**TERMS OF REFERENCE**

**Purpose of the Assignment:** Social Protection Consultant (Shock Responsive/COVID-19) – Zambézia Province

**Section Submitting: SPEAR**

1. **Purpose and Objective:**

To provide technical assistance to the government (MGCAS, INAS), partners (UN Agencies and Civil Society Organizations) and UNICEF Zambezia Office in the implementation and monitoring of shock responsive social protection programmes to support the most vulnerable urban families affected by the COVID-19 in selected urban and peri urban district(s) in Zambézia Province during six months.

1. **Methodology and Technical Approach:**

Under the general guidance of the UNICEF Social Protection supervisor and in close coordination with the Chief of Field Office, government and development partners, the incumbent is responsible for providing technical support to the implementation, monitoring and evaluation of shock-responsive social protection as response to the COVID-19 pandemic. She/he is also expected to support and oversee implementation of other program components, beyond cash transfer, such as: communication/C4D messaging and community feedback & claims mechanisms, including referrals of cases.

1. **Activities and Tasks:**

* Support the subnational authorities of key government counterparts (Ministry of Gender, Children and Social Action – MGCAS and National Institute of Social Action- INAS) to implement and monitor post-emergency cash transfer program (PASD-PE Pandemic).
* Maintain regular communication with INAS Delegation for effective coordination of any cash transfers delivered by partners under National Social Protection Response Plan.
* Work closely with implementing partners (UN Agencies, Civil Society Organizations) to set up and implement cash transfers (PASD-PE Pandemics) under National Social Protection Response Plan.
* Support the engagement of Civil Society Organizations (including grassroots associations) working with people with disabilities and women’s rights, to effectively participate in verification, monitoring and communication with program participants and communities.
* Support Government, UNICEF and partners in the effective implementation of feedback and complaints mechanism, recording and follow up of complaints (in particular, sexual exploitation and abuse or gender-based violence) cases related to PASD-PE Pandemics.
* Support and follow-up implementation of C4D messages delivered as part of the PASD-PE Pandemics.
* Produce regular reports on the implementation of PASD-PE Pandemics in all its components (cash, C4D, feedback & complaints mechanisms) and support Government reporting.
* Any other tasks related to social protection implementation in PASD-PE Pandemics affected areas, including support of data collection for monitoring and evaluation.

1. **Deliverables and Payments:**

Payments will be processed upon acceptance of the corresponding deliverable and against an invoice that will make reference to the contract reference and deliverable number. Payments will be approved by the respective section chief.

*Deliverable 1:*

Delivery timeframe: 10 September 2020

Deliverable/product(s): Initial report on Verification and Enrolment of beneficiaries. This should include summary of process, challenges and recommendations; information on INAS pre-lists and final lists of participants after verification by partners.

Payment: 10% of total fees

*Deliverable 2:*

Delivery timeframe: 10 October 2020

Deliverable/product(s): Monthly PASD-PE monitoring report (including status of payments, C4D component, summary of cases identified and referred through Linha Verde and of information captured through CSO partners). The report must include facilitators and challenges/bottlenecks and recommendations of activities/changes to improve implementation.

Payment (indicate amount or %): 18%

*Deliverable 3:*

Delivery timeframe: 10 November 2020

Deliverable/product(s): Monthly PASD-PE monitoring report (including status of payments, C4D component, summary of cases identified and referred through Linha Verde and of information captured through CSO partners). The report must include facilitators and challenges/bottlenecks and recommendations of activities/changes to improve implementation.

Payment (indicate amount or %): 18%

*Deliverable 4:*

Delivery timeframe: 10 December 2020

Deliverable/product(s): Monthly PASD-PE monitoring report (including status of payments, C4D component, summary of cases identified and referred through Linha Verde and of information captured through CSO partners). The report must include facilitators and challenges/bottlenecks and recommendations of activities/changes to improve implementation.

Payment (indicate amount or %): 18%

*Deliverable 5:*

Delivery timeframe: 10 January 2020

Deliverable/product(s): Monthly PASD-PE monitoring report (including status of payments, C4D component, summary of cases identified and referred through Linha Verde and of information captured through CSO partners). The report must include facilitators and challenges/bottlenecks and recommendations of activities/changes to improve implementation.

