

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	<i>International Consultancy: Study on options for maintaining Malawi's Social Registry Information</i>	
Requesting Section	Social Policy	
Location	Place of assignment: Home-based consultancy	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
Contract Duration	7 months	
Number of working days	65 days	
Planned Start and End Date	From: 2 nd November 2021	To: 2 nd June 2022

BACKGROUND

Underlying poverty and vulnerability to repeated shocks are severely affecting the lives and economic prospects of millions of Malawians. The 2017 Integrated Household Survey (IHS 4, 2017) estimated that more than half of the Malawian population (51.5%) is living below the national poverty line. In rural areas, this percentage rises to 59.5%. As compared to 2010, the IHS 4 reported an increase of national poverty levels (by 0.8 %) while ultra-poverty declined from 24.5 % to 20.1 %.

Poverty is multidimensional, and determined not only by income, but also by deprivation and vulnerabilities: 56.1% of the Malawian population are multi-dimensionally poor, and an additional 27.2% live near multi-dimensional poverty (Human Development Report 2016). Sixty three percent of children are multidimensionally poor in Malawi; which is higher than the monetary poverty rates for both children and adults.

The frequent shocks in Malawi including floods, droughts, macroeconomic instability and, more recently, the COVID-19 pandemic, are contributing to aggravate this situation. Every year, for the last 10 years, close to 2 million people in Malawi have been in need of emergency food assistance. And in 2021, a caseload of nearly 200,000 households was added due to emerging needs in urban areas related to the socio-economic effects of COVID-19.

Recent years have seen a sharp increase in the number and coverage of social protection programs worldwide and the broader institutionalization of social protection systems. While many countries still face significant fragmentation, there is a growing trend towards integration of different functions underlying the delivery of social protection programs. One notable example is the harmonization of outreach, intake, registration and assessment of needs and conditions for multiple programs via social registries. This trend has been exacerbated by an increased interest on leveraging social protection systems for humanitarian responses and the COVID-19 pandemic.

The Unified Beneficiary Registry (UBR) is a social registry that provides a single source of households' information, helping harmonise targeting processes for social support programmes in Malawi. It was created in 2016 as part of the efforts to continuously improve and harmonise targeting across most interventions under the Malawi National Social Support Programme II (MNSSP II, 2018- 2023). From 2018, the UBR has been the main source of data for targeting new Social Cash Transfer Programme (SCTP) beneficiaries, and has also been used for the identification of beneficiaries under the annual Lean Season food insecurity response and other shocks, thus constituting a positive example of Shock-Sensitive Social Protection. Other potential areas of expansion for the registry include agriculture and education.

JUSTIFICATION

Much as the UBR has been used for targeting and retargeting for social support and emergency programmes, the extent to which the information it contains has been used has depended on the availability of recent and complete data records across Malawi's 28 districts. Therefore, there is need for exploring realistic and cost-effective options for maintaining at least a core set of indicators in risk-prone areas continuously updated in order to facilitate the leveraging of the UBR for shock-responses.

PURPOSE OF THE ASSIGNMENT

Malawi's Government and Development Partners are looking for potential avenues to maintain critical information on the Unified Beneficiary Registry continuously updated, in order to facilitate the leveraging of this social registry for social protection and emergency responses, among others.

This assignment is the Second Step in a broader national process to support UBR updating processes. The First Step was a study on the "Dynamic inclusion in social protection information systems" produced in August 2020, which was providing an overview of different methods for updating social registries and introducing country examples, including recent developments due to the COVID-19 pandemic. The purpose of this Second Step is to provide a specific menu of costed solutions for keeping critical elements of Malawi's social registry updated, accompanied by an assessment of its practicality.

This exercise complements ongoing UBR-related processes led by the Government of Malawi, including the development of the UBR Strategy, the UBR SWOT Analysis and ongoing operational initiatives trying to link the UBR to relevant systems. It shall also be informed by recent experiences and developments relevant for the social protection and humanitarian sectors in Malawi, including the Management Information System for Emergencies ("Emergency MIS") and the COVID-19 Urban Cash Intervention Management Information System ("CUCI MIS").

Once finalised, this study will contribute to advance multi-stakeholder discussions and planning for updated UBR information for its use for social protection and humanitarian responses.

SCOPE OF WORK/OBJECTIVES

The consultant will be required to develop a methodology, to be refined in the inception report, to lay out the approach to the assignment. The methodology must include a detailed workplan.

Following the approval of the methodology, the consultant will conduct a desk review and an analysis of options for regularly updating Malawi's UBR information. The report shall include specific sections on the practicality of each option presented for the context of Malawi (e.g. on-demand solutions vs. limited literacy levels), its costing implications and its potential for the effective use of UBR data for emergency responses. The report shall be validated by key stakeholders. Comments and modifications will be addressed by the consultant iteratively until a final version of the report is accepted. The consultant is expected to facilitate stakeholder's consultations.

The assignment will be structured around (i) an inception report, detailing methodology and workplan; (ii) a draft report for discussion with the stakeholders; and (iii) a final report.

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/communication lines): Chief of Social Policy.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done: The consultant will be expected to report on the deliverables designed as per UNICEF instructions and when they occur, according to given timelines, editorial standards and recommendations to the UNICEF Social Policy team. The drafts and final versions will be submitted by email in MS Word format, as well as in MS Power Point if requested by the UNICEF Social Policy team.

How will consultant consult and deliver work and when will reporting be done: The consultant will submit the required deliverables to the supervisor, according to the timetable of the expected deliverables. The exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signature and before each activity/project will be undertaken.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
1. Developing an Inception Report	Inception Report	8	15/11/2021	10%
2. Providing a Draft Report and PowerPoint presentation, including a detailed overview of relevant regional and international evidence, based on political economy factors	Draft Report and presentation	45	15/04/2022	60%
3. Delivering a Final Report, related PowerPoint presentation and policy brief	Final Report, presentation and brief	12	15/06/2022	30%
Total		65		100%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant/ individual contractor and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

The fee is based on an all-inclusive basis.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification: Advanced degree in Political Science, Development, Humanitarian Affairs or related disciplines.

Work experience: A minimum of 10 years' professional experience in social protection and/or humanitarian affairs, better if applied to areas related to social registries and beneficiary databases or Management Information Systems (MIS). Experience in developing countries, including at least 3 years in SubSaharan Africa, is required. Additional experience in Malawi will be considered a strong asset.

Technical skills and knowledge: Advanced knowledge and understanding of social protection and humanitarian affairs. In depth understanding of the concept of social registries and the challenges for its operational implementation in developing countries, with at least 2 years of experience related to social registries in SubSaharan Africa. A minimum of 6 years of experience in assignments related to the design and/or operations of management information systems for the provision of social support and/or humanitarian aid. Proven ability to work in collaboration with Government institutions.

Competencies: Intermediate knowledge of the Microsoft Office Package is required. Ability to work efficiently in a time-bound manner, delivering high quality products through participatory processes.

Languages: Excellent written and spoken English is required.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of

discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer. Prior to the issuance of the official contract, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

The consultant will be working remotely. Access to UNICEF resources and facilities is not to be expected. The consultant is expected to provide his/her own laptop, phone and internet plan. The consultant is to be available and respond to communications from UNICEF within a maximum of 3 working days.

CONDITIONS

- The consultancy will be on a long-term arrangement basis over a period of 7 months, however the consultant will only work for 65 days during this contract period.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- This is a home-based assignment hence no travel is involved.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- The consultant will not have supervisory responsibilities or authority on UNICEF budget.
- 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 assignment is an off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details