

United Nations Children's Fund

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| Title: International Consultancy – country programme planning and monitoring quality assurance | | Funding Code Regular Resource | Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor | Duty Station: Abuja, Nigeria |
| Purpose of Activity/Assignment: UNICEF Nigeria is commencing a new country programme, 2023-27. At the same time new UNICEF processes for reporting and workplanning have been introduced and will add to the office workload. The objective of the consultant is to provide support and quality assurance to end-year reporting, 2023-24 workplanning, and ongoing front office processes including support to the country office management team (CMT) and maintaining the office risk register. | | | | |
| Scope of Work: Under overall guidance of the Deputy Representative, the Consultant will support the development and quality assurance of Donor reporting and Resource Mobilization materials and support the new Country Programme Development processes. Key activities will include: <ol style="list-style-type: none"> 1. Review and provide quality assurance of end-of-year reporting, including the Results Assessment Module (RAM) narratives and particularly the end-year summary narrative and the new CSI indicators. The consultant will work with inputs from outcome and output leads, the M4R monitoring manager, to provide editorial support for outcome and output narratives and draft the end-year summary narrative. 2. With the programme and planning manager in M4R, the consultant will provide quality assurance to federal and state workplans for 2023-24, based on the new country programme document and inputs from section chiefs, chiefs of field offices and government partners. The consultant will provide guidance to sections on how to implement the work planning module of the RAM. 3. Support secretariat functions for the Senior Management Team and Country Office Management Team (CMT), responsible for monitoring actions and the follow-up mechanisms. Ensure information is available for the management prior to the meeting and decisions are communicated to relevant people, responsible for the monitoring of actions and the follow-up mechanisms. 4. Support sections and FO in maintaining updated risk registers and keeping the management abreast of critical risks, associated actions, and support. Maintain risk register as a special agenda item in the CMT meetings every quarter. | | | | |
| Budget Year: 2022 | Requesting Section/ Issuing Office: M4R | Reasons why consultancy cannot be done by staff: As there are vacancies in several key positions during the critical period during the end of the year and the start of a new country programme, specific additional support is required to provide assistance and quality assurance for planning, monitoring and front-office processes. | | |
| Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: | | | | |
| Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview) | | | Request for: <input checked="" type="checkbox"/> New Consultant <input type="checkbox"/> Extension/ Amendment | |
| If Extension, Justification for extension: | | | | |
| Supervisor: | | Start Date | End Date | Number of Days (working) |

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

| Work Assignment Overview | | | |
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| Tasks/Milestone | Deliverables/Outputs | Timeline | |
| Draft and edit end-year reporting (RAM, CSI) with M4R team | Complete RAM reporting | December-January 2022 | |
| Review and quality assure federal and state workplans | Federal and state workplans completed and signed off | November-March 2022 | |
| SMT and CMT agendas effectively supported | Timely CMT agendas, CMT and SMT minutes | November-April 2022 | |
| Risk register continuously updated | Up-to-date risk register | November-April 2022 | |

| Estimated Consultancy fee | |
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| The estimated total all-inclusive costs (including professional fee, travel, per diems, and other relevant expenses and/or costs for the number of anticipated working days) for the proposed duration | Estimated fee (P3 level) |

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| <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other | Core competencies <ul style="list-style-type: none"> • Communication • Drive for results • Analytical Language <ul style="list-style-type: none"> ○ Strong English-language skills. |
| Enter Disciplines Advanced degree in communications, international development, or other relevant areas | |
| <input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office-based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input checked="" type="checkbox"/> | |

Knowledge/Expertise/Skills required:

- Demonstrated strong writing and editing skills and attention to detail
- The ideal candidate will be self-starting, strategic and creative with ability to work independently and deliver quality results without supervision
- Excellent organisational skills, including project management skills and ability to meet deadlines
- Availability and willingness to take up an assignment on short notice is important.
- Experience of working with the UN system is an added value.