years, relevant to the assignment, other specifics]</i> | <ul style="list-style-type: none"> At least five years of progressive professional experience in social services delivery, policy analysis, training and project management at national and/or municipal level; Knowledge of the Ukrainian social policy-related legislation; Experience in analysis and public expenditures tracking at state and/or sub-national levels. Experience providing consultancy services to UNICEF and other UN agencies is desirable, but not decisive. | |
| | Language | English | Beginner/Elementary [A1] |
| | | Ukrainian | Advanced [C1] |
| | Skills and competencies | <ul style="list-style-type: none"> Good analytical skills. Good communication skills | |

Work assignment overview:

| Deliverable | Deadline | # of w/days |
|--|------------|-------------|
| 1. Inception Report Approved Inception Report including a Methodology and Workplan, an approved Outline, as well as lists of Key Graphs, Tables, Indicators and Sources of Information. | 15/07/2024 | 8 |
| 2. Development of detailed Action Plans within Hromadas A total of 8 Action Plans to be developed based on pre-approved format Implementing Action Plans within Hromadas A total of 3 consultations in implementing the “Minimal Package of Services and Benefits” were provided in each Hromada. | 30/08/2024 | 24 |
| 3. Developing and supporting the Better Care Oblast-level Taskforce group At least three reports (quarterly) with minutes of Taskforce meetings, insights, and a forward-looking plan on strengthening the quality of the Taskforce operation, as well as on using Taskforce to advance the Better Care agenda. | 01/10/2024 | 20 |
| 4. Conducting periodic reports on oblast and hromada level At least 3 periodic reports, capturing pre-agreed themes, including existing gatekeeping practices/mechanisms in pilot hromadas and oblast level | 15/11/2024 | 16 |
| 5. Advocacy on hromada and oblast level on launching social contracting modality of social service provision A Concept note capturing steps and procedure to be undertaken for procurement of services from private parties, including both at Oblast level and Hromada level (pilot Hromadas). | 01/11/2024 | 16 |
| 6. Training plan for professionals A Report identifying gaps in knowledge and skills, and suggesting training themes for future consideration, with additional focus of cross-sectoral training. | 15/12/2024 | 15 |
| 7. Assist and support in conducting an assessment of the potential of hromadas and the needs of children's services workers and service providers. Reports on suggested plan (themes, format and timing) of thematic meetings across hromadas | 31/03/2025 | 12 |
| 8. Periodic experience-sharing thematic meetings Reports on suggested plan (themes, format and timing) of experience-sharing thematic meetings across hromadas | 10/06/2025 | 16 |
| 9. Final Report Final Report highlighting (a) work implemented and (b) status of Better Care in Lviv Oblast. | 13/06/2025 | 16 |
| Sub-total: | | 143 |

*Travel plan:

| Destination | Period [month, year] | Days |
|-------------|----------------------------|------|
| Lviv oblast | 07, 2024 | 8 |
| Lviv oblast | 07, 2024 | 8 |
| Lviv oblast | 09, 2024 | 8 |
| Lviv oblast | 11, 2024 | 8 |
| Lviv oblast | 01, 2025 | 8 |
| Lviv oblast | 04, 2025 | 8 |
| Total: | | 48 |

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.

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.