

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

Title	Funding Code	Type of engagement	Duty Station:
National joint Programming on SP in Yemen consultant		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	Home, Sana’a/Aden Yemen
<p><b>Purpose of Activity/Assignment:</b></p> <p>Under the supervision of the Chief Social Policy UNICEF would like to hire two national consultants who will work in close coordination with an international consultant hired by UNDP for the purpose of the joint UNICEF-UNDP programming on Social Protection. The national consultants will contribute to the development of a joint programming document to articulate the programming needs in social protection in Yemen against the backdrop of the socio-economic impacts of COVID-19 which have aggravated the needs of the poor and vulnerable and further devastated the social protection system and institutions of the country. The joint programming document development will be led by the international consultant who will be hired by UNDP during the same period of this consultancy and for the same purpose.</p>			
<p><b>Background/ Scope of Work:</b></p> <p>The ongoing conflict in Yemen has further impoverished the Yemeni population and increased their vulnerability. In May 2015, the UN placed the Republic of Yemen at Level 3 of humanitarian distress with 10 governorates declared to be at a Level 4 state of emergency, the highest categorization of countries in conflict. The World Bank estimates 71% to 78% of Yemenis are affected by poverty<sup>1</sup>. The economy contracted by about 28 percent of gross domestic product (GDP), while inflation has been estimated to have reached about 40 percent. Public sector investment in education and health has been suspended with the growing fiscal deficit and suspension of donor funding. Previously dependent on imports for 90% of its staple food, the country has been hit hard by a naval embargo imposed by the Saudi-led coalition, fighting around the government-controlled port of Aden and the rebel-held port of Al Hudaydah.</p> <p>The social protection system in Yemen has been largely dysfunctional, with heavy reliance on informal social security including kinship-based arrangements; mutuality-based/self-help initiatives; religious- or charity-based arrangements (e.g., Tafakul; Zakat-based arrangements); and also, remittances and endowments. The COVID19 pandemic of 2020/2021 has served as an opportunity to accelerate actions to rebuild and strengthen the Social Protection system in Yemen. Going beyond how to support the coping capacities of Yemenis, although challenging, it will be worthwhile to consider the practical and effective building blocks for a sustainable and comprehensive SP priorities under the existing strategic documents of the UN (CCA, CPDs, COVID Socio-Economic Framework, etc</p> <p>The situation is compounded by the disruption of formal social protection systems – the Social Welfare Fund (SWF) that used to deliver unconditional cash transfers to 1.5 million beneficiaries, suspended its programme in March 2015. Currently, UNICEF with the support from the World Bank deliver emergency cash transfers to those 1.5 million SWF beneficiaries across the country. Other key welfare and development funds are almost</p>			

<sup>1</sup> Yemen country overview, World Bank, 2021; <https://www.worldbank.org/en/country/yemen/overview#:~:text=By%20the%20end%20of%202020,19.9%20million%20without%20adequate%20healthcare>

non-functional. The Social Fund for Development (SFD) and the Public Works Project (PWP) are among only a few programmes currently being supported by again the World Bank through UNDP with a view to promote short-term employment opportunities and safety nets. Informal social protection networks and mechanisms that the poorest are heavily rely on are overstretched. The collapsing social protection systems are eroding community resilience. Some institutions however, such as the Handicap Care and Rehabilitation Fund has been heavily impacted due to lack of funding. While it has been established as a key safety net institution for the persons with disabilities, it has not been able to provide the support it is mandated to provide since the conflict escalate. This comes as the need for its support is increasing with number of persons with disabilities increases as the conflict goes on.

Since 2020 COVID-19 pandemic has further stretched the capacity of a very weakened health sector and the provision of essential services such as safe water, sanitation and hygiene exacerbating other crises resulting in increased death, illness, violence and an expanding poverty circle amongst the Yemeni population. Therefore, underscoring the need for solid and integrated social protection response. It also highlights the need for a more shock-responsive Social Protection system especially in fragile context such as Yemen; an area that needs to be prioritized by humanitarian and development actors including UNICEF and UNDP.

In light of the foregoing, UNDP & UNICEF seek an expert/consultant(s) to lead the development of a joint programming document to articulate the programming needs in social protection in Yemen against the backdrop of the socio-economic impacts of COVID-19 which have aggravated the needs of the poor and vulnerable and further devastated the social protection system and institutions of the country.

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Preliminary discussions between UNDP & UNICEF have resulted in the identification of three (3) main pillars of immediate substantive work as:

- **Joint support for the social protection strategic framework**  
A national SP Strategic Framework to be developed to articulate key Social Protection capacity needs, conceptual approaches of relevance to Yemen, identify/strengthen governance structures, delivery, funding, and national coordination mechanisms, including humanitarian social assistance support.
- **Mainstreaming Social Protection in Humanitarian- Development-Peace Nexus programming**  
Seek to leverage social protection as an effective short and long term response to multivariate shocks, protracted crises and displacement and support in transforming short-term humanitarian interventions into development processes to aim to achieve resilience, peace, stabilisation, and economic growth in Yemen. Hereby also linking formal and humanitarian social assistance support to beneficiaries with the productive sector.
- **Public work schemes using contributory arrangements**

To help address widespread unemployment and poverty, explore public works programmes to support poverty alleviation, with a focus on youth and women. Health coverage, disability support and unemployment protection, sickness benefits and maternity protection, are key SP areas that should benefit from contributory public works arrangements. Issues to be considered are the establishment of a national-scale productive safety net arrangement, into which public work (such as Cash for Work/VSLs) programmes are integrated.

