

## Terms of Reference (TOR)

### Summary

<b>Title</b>	Monitoring Consultant to Support the Joint SDG Fund Programme on Social Protection in the Eastern Caribbean
<b>Purpose</b>	To Support the Monitoring of the Joint SDG Fund Programme “ <i>Universal and Adaptive Social Protection to Enhance Resilience and Acceleration of SDGs in the Eastern Caribbean</i> ” in Barbados, Saint Lucia and the OECS
<b>Location</b>	Home-based
<b>Duration</b>	November 2020 – March 2021 (60 days)
<b>Start Date</b>	30 November 2020
<b>Reporting to</b>	Social Policy Specialist, UNICEF Office for the Eastern Caribbean Area

### Background

The Joint Programme “Universal Adaptive Social Protection to Enhance Resilience and Acceleration of the SDGs in the Eastern Caribbean” is the first UN joint initiative to be implemented in the Eastern Caribbean by the Joint SDG Fund under the “Leave no one behind and Social Protection” window to accelerate the implementation of the SDGs. The Joint Programme aims to strengthen people’s resilience through predictable access to adaptive and universal social protection in Saint Lucia, Barbados, and the Organization of Eastern Caribbean States (OECS) from January 2020 to January 2022. It is being implemented by five UN participating Agencies: United Nations Children’s Fund (UNICEF) and the World Food Programme (WFP) as co-leads, in cooperation with the International Labour Organization (ILO), United Nations Development Programme (UNDP) and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women). The Joint Programme amounts to a total of USD 4.8 million, including USD 3 million from the SDG Fund plus agencies’ contributions. Through UN inter-agency collaboration, the Joint Programme addresses existing bottlenecks in social protection at three levels: at community level, at national level with governments and key institutions, and at regional level with other OECS countries through the OECS Commission. At community level, vulnerable populations will have increased access to social protection programmes that are gender-sensitive and risk-informed. Governments will be better able to assess the needs of the population and better use social protection to minimize the impact of shocks on vulnerable populations. One of the Joint Programme objectives is the scalability of its interventions, therefore the key lessons coming out of national implementation of the Joint Programme will be shared with other countries within the OECS. Through knowledge exchange opportunities and policy dialogues the Joint Programme encourages policy coherence that leaves no one behind and addresses rising inequalities, and gender and age-specific disparities to climate change and related shocks.

An inter-agency team guides the implementation of the interventions, involving agencies and government focal points, the Resident Coordinator’s Office and the Programme Coordinating Unit (PCU). UNICEF and WFP as co-lead agencies of the Joint Programme provide technical guidance to ensure that the Joint Programme components are strategically and adequately implemented with all partners involved.

Monitoring of the Joint Programme occurs at multiple levels. The first is the monitoring of Joint Programme activities, which is the responsibility of the agencies implementing those activities. These results inform quarterly checks, semi-annual and an annual report, which are submitted to the SDG Fund Secretariat. A second level is monitoring the progress of the Joint Programme against its overall work plan and theory of change, providing an overview of progress of activities and the implementation of the theory of change. A third level is the monitoring of progress by agencies against their planned activities in the framework of the overall Joint Programme.

## Purpose

The Joint Programme is seeking a consultant to support the monitoring as well as results-oriented and evidence-based reporting on the Joint SDG Fund Programme on Social Protection. The consultant is expected to implement and support the monitoring tasks as assigned and consolidate the required inputs and narrative reports by all participating agencies to prepare updates and reports in accordance with instructions and templates developed by the Joint SDG Fund Secretariat.

## Key Responsibilities

The consultant will have the following key responsibilities:

1. Support monitoring of the Joint Programme:
  - Design and maintain an efficient, high quality performance monitoring system for the Joint Programme according to the results framework, theory of change and in compliance and alignment with SDG Fund Joint Programme guidance from the Secretariat;
  - Provide guidance on appropriate mechanisms to routinely track interventions as well as on revision of generic project monitoring tools for regional suitability ensuing full compliance with Joint SDG Fund Secretariat guidance;
  - Support the participating UN agencies in close coordination with the PCU in designing appropriate tools to monitor the quality and progress of activities as needed;
  - Support the PCU, participating UN agencies and other stakeholders in the application of the monitoring and reporting tools to ensure compliance and accurate and timely submission of data reports as needed.
2. Provide information products to inform reporting and decision-making:
  - Produce and disseminate user-friendly and informative table and graphs on the Joint Programme achievements to multiple stakeholders;
  - Provide inputs and robust data, including, but not limited to, data for all indicators of the results framework, to the PCU for evidence-based reporting as well as decision-making;
  - Prepare documents that capture approaches, good practices, lessons learnt and impact for the PCU to share with the SDG Fund Secretariat, implementing partners, local stakeholders, and development partners. This may also include, but is not limited to, compilation of any additional insights, such as policy papers, value for money analysis, case studies, infographics or blogs that might be requested of the Joint SDG Fund Secretariat for monitoring purposes.

3. Report preparation and evaluation:

- Participate and support the planning and writing of the Annual Progress Report, following guidance provided by the Joint SDG Fund Secretariat and any additional areas as identified by the PCU;
- Support the preparation of the Joint Programme final evaluation by ensuring that all relevant data and information is compiled and supporting other preparatory measures with UN Agencies and relevant counterparts as needed;
- Work with the PCU and participating UN Agencies to organize internal review and planning sessions, which may also include counterparts and other stakeholders.

