

## Social Policy Specialist (Cash Transfer P3)

### Terms of Reference

<b>Purpose</b>	Technical support to the design, implementation, monitoring and evaluation of UNICEF-supported cash-transfer programmes
<b>Level</b>	P 3 (International)
<b>Location</b>	Bamako
<b>Duration</b>	364 days
<b>Start Date</b>	August 1 <sup>st</sup> , 2024
<b>Reporting to</b>	Chief Social Policy
<b>Project &amp; Activity codes</b>	Coordination bodies of social protection programmes at national and subnational levels have the skills and resources to take care of the poorest children and those living with disability, through various safety social nets (health, education, nutrition, wash, child protection services)

## 1- Context and justification

### **Strategic context:**

Cash transfer has been used for at least a decade in Mali in both development and humanitarian contexts. In line with Grand Bargain commitments, UNICEF aims to expand the use of cash-based assistance where possible to support those most in need across the country. There is not a recent and comprehensive assessment of the feasibility of large-scale cash transfer Programme in Mali, but the current context seems to lend itself perfect for the purpose provided that dedicated technical capacity able to navigate the complex operating environment is in place internally and externally within sister agencies and implementing partners.

UNICEF's cash transfer operations are currently growing in scale and in geographic focus. These operations target the most vulnerable people, notably the populations most affected by the COVID-19 pandemic, children in a situation of malnutrition or at risk of being malnourished, pregnant and lactating women, households with girls at risk of drop out from school, women's savings groups and nutrition support groups, etc. As the people targeted are already vulnerable, the short- and medium-term objective is not necessarily to boost empowerment but to enable households to meet urgent and essential needs to serve as a lever for social safety nets.

UNICEF is also preparing to provide cash in extreme humanitarian conditions to relieve populations affected by displacement, epidemics, climate change and natural disasters. Given the near unpredictability of most of these situations and their potential and actual scale, the challenge remains how to be ready to deploy a

multisectoral response with a cash component at any given time within the broader context of the Core Commitments for Children (CCC).

## 2- Objectives

Under the supervision of the Chief Social Policy and with the aim to strengthen the existing ecosystem of programmatic priorities as they related to cash transfers interventions, the Social Policy Specialist (Cash Transfer) will support the country office in establishing and implementing a strategic and operational response plan for the use of cash-based assistance (CABT) and HACT Cash Programme (HCP) as defined by the internal procedure effective since November 2021.

S/he will be leading and/or providing substantial support at strategic level and in programmatic issues including Programme design, implementation, monitoring and evaluation, institutional and external capacity building in cash transfer and internal and external coordination mechanisms.

## 3- Major duties and responsibilities

### 1. Strategic support

- Assess program needs, risk assessment of the context to advise the office in the strategic positioning on Cash-Assistance Based Transfers directly to beneficiaries (CABT) and HACT cash programs (HCPs)
- Provide technical assistance to UNICEF Mali CO in the conceptualization, contextualization, strategic and operational planning, and programme implementation regarding CABT and HCPs and establish a strategic response plan for the use of cash assistance at scale in close collaboration with programme and operations teams
- Assess UNICEF's readiness to implement cash transfers by implementing the roadmap for the minimum preparedness standard of the Emergency Preparedness and Planning (MPS 9)
- Assist the country office in the documentation of risk and opportunity mapping to identify relevant risks related to cash programme implementation, and plan coherent risk management and response actions in line with UNICEF's policies and procedures on risk management.
- Support analysis of national social protection systems to identify functional areas that could be leveraged in the short and medium term for delivery of cash assistance at scale in accordance with national social protection policy and its action plan and identify areas of national systems to prioritize for recovery support and develop working relationships with system actors and relevant stakeholders.
- Participate in the operational research, monitoring, and evaluation of cash transfer programmes, including the baseline evaluation of the socio-economic conditions of beneficiary households, as well as the final evaluation to assess the impact.
- Substantially support UNICEF's efforts at cross-sectoral integration of environmental and social safeguards of cash interventions for effective programmatic response from strategy development to design and costing of activities.

### 2. Programme design :

- Lead, in coordination with the programme section and operations, the development of cash transfer programmes including on targeting, registration, payment and complaints/grievance system to improve sectorial objectives.

