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| UNICEF in Belarus |
| **Requirements for Financial Offer** |
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| **Programme:** Emergency section, UNICEF Belarus CO |
| **Assignment Title: Regional coordinators based in Gomel and Brest, National consultancy (National, Belarus) - please keep one region you are applying for** |
| **Purpose of the Assignment:** These consultancies are intended to strengthen UNICEF presence at subnational/regional level and provide support in coordination, implementation and monitoring of UNICEF programmes, expanding partnerships and ensuring emergency-development nexus in the regions of Brest, Grodno, Gomel, Mogilev, Vitebsk and Minsk. |
| **Supervisor:** Policy and Planning Specialist, UNICEF Belarus |

| **Work Assignments Overview** | **Deliverables/Outputs** | **Delivery deadline** | **Lumpsum fee\* per deliverable per duration (USD)** |
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| Coordinate across programme sections and with regional partners the development of new regional workplans and implementation of the existing ones  | 2 new regional workplans developed; 12 regular joint events/activities/meetings with the implementing partners in the regions organized  | October 2024- September 2025 |  |
| Ensure proper data collection and sound reporting mechanism on ongoing programme interventions, track indicators, and provide advice or suggestions for improvement  | 12 monthly reports submitted to UNICEF on development of projects, project interventions, progress of partners, assessing PCA indicators and tasks with recommendations for adjustments  | October 2024 - September 2025 |  |
| 36 field monitoring visits to implementation sites/trips as per approved plan with detailed trip report from each visit | October 2024 - September 2025 |  |
| Advocate for child rights with regional partners (both state and non-state) and municipal authorities on various aspects of programme implementation and specific interventions  | 3 new PDs per consultancy developed and concluded with implementing partners for 2024-2025 | October 2024 - September 2025 |  |
| Regular follow-up on programme interventions as per separate action plan developed in consultation with programmes | October 2024 - September 2025 |  |
| Provide the necessary support in reaching out to affected population, collect their feedback and ensure coordination of humanitarian aid distribution where relevant | Outreach to affected population through partners, channels, messengers conducted with new beneficiaries referred to the relevant services (coverage - at least 300 families with children from the affected population). | October 2024 - September 2025 |  |
| Situation analysis conducted on a regular basis, inter alia by means of assessing local mass media reports | 12 monthly reports on local mass media screening  | October 2024 - September 2025 |  |
| **Total Costs for deliverables (in USD)** |  |

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| **NOTES\*** |
| Financial proposal should be submitted using the financial offer template and must :* Reflect the costs per each deliverable and the total lump-sum for the whole assignment period (in US$) to undertake the terms of reference.
* Include travel costs and daily subsistence allowance, if internationally recruited or travel is required as per TOR. Consultants are responsible for arranging their own transportation arrangements. UNICEF can provide office vehicle for some duty travel missions with prior agreement as per monthly travel plan approved by the supervisor
* Include any other costs: visa, health insurance, payment of an incidental expenditure (such as bank charges, insurances, etc.) and living costs as applicable.
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