## Specific Deliverables and Timeframe

The timeframe for this assignment is from November 2020 – March 2021. Within this timeframe, the consultant shall provide monthly progress updates to be included in the Joint SDG Fund Programme coordination consultant's monthly reports. The additional deliverables are to be completed as per the tentative timetable below:

**Table: Tentative Timeframe and deliverables**

Key Deliverables	Approx. # of Days	Timelines
1. <i>Inception report with consolidation/ update of data for all indicators of the results framework</i> to be shared with the SDG Fund Secretariat for global aggregation of progress and results (including summary of for monthly report)	15 days	15 December 2020
2. <i>Proposal for revised mechanisms/tools to routinely track interventions against results framework and ToC</i> , incl. revision of generic project monitoring tools;	15 days	31 December 2020
3. <i>Documents</i> that capture approaches, good practices, lessons learnt and results (including summary of these for monthly report)		
4. <i>Annual narrative progress report</i> due for submission on 31 January 2021, that must include the result matrix, updated risk log, and anticipated expenditures and results for the next 12-month funding period – in line with SDG Fund Secretariat guidance (including summary for monthly report)	20 days	15 January 2021
5. <i>Updated documents on approaches, good practices, lessons learnt and results</i> (including summary of these for monthly report)	5 days	15 February 2021
6. Final report summarizing the key results (including on indicators/results framework and Theory of Change) of the Joint Programme in 2020 and Q1 2021	5 days	15 March 2021

**Total: 60 Days**

## Management and Supervision

The consultant's contract will be supervised by UNICEF Social Policy Specialist. The work will be guided and monitored by UNICEF in close consultation with the Joint Programme Coordinator co-lead Agency (WFP) the SDG Fund counterparts of participating agencies and the Resident Coordinator's Office - Monitoring and Reporting Officer.

Considering the nature of the Joint Programme, the consultant will engage in regular interaction with Participating UN Agencies technical focal points as well as government implementing partners to ensure completion and quality of the above deliverables. The consultant will be required to have at least monthly monitoring and coordination meetings with the supervisor and other consultants part of the Programme Coordinating Unit.

## Required Qualification and Experience

At a minimum, the consultant will require to possess and demonstrate the combined skills sets and work experience as detailed below:

- Undergraduate university degree in Social Sciences, Statistics, Demography or a related relevant field;
- At least 5 years of progressively responsible proven work experience in programme monitoring and evaluation with or for international organizations or development partners;
- Demonstrated knowledge and expertise in logical framework approach and other strategic planning approaches;
- Proven understanding of key monitoring and evaluation concepts, tools, and good practices;
- Familiarity with routine management of information systems and technical competence in working on databases like MS access as well as ability to effectively use a computer and utilize software programmes such as Microsoft Office Word, Excel, PowerPoint, Publisher, and Outlook;
- Demonstrated ability to produce high quality written reports;
- Ability to work independently and respond to feedback in a timely and professional manner and to meet rigorous monitoring and evaluation requirements according to guidelines and deadlines;
- Excellent organizational skills, attention to detail, and ability to contribute to a teamwork process.
- Excellent written and oral communication skills in English required.

The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.

### Estimated Budget

Interested individuals will be expected to provide a budget breakdown for the consultancy fees.

### Payment schedule

This assignment should be completed during the period from November 2020 to March 2021, and payment will be made upon approval of the completed deliverables in the agreed work plan and submission of agreed documents, on the agreed daily rate.

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

### Conditions of Service

Before commencing work, a consultant or individual contractor shall submit a statement of good health and take full responsibility for the accuracy of that statement, including confirmation that he or she has been informed of the inoculations required for the country or countries to which travel is authorized. Consultants and individual contractors shall assume all costs that may occur in relation to the statement of good health.

Consultants and individual contractors are required to certify that they are covered by medical/health insurance.

### Recourse

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

### Title Rights

All materials created by the Contractor which bears a direct relation to, or is made in order to perform, this contract and any intellectual property rights thereof, including but not limited to patents, copyright and trademarks, shall be jointly owned by UNICEF and the Contractor. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights requirements of the law governing such rights. Any third party usage shall require written permission from both parties.

### Required Trainings

Consultants and Individual contractors, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract.

- [Ethics and Integrity at UNICEF](#)
- [Prevention of Sexual Harassment & Abuse of Authority](#)
- [Sexual Exploitation Abuse \(PSEA\)](#)

Consultants and Individual Contractors must complete the following course before commencement of any travel on behalf of UNICEF.

- [BSAFE Security Training](#)

Any consultant or individual contractor who is issued a UNICEF email address must complete the following courses no later than 30 days after signature of contract.

- [UN Human Rights and Responsibilities](#)
- [UNICEF Information Security Awareness Course](#)
- [Fraud Awareness](#)

### Selection Process

Candidates will be screened against the minimum requirements listed above. A short-list of candidates who meet and/or exceed the minimum requirements will be generated. The short-list of candidates may be subject to interview with the UNICEF Panel in order to find the applications that are technically responsive. The contract will be awarded to the most competitive proposal.

## HOW TO APPLY

Prospective consultants should apply through UNICEF jobs website using the following link: <https://jobs.unicef.org/en-us/job/535849/monitoring-consultant-to-support-the-joint-sdg-fund-programme-on-social-protection-in-the-eastern-caribbean> and applying no later than **Friday, 13 November 2020**. The application package should include the following:

1. CV
2. Cover letter
3. Sample of written work (e.g. report)
4. Detailed budget stipulating all-inclusive fees<sup>1</sup>.

Candidates are expected to be available from 30 November 2020 to take on the assignment.

**Please note all application documents must be uploaded via the e-recruitment system.**

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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<sup>1</sup> Under UNICEF Administrative Instructions, consultants/contractors are expected to submit all-inclusive quotes for the completion of the consultancy. It includes daily rate or lump sum fee for the completion of the consultancy, lump sum travel to the country of work (for all missions) and daily subsistence cost to cover the total number of travel days.