Payment (indicate amount or %): 18%

*Deliverable 6:*

Delivery timeframe: 10 February 2020

Deliverable/product(s): Final PASD-PE monitoring report. This report must aggregate process and learnings from the previous months and add any new information in order to capture learnings in relation to:

* Verification and enrolment of participants. Participation of CSOs/associations. Community engagement and overall agreement with lists.
* Cash transfer delivery. Completion of scheduled payments; challenges regarding use of mobile/electronic money by program participants; challenges regarding equity and reaching vulnerable groups with mobile/electronic money (in particular: women, people with disabilities, people living with chronic diseases, elderly population); challenges related to liquidity and security.
* C4D Component (in coordination with C4D Official in Zambezia Office).
* Feedback, claims and accountability to affected populations (through Linha Verde and CSOs). This section must include a summary of cases related to PASD-PE Pandemics with particular attention on Sexual Exploitation and Abuse and Gender Based Violence cases.

Payment (indicate amount or %): 18%

1. **Management and Supervision:**

Consultant will be supervised by the Social Protection Specialist, SPEAR Section in consultation with the Chief of Field Office**.**

1. **Qualifications and Specialized Knowledge:**

A university degree in one of the following fields is required: Economics, Public Policy, Social Sciences, International Relations, Political Science, or another relevant technical field

Academic qualifications:

At least a Masters’[[1]](#footnote-1) degree in Economics, Public Policy, Social Sciences, International Relations, Political Science, or another relevant technical field

Work experience:

At least 5 years of relevant work experience in social policy. Experience working with social security and/or basic social protection in Mozambique is considered as a strong asset.

Specific knowledge, competencies, and skills required:

Core Values

* Commitment
* Diversity and inclusion
* Integrity

Core competencies

* Communication (II)
* Working with people (I)
* Drive for results (I)

Functional Competencies:

* Formulating strategies and concepts (I)
* Analyzing (II)
* Applying Technical Expertise (II)
* Learning & Researching (II)
* Planning & Organizing (II)

Language skills:

Fluency in Portuguese and English is required. Capacity to communicate in *chuwabo* is an asset.

1. **Conditions of Work:**

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| --- | --- | --- | --- |
| **Items** | **Provided by UNICEF** | | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | x |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | x |  |
| Office Space | x |  |  |
| Computer in office premises | x |  |  |
| Access to printer in the office premises | x |  |  |
| Airtime |  |  | Data up to: amount  Voice up to: amount |

1. **In-country Travel.**

Approved travel within Mozambique will be covered/reimbursed by UNICEF as follows:

Option a. Air tickets to be purchased by the consultant from approved airlines and reimbursed by UNICEF; per diem at 75% of the applicable UN Mozambique DSA rate (for the whole night spent outside the place of assignment), on a reimbursable basis; taxi/transport costs to and from the airport, on a reimbursable basis supported by the submission of original invoice/bill/receipt. All reimbursables to be included in their respective invoices.

Option b. Travel organised by UNICEF through a Travel Authorization per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

1. **Evaluation Criteria**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. The office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time. The technical evaluation criteria are stipulated below.

|  |  |  |
| --- | --- | --- |
| **Item** | **Technical Criteria/Qualifications** | **Max. Points** |
| **1** | **Education** |  |
| **1.1** | Completed a Bachelor’s Degree in Economics, Public Administration/Policy, Political Science/International Relations or Social Sciences (7 points)  Currently enrolled in a Master’s Degree in Economics, Public Administration/Policy, Social Policy, Development Studies or equivalent (10 points)  Completed a Master’s Degree in Economics, Public Administration/Policy, Social Policy, Development Studies or equivalent (15 points) | 15 points |
| **2** | **Work Experience** |  |
| **2.1** | Less than 5 years of relevant -social sector and/or programme monitoring, field coordination- work experience (5 points) | 15 points |
| **2.2** | 5 o more years of relevant work experience (10 points) |
| **2.3** | Has specific experience -coordination or field monitoring of cash transfers/social protection programmes in similar contexts (15 points) |
| **3** | **Technical Skills and Knowledge** |  |
| **3.1** | Monitoring of programmes, including collection of implementation data and timely reporting (+5 points) | 15 points |
| **3.2** | Good communication and/or satisfactory coordination of multiple partners, including government (+5 points) |
| **3.3** | Language skills (Portuguese and English: +3 points; plus knowledge of Makua: +5 points) |
|  | ecblank**Total Technical Score** | **45** |
|  | **Minimum Technical for pass to financial assessment** | **35** |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* | |

1. **Remarks:** *Provide any other comments as necessary.*

1. NO/P-1 and 2: at least a BA; NO/P-3 and above: at least a Masters [↑](#footnote-ref-1)