This consultancy will be managed jointly by UNICEF and UNDP and implemented by a team of three consultants: one international consultant and two national consultants (one to cover the Sana’a hub areas and another one to cover the Aden hub areas). UNDP Yemen Country Office (YCO), will recruit and supervise an international consultant who will be the team leader of this consultancy. UNICEF Yemen Country Office will recruit and supervise **two national consultants** who will technically report to the team leader. As far as possible, UNDP YCO will ensure recruiting the international consultant prior to the recruitment of the national consultants so that he/she will support the selection process of the national consultants (led by UNICEF YCO), to ensure quality and fit-for-purpose selection.

While the team leader will be responsible for leading the entire process of developing the project document for joint programming on social protection and the consultation around it, the national consultants will lead in data collection and interviews at the field level. They will also support in development of the inception and final report, coordination and organization of a consultative workshop, and finalization of the project document itself.

Due to the COVID-19 pandemic and global travel bans and lockdowns, the assignment will be conducted using a mix of modalities i.e., work-from-home, field-based consultations in person and/or through media to finalize the Project Document which will comprehensively outline the pillars of the Project Document as both the roadmap for joint programming on Social Protection in Yemen in support of national efforts and a resource mobilization tool.

Under the overall guidance of the Chief Social Policy (OIC) who will facilitate the coordination with the UNDP Project manager and the international consultant hired by UNDP, the selected consultants are expected to conduct and deliver

- *Desk Review:*
- *Inception report:* the inception report will include the proposed methodology and structure of the report.
- *Consultations and Interviews:* with govt partners, UN/NGO and donors on gaps, opportunities and recommendations for prioritization and approach on Social Protection in Yemen
- *Presentation of the Project Document (PD) to UNICEF and UNDP management*
- *Donor Consultative workshop to validate PD*
- *Final Report including the validated PD.*

**These ToRs are only for the national consultants**

<b>Budget Year:</b>  <i>10,000 USD (5,000 per consultant)</i>	<b>Requesting Section/Issuing Office:</b>  <i>Social Policy</i>	<ul style="list-style-type: none"> <li>- Reasons why consultancy cannot be done by staff:               <ul style="list-style-type: none"> <li>- <i>This is full time job which needs dedicated person to work closely with the international consultant who will be hired by UNDP to lead this exercise.</i></li> <li>- <i>Special skills required that are not necessarily part of the SP team JDs</i></li> </ul> </li> </ul>
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**Included in Annual/Rolling Workplan:**  Yes  No, please justify:

**Consultant sourcing:**

**Request for:**

<input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Consultant selection method:</b>  <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<input checked="" type="checkbox"/> New SSA  <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b>  <i>Chief of Social Policy</i>	<b>Start Date:</b>  <i>15 October 2021</i>	<b>End Date:</b>  <i>15 January 2022</i>	<b>Number of Days (working)</b>  <i>50 working days, spread over 3 months</i>

<b>Work Assignment Overview</b>			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Submission and acceptance of an inception report	Inception Report	After 2 weeks from signing the contract	20% of the total value of the contract
Completion of field work ( <i>Consultations and Interviews</i> : with govt partners, UN/NGO)	Progress report endorsed by the consultancy team leader	By end of the 5 <sup>th</sup> week of the consultancy	30% of the total value of the contract
Coordination and organization of consultative workshop	Activity report endorsed by the consultancy team leader	By end of 8 <sup>th</sup> week of the consultancy	20% of the total value of the contract
Submission and certification of final report and next phase project document on Social Protection	Final report	By end of the 10 <sup>th</sup> week of the consultancy	30% of the total value of the contract
<b>Estimated Consultancy fee</b>			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	Potential field visits to the selected districts and governorates to conduct interviews and data collection		
DSA (if applicable)	Travel expenses & DSA will be covered by the UNICEF and as per Unicef's policy in this regard		
INSTITUTIONAL ARRANGEMENTS	Consultants are expected to have his/her computer and other related		

	<p>equipment to deliver the tasks.</p> <p>Professional fees shall be determined by the hiring process</p>		
<b>Total estimated consultancy costs<sup>i</sup></b>			
<p><b>Minimum Qualifications required:</b></p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>At least a Master’s degree in Economics/ Development Study/Social Sciences/ Statistics/ or related field especially advanced academic certificate/diploma courses on International Humanitarian Action /Social policy/Social Protection is required</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>- At least 7 years of demonstrated experience in the areas of crisis and post-conflict recovery, Social protection, peacebuilding, and stabilization, HDP nexus, with thematic expertise in the areas of transitional governance and state-building, social reform and economic recovery.</li> <li>- Previous experience in similar activities with the UN or other international organizations will be an added advantage</li> <li>- Strong background, in areas including on assessment data collection and analysis, monitoring and evaluation, preferably in areas related to social protection field.</li> <li>- Demonstrate knowledge, experience understanding of the Yemeni context especially in the area of social protection,</li> <li>- Ability to speak and write both in English and Arabic language with a minimum level of professional</li> </ul>		
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>		
<p><b>Request Authorised by Section Head</b></p> <p><i>Ali Al-Agri (Chief Social Policy OIC)</i></p>	<p><b>Request Verified by HR:</b></p>		
<p><i>Approval of Chief of Operations (if Operations):</i></p> <p>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>		<p><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p>	

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<sup>1</sup> 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

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