

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Individual Consultancy: Costing of Family Package Social Assistance Programme Implementation	N/A	<input checked="" type="checkbox"/> Consultant	Phnom Penh, Cambodia

Purpose of Activity/Assignment:

In 2009, certain social protection measures were introduced by the Royal Government to cope with impact of economic downturn particularly in the garment and textile industry. Following the mapping and gap analysis exercise of social safety nets in Cambodia, National Social Protection Strategy for Poor and Vulnerable 2011-2015, the first strategy, was adopted. In 2017, the Royal Government of Cambodia adopted National Social Protection Policy Framework (NSPPF) 2016-2025. In line with the policy framework, the RGC launched implementation of National Cash Transfer Programme for Pregnant Women and Children under 2 in poor households in June 2019. Ministry of Health was responsible for implementing this conditional cash transfer programme from June 2019 to January 2020 before handing over to Ministry of Social Affairs, Veterans and Youth Rehabilitation for implementing the programme from February 2020. Following impact of COVID-19 on Cambodian socio-economy, the RGC launched economic stimulus and social protection interventions including Cash Transfer for Poor and Vulnerable Households during COVID-19 pandemic.

In line with the NSPPF and building on the lessons learnt from the CT for ID Poor households, the Comprehensive Concept Note on Family Package was prepared, and framework design on Family Package is at the stage of finalization by National Social Protection Council.

The main purpose of this exercise is to prepare multi-year costing of operation cost for implementation of Family Package Social Assistance Programme (FPSAP) to inform medium term budget framework and annual budget discussion between NSAF and MEF under the framework of performance informed budgeting.

This consultancy has two main objectives:

- 1- Collect data on actual cost of implementation of the Cash Transfer for Poor and Vulnerable Households During COVID-19, Cash Transfer Programme for Pregnant Women and