

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

| Title   | Funding Code | Type of engagement   | Duty Station:  |
|---|--------------|--|----------------|
| Consultancy Support to the Development of the 2023-2027 GRZ-UNICEF Country Programme  |              | <input type="checkbox"/> Consultant<br><input type="checkbox"/> Individual Contractor Part-Time<br><input checked="" type="checkbox"/> Individual Contractor Full-Time | Lusaka, Zambia |
| <p><b>Purpose of Activity/Assignment:</b> Support design and facilitation of Theory of Change workshops and quality assure the development of quality, equity-focused Programme Strategy Notes (PSNs), while ensuring the alignment of the Country Programme Document (CPD) with the 8th National Development Plan of the Government of the Republic of Zambia (GRZ), the United Nations Sustainable Development Cooperation Framework (UNSDCF) and other national agendas and priorities including the Sustainable Development Goals (SDGs).</p>   |              |  |                |
| <p><b>Background:</b></p> <p>In Zambia, the current programme of cooperation between the GRZ and UNICEF ends in December 2022. The next country programme (CP) cycle will be from 2023-2027.</p> <p>The preparation for the new CP 2023-2027 has commenced from 2020, comprised of five main stages:</p> <p><b>Stage 1: Situation Analysis and other Evidence Base:</b> Analyze of critical evidence and information to inform the new CP, including a situation update on the wellbeing and rights of children in Zambia; the COVID-19 Recovery Needs Assessment (CRNA) for different sectors; the Evaluation of the GRZ-UNICEF Country Programme of Cooperation 2016-2021, and other key research and studies carried out in the current CP cycle.</p> <p><b>Stage 2: Internal Prioritisation:</b> Reach consensus on critical deprivations for children in Zambia that UNICEF is best placed to address, drawing on key lessons learned from the current CP and the Mid-Term Review, to determine the prioritised programme areas for the new CP, while factoring in emerging issues identified throughout the process, especially with regards to integrated programming.</p> <p><b>Stage 3: Sectoral government consultations:</b> Use the Annual Review Meetings as platforms to carry out sectoral consultations with line ministries, get government and other partners' consensus and endorsement of the prioritised areas for the new CP.</p> <p><b>Stage 4. Programme Strategy Notes (PSNs) and Country Programme Document (CPD):</b> Based on stage 2 and stage 3, as well as feedback received in the Strategic Moment of Reflection (SMR) with government partners and other stakeholders, conduct in-depth causality analysis on deprivations faced by children in Zambia, develop draft PSNs with Theory of Change as per global guidance for each of the major deprivations/manifestations and an overarching PSN to describe the programme rationale and scope of the next CP, finalize PSNs with results and resources matrices; and draft CPD and a Costed Evaluation Plan.</p> <p><b>Stage 5. Country Programme Management Plan (CPMP):</b> Based on CPD and programme strategies and results, and analysis of critical human resource capacities and gaps, develop CPMP with overall office staffing, office structure, management mechanisms and resource allocations.</p> <p>To ensure alignment of the CPD with the GRZ's 8<sup>th</sup> National Development Plan, the United Nations Sustainable Development Cooperation Framework (UNSDCF) and other national agendas and priorities including the SDGs, there is a need for an experienced consultant with the requisite skills to facilitate the Theory of Change workshops and ensure the development of quality, equity-focused PSNs, as per UNICEF's Executive Board requirement and programme development instructions and guidance.</p> <p><b>Objective:</b></p> <p>Under the guidance of the Chief of Planning, Monitoring and Evaluation (PME), the consultant will work closely with the Planning and Monitoring Specialist to draw together themes emanating from prioritisation discussions, facilitate Theory of Change workshops, and support the office develop high quality PSNs that embody the next country programme. The consultant will support the finalization of these milestones and products in line with UNSDCF and UNICEF guidelines, commencing from 1 January 2022.</p> <p><b>Activities and Tasks:</b></p> |              |  |                |

The consultancy will be both country office-based and home-based depending on the nature of the deliverables, which will include the following:

- Facilitate the Theory of Change workshops for different programme sections, and support documenting the key ideas and discussions that emanate from it.
- Ensure that key cross-sectoral themes and strategies (ECD, disability, C4D, adolescence, gender, etc.) stay embedded in the discussions.
- Consult with and support programme sections in drafting and quality assuring the PSNs to ensure coherence and adherence to UNICEF guidelines.
- Draft an overarching summary programme strategy note that ties together all the sectoral/thematic PSNs.

**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:

**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):

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

| <b>Consultant sourcing:</b><br><input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both  |   | <b>Request for:</b><br><input checked="" type="checkbox"/> New SSA – Individual Contract<br><input type="checkbox"/> Extension/ Amendment |  |
|---|---|---|--|
| <b>Consultant selection method:</b><br><input checked="" type="checkbox"/> Competitive Selection (Roster)<br><input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)   |   |   |  |
| <b>If Extension, Justification for extension:</b>   |   |   |  |
| <b>Supervisor:</b><br>Chief PME   | <b>Start Date:</b><br>21 January 2022   | <b>End Date:</b><br>27 May 2022   | <b>Number of Days (working)</b><br>35 days |
| <b>Work Assignment Overview</b>   |   |   |  |
| Tasks/Milestone   | Deliverables/Outputs  | Estimated number of days  | Estimated Budget                           |
| Theory of Change  | <ul style="list-style-type: none"> <li>• Consultation and preparation with sections;</li> <li>• Facilitation of Theory of Change workshops;</li> <li>• Draft Theory of Change for each programme section and overarching Theory of Change for the next CP.</li> </ul>   | 15 days   |  |
| Programme Strategy Notes  | <ul style="list-style-type: none"> <li>• Facilitation and guidance provided for the development of first draft PSNs for each programme component;</li> <li>• Quality assurance of PSNs;</li> <li>• Revision of PSNs based on comments from ESARO and HQ.</li> <li>• Drafting of the overarching summary programme strategy note.</li> </ul>   | 20 days   |  |
| <b>Minimum Qualifications required:</b><br><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters<br><input type="checkbox"/> PhD <input type="checkbox"/> Other<br><br>Enter Disciplines<br>Advanced degree in<br>Development, Economics,<br>Social Science or Related Field | <b>Knowledge/Expertise/Skills required:</b> <ul style="list-style-type: none"> <li>• Sound and up to-date knowledge of UNICEF policies and practices in programme development;</li> <li>• At least eight years in the relevant field (planning, monitoring, evaluation);</li> <li>• Experience in preparing the Country Programme related documents an asset;</li> <li>• Strong background on Rights- and Results-Based Management and development of Theory of Change;</li> <li>• Demonstrated ability to deliver quality reports/analysis and results in line with established deadlines;</li> <li>• Proven ability to exercise analytical and conceptual thinking;</li> <li>• Proven skills in facilitation and communication;</li> <li>• Proven capacity for team work;</li> <li>• Ability to express clearly and concisely ideas and concepts in written and oral form;</li> </ul> |   |  |

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|---|--|
|   | <ul style="list-style-type: none"> <li>• Excellent knowledge of written and spoken English</li> </ul>  |
| <p><b>Administrative details:</b><br/>         Visa assistance required:<br/> <input checked="" type="checkbox"/><br/>         Transportation arranged by<br/>         the office: <input type="checkbox"/></p> | <p><input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:<br/>         If office based, seating arrangement identified: <input checked="" type="checkbox"/><br/>         IT and Communication equipment required: <input checked="" type="checkbox"/><br/>         Internet access required: <input checked="" type="checkbox"/></p> |