**ANNEX 1. TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

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| **PART I** | | | |
| Title of Assignment | Analysis and documentation of Lessons learnt in Risk Communication and Community Engagement for COVID-19 response in the ESA region. | | |
|  | International | National | |
| Contract Type | Individual Consultant | Individual Contractor (Part-Time / Full Time) | |
| Indicate level of consultancy | Senior (P5+) | | |
| Hiring Section | Communication For Development | | |
| Location | Remote / home-based | | |
| Duration | *45 days over four months* | | |
| Start/End date | **From:1-Mar-22** | | **To: 30-Jun-22** |

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| **Part** *II (this information is for INTERNAL use only; shall not be shared with candidates)* | | |
| Supervisor | *Charles Nelson Kakaire, C4D Specialist Emergencies* | |
| Planned Budget/Estimated Cost of assignment |  | |
| Budget Code | SM210563 | |
| AWP Activity | *C4D Rolling Workplan 2020-2021*  *Activity 11 - COs and partners provided with technical guidance and oversight to prepare for, implement, monitor and evaluate RCCE COVID-19 response* | |
| Proposed assignment is included in the approved ESARO Consultant Plan | *Yes* | *No* |
| Proposed methodology for sourcing of qualified candidates | Advertisement | Expression of Interest |
| **Child Safeguarding** | | |
| Is this assignment considered an “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective? | Yes | No |
| Is this a Direct contact role? | Yes # of hours per month? **Choose an item.** | No |
| Is this a child data role? | Yes # of hours per month **Choose an item.** | No |

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| **PART III: Signatures** | | | |
| **Function** | **Name and Designation** | **Signature** | **Date** |
| Prepared by | Charles Nelson Kakaire, C4D Specialist |  | 7,December 2021 |
| Reviewed | Natalie Fol, C4D Regional Adviser |  | **08.12.2021** |
| Endorsed by | Jill Osborn, Regional Chief of HR |  |  |
| Approved by | Lieke van de Wiel, Deputy Regional Director |  |  |

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| **PART I** | | |
| Title of Assignment | Analysis and documentation of Lessons learnt in Risk Communication and Community Engagement for COVID-19 response in the ESA region. | |
| Section | Communication for Development | |
| Location | Remote/home based | |
| Duration | 45 days over four months | |
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**Background and Justification**

Risk Communication and Community Engagement (RCCE) plays a key role in providing real-time lifesaving information ensuring that people know what to do to protect themselves and others against various diseases. It ensures effective means are used to: i) promote the adoption of protective behaviors; ii) manage rumors and misinformation and: iii) reinforce demand for and uptake of essential medical curative and preventive treatments recommended in the context of a Public health emergency response. C4D has been at pivotal in creating awareness about C0VID-19 and the promotion of associated public health and social measures as well as engagement of communities to identify the behavioral and social drivers of adherence to Public Health and Social Measures (PHSMs). Since the introduction of the C-19 vaccine in early 2021, RCCE has been at the center of demand creation for the vaccine, contributing to the development of demand components of the National Vaccine Deployment Plans (NDVPs), leading the ESACREDT demand working group and overseeing the implementation of various activities, alongside the promotion of all other PHSMs. This consultancy is part of *Activity 11 of the workplan; COs and partners provided with technical guidance and oversight to prepare for, implement, monitor and evaluate RCCE COVID-19 response*

After nearly two years of responding to the COVID-19 pandemic, there is need to undertake an analysis of the various RCCE interventions implemented in the countries in ESAR to take stock of the success, challenges as well as opportunities to both improve the response as well as inform future outbreaks. This assignment will build on the various efforts undertaken so far including the Global and Regional Real Time Assessments, the regional compendium of Lessons learns and other country specific initiatives. This is not a staff function as it involves an independent viewpoint analysis and documentation of the work that has been undertaken over the last two years.

**Scope of Work**

1. ***Goal and Objective*:**

Under the supervision of the ESARO Emergency C4D Specialist and in close coordination with section staff and country office C4D focal points, the contractor will support the development of a Lessons learnt brief that includes an analysis of RCCE work undertaken by the ESA regional office and country offices as well as case studies demonstrating UNICEF’s contribution and comparative advantage during the pandemic.

