

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code	Type of engagement	Duty Station:
Support for donor reporting in UNICEF Mozambique	TBC – will vary by month	<input checked="" type="checkbox"/> Consultant	Maputo, Mozambique
<p>Purpose of Activity/Assignment:</p> <p>Support the Partnerships and Resource Mobilization Unit on the Advocacy, Communications and Partnerships team to develop and deliver high quality written materials, including but not limited to donor reports.</p>			
<p>Scope of Work:</p> <p>Under the general supervision of the Partnerships Manager and working closely with the Reports Specialist, the incumbent will primarily provide support to the donor reporting function. He/She will ensure the office's ability to timely submit quality donor reports that are aligned with best result-based reporting practices, donor requirements, and UNICEF's style and language.</p> <ol style="list-style-type: none"> 1. Ensure timely and accurate reporting and monitoring of donor interests and information needs. This includes timeline and knowledge management, coordination with focal points, gathering of information, consolidation, editing and production of interim and final reports. (Ranging between 20 to 35 reports per quarter, from 2 to 30 pages each, including EU and ECHO reports). 2. Ensure the production of timely and high-quality donor communications materials (including the COAR, thematic reports, presentations, and other occasional office-wide reports). <p>The consultant will be responsible for editing, fact-checking and writing remotely for the above-mentioned types of documents and reports and apply following strategies, among others as agreed with the Reports Specialist:</p> <ul style="list-style-type: none"> • Write up the reports after having the initial concept/draft from the respective programme officers. • Restructure and rewrite the areas of text as needed to promote clarity, continuity, and internal consistency and incorporate reviewers' comments. • Fact-check the statements for accuracy and completion of references as/when required. • Ensure text is responding to the objectives in the proposal and report requirements. • Redraft incorrect or unclear passages where necessary and insert any omitted text. • Provide accuracy and consistency in capitalization, spelling, abbreviations/acronyms, notes, bibliography, titles, graphs, and tables (including their notes and sources), as per the UNICEF stylebook and other guidance. • Ensure that citations are appropriately included for statement/passages where required. • Ensure that the language used is impactful. • Ensure that repetitious text and jargon are eliminated. • Ensure that potential sensitivities are flagged and ways of resolving the issue(s) proposed. • Develop and ensure consistency in overall layout. • Work closely with responsible officers on revisions and changes. <p>The consultant will also support the Reports Specialist in maintaining an online reports tracker and sharing reminders for sections and relevant focal points.</p>			
<p>Child Safeguarding</p> <p>Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:</p> <p>Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>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:</p>			

<p>Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</p>			
<p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p>			
Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:	
2024	ACP, Maputo	<p><i>This support role has been previously filled by a consultant, who will be moving on. These are critical tasks to enable high-quality donor reporting, considering the volume of reports PMRU are responsible for, the Reports Specialist does not have the bandwidth to take them on, and there is not another team member with the required specialized knowledge or writing skills needed.</i></p>	
<p>Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:</p>			
<p>Consultant sourcing:</p> <p><input type="checkbox"/> National <input checked="" type="checkbox"/> International</p> <p>Consultant selection method:</p> <p><input type="checkbox"/> Competitive Selection (Roster)</p> <p><input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)</p>		<p>Request for:</p> <p><input checked="" type="checkbox"/> New Individual Contract</p> <p><input type="checkbox"/> Extension/ Amendment</p> <p><input type="checkbox"/> Low Value Contract (LVC)</p>	
<p>If Extension, Justification for extension:</p>			
<p>Supervisor:</p> <p>Partnerships Manager</p>		<p>Start Date:</p> <p>15 June 2024</p>	<p>End Date:</p> <p>14 June 2025</p>
		<p>Est. Number of Days (working)</p> <p>150</p>	

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Payment schedule
Support and maintain the donor report tracker to ensure timely and quality submission of reports, share and draft reminder messages to sections/focal points.	Monthly updates to report tracker	1x month	Monthly
Prepare templates for reports in line with proposals and ensuring alignment with budget and reporting requirements	Pre-populated report templates shared with Grant Managers as aligned to the agreed timelines	1x month	Monthly
Follow up with sections and reporting focal points to ensure timely and quality inputs, including with cross-sectoral specialists per the SOPs.	Draft reports are complete when shared with the Reports Specialist and Partnerships Manager	Monthly – variance in occurrence as per a given monthly report schedule	Monthly
Finalise and format reports in line with the standard templates and other special requirements (including with UNICEF stylebook) as needed	Finalised reports	Monthly – based on number of reports due every month	Monthly
Support resource mobilisation information management and related administrative tasks.	Ensure submitted reports are adequately filed and clearly marked in the internal SP	Monthly – based on number of reports due every month	Monthly

Estimated Consultancy fee			
Travel International (if applicable)	n/a		
Travel Local (please include travel plan)	n/a		
DSA (if applicable)	n/a		
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines International Development or a related discipline.	Knowledge/Expertise/Skills required: At least 2-years' experience with donor reporting and/or grants management, including result-based management and reporting. Demonstrated exceptional level of narrative and technical writing skills in English		
Administrative details: Visa assistance required: N/A <input type="checkbox"/> Transportation arranged by the office: N/A <input type="checkbox"/>	<input type="checkbox"/> Home Based If office based, seating arrangement identified: N/A <input type="checkbox"/> IT and Communication equipment required: Possibility to provide a laptop (TBD) <input type="checkbox"/> Internet access required: Access to UNICEF's SharePoint and other UNICEF's platforms as agreed.		
Request Authorised by Section Head <i>Guy Taylor</i>	Request Verified by HR: <i>Kabwe Musonda</i>		
<i>Review by Social Policy Social Protection (for evaluation related TORs)</i> <hr/> <i>Approval of Deputy Representative Operations (if Operations):</i> <i>Approval of Deputy Representative (if Programme)</i> <hr/> <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> <hr/>			

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.