- Support the development of a detailed plan and a clear segregation of duties and the implementation of risk mitigation measures for the office wide cash transfers programmes
- Provide technical support from programmatic perspective in defining the scope, the geographic area(s), the beneficiary preferences, the delivery mechanisms, the procurement strategy, including collaborative options in the context of the program being implemented as well as the operating context of the country.
- Provide technical support in operational preparedness including macro and micro-financial assessments, Financial Services Providers procurement and contractual arrangements
- Assist the office in the development and implementation of sound measures to protect people receiving funds and their personal data in accordance with UNICEF Policy on Personal Data Protection.
- Ensure Accountability to Affected Population (AAP) is streamlined across the cash transfer program implementation cycle with attention to information sharing to beneficiaries, community inclusion in program implementation, complaints and response mechanism and continuous learning.

### **3. Programme implementation and monitoring :**

- Develop, review, and maintain work plans with time frames and deadlines for key activities, based on changing and emerging needs, and ensure that standard operating procedures are developed and kept up to date.
- Design a sound and effective monitoring and knowledge management system including distribution monitoring and post-distribution monitoring. In particular insure that (i) the list of beneficiaries selected in accordance to transparent criteria for inclusion is accurate and up to date, (ii) the beneficiaries exist and are eligible to receive cash assistance; (iii) the eligible beneficiaries have received the cash assistance and the payment amount is accurate and (iii) The eligible beneficiaries have a channel to voice concerns on and (iv) a third-party monitoring mechanism for the process and output monitoring of cash transfer programme is set up;
- Work closely with monitoring and evaluation system for cash transfer programme and implement recommendations to improve the efficiency and quality of the programmes using the cash modality.
- participate in annual sector review meetings and organize review meetings with partners and counterparts; ensure the timely preparation of annual program status reports.
- Develop a comprehensive monitoring system to ensure quality monitoring of all UNICEF funded cash transfers in collaboration with implementing partners.
- Manage cash assistance information products, including contributions to situation reports, briefing notes, presentations, knowledge management, donor reporting and others.

### **4. Capacity building :**

- Supports the collection, analysis, and user-friendly presentation of data on social protection and cash transfer coverage and gaps, linking with multidimensional poverty and including strengthening national capacity to collect routinely, report and use data for policy decision-making.
- Disseminate UNICEF cash transfer programme related policy, guidance, and tools as well as inter-agency strategies and operational guidelines
- Organize training session of UNICEF staff in close collaboration with the CALP Network
- Support the responsible ministry with the Annual Social Protection Review at national and local levels.

#### **5. Coordination :**

- Coordinate programmatic and operational response analysis to inform response plans, including financial sector assessments in close coordination with the Operations team, to determine viable payment mechanisms, clarify the regulatory environment and define programmatic risk outlook.
- Ensure operational linkages between UNICEF cash assistance and relevant UNICEF sectors including for identification of multipurpose cash transfer interventions.
- Liaise regularly with RO, HQ cash focal points, through established coordination mechanisms to ensure follow-up actions at the respective levels are taken.
- Act as the secretary of the internal Cash Working group
- Update the mapping of cash transfers projects in Mali.
- Represent UNICEF in inter-agency for a such as Cash Working Group and liaise with other key players to identifies entry points for collaboration, complementary and operational and programmatic synergies including joint delivery mechanism to avoid duplications of efforts and maximize the impact for the most in need.

#### **4 Qualifications of the successful candidate**

##### **Education:**

Advanced university degree in development economics, poverty alleviation, social policy, social protection, public policy, other relevant social science disciplines. Recent trainings in the field of social cash transfers will be given due consideration.

##### **Experience:**

- At least five years of relevant professional work experience in designing, implementing, and managing cash transfer programmes in complex, high-risk conflict affected environment and social protection settings
- Strong knowledge of ongoing social protection policy debates and evidence is required.
- Key expertise in data and information management including data visualization skills
- Ability to work independently and respond to feedback in a timely and professional manner.
- Ability to design and implement gender responsive social cash transfer programme is strongly recommended
- In-depth knowledge of the Sahel region or regions or comparable complexity is highly desirable.

#### **5 Languages**

Fluency in French and English is required. Knowledge of another UN language or local language is an asset.

## 6 Competencies and level of proficiency required

### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

### Core competencies skills

- Communication (II)
- Working with people (II)
- Drive for results (II)

### Functional Competencies

- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with

## 7 Approval

### Prepared by:

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04-06-2024

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