1. ***Provide details/reference to AWP areas covered:***

This activity contributes to the following 2021 C4D Workplan’s priorities: *Activity 11: COs and partners provided with technical guidance and oversight to prepare for, implement, monitor and evaluate RCCE COVID-19 response.*

1. ***Activities and Tasks:***
   1. Develop and compile a regional documentation of lessons learnt and casestudies from UNICEF efforts/activities around Risk Communication and Community Engagement for COVID-19 including support to the the introduction of COVID-19 vaccination
   2. Extensive literature review: RCCE strategies, plans, case studies, assessment and other reports and any other literature relevant to the assignment
   3. Conduct key informant interviews with RCCE focal points in UNICEF country offices including where possible government counterparts and Implementing partners
   4. Validation of the lessons learnt brief and case studies: presentation of the draft knowledge products – at least one to two sessions – with a select group of countries during the regional network meeting
2. ***Work relationships:***

The contractor will work under direct supervision and guidance of the ESARO Emergency C4D Specialist in collaboration with other Regional office C4D team and in-country C4D leads/focal points, with additional oversight from the Regional Adviser. Engagement with other ESARO sections especially Health section and partners will also be required.

1. ***Outputs/Deliverables:***

* Inception report /desk review of available literature on RCCE interventions for COVID-19
* Lessons learnt Brief/documentation
* At least two case studies

*A table may be used to summarize the tasks, deliverables, specific timeline, and milestones (Sample below). Please state when and whether or not timeframes are negotiable - and if so under what circumstances.*

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| **Deliverables** | **Duration**  **(Estimated # of days or months)** | **Timeline/Deadline** | **Schedule of payment** |
| Inception Report/Desk review of various RCCE strategies, plans, reports, evaluations/assessments | 10 | By March 31, 2022 | 25% of total payment to be disbursed |
| 1 Lessons learned brief (15-20 pages max) with synthesis analysis of the emerging good practices; lessons learnt on RCCE and recommendations to inform ongoing and future programming | 25 | By May 20, 2022 | 50% of total payment to be disbursed |
| 2 case studies of RCCE related initiatives or efforts at country or regional level detailing the background, success, challenge, and opportunities | 8 | By June 15, 2022 | 10% of total payment to be disbursed |
| Final reports/products including ppt of the Lessons Learnt to present during the regional network meeting | 2 | June 25, 2022 |  |
| Final Payment |  | June 30, 2022 | 15% of total payment to be disbursed |
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**Payment Schedule**

Payments are linked to deliverables as per the below table.

| **Deliverable** | **Payment schedule linked to deliverables** |
| --- | --- |
| Inception report/desk review of existing literature/reports | 25% of total payment to be disbursed |
| Draft Brief - Lessons learnt in RCCE response | 50% of total payment to be disbursed |
| Case studies/ | 10% of total payment to be disbursed |
| Final Reports | 15% of total payment to be disbursed |

**Desired competencies, technical background, and experience**

**Education**

Advanced university degree or equivalent experience in public health, social/behavioral sciences, (Sociology, Anthropology, Psychology, Health Education) with specific emphasis on writing and editing.

**Work Experience**

* Work experience: 10 years of professional experience at international level, including field experience with Social and Behavior change/Risk Communication and Community Engagement .
* Prior working experience or knowledge of the Eastern and Southern Africa region
* Previous experience with writing and documentation
* Excellent planning and coordination skills, with proven ability to work with various stakeholders.
* Ability to analyze complex technical information and present for non-technical audiences.
* Accurate, creative and veratile writing skills
* Experience working with UNICEF is highly desirable

**Language:** Excellent English oral and written communication skills.

**Core Competencies**

* Demonstrates self-awareness and ethical awareness
* Drive to achieve results for impact
* Manages ambiguity and complexity
* Works collaboratively with others

**Core Values:**

* 1. *Care*
  2. *Respect*
  3. *Integrity*
  4. *Trust*
  5. *Accountability*

**Administrative issues**

*The consultant is expected to be available between 9:00 and 17:00 Nairobi time during the contractual days as agreed by the supervisor. The supervisor will be responsible for initial contact with the country focal points after which the contractor will make direct engagement, with all correspondence copied to the supervisor*

**Conditions**

The Consultant will mostly be home-based, and no travel is envisaged. Regular remote meeting (at minimum on a weekly basis) will be organized to provide updates. The consultant will use his/her own office equipment. As most of the work will be done remotely, the consultant must have high internet connectivity and must be available/reachable online throughout the consultancy.

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.

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

**Risks**

Risks include an inability to receive and respond to RO requests in a timely manner and potential delays in the finalisation of key documents. The UNICEF supervisor will take every measure to facilitate the work of the consultant and in particular her/his relations with the COs as key stakeholders of this consultancy. In the event of any delays in submission of deliverables, meetings will be held with the consultant to rectify the challenges and agree/document mitigation measures as per organisation policies.

**How to Apply**

* Expression of interest / motivation letter
* At least 2 Referees
* Candidates should indicate their all-inclusive fees

Interested consultants to indicate ability, availability and daily rate expressed in US$ to undertake the terms of reference.

**Applications submitted without a fee/ rate will not be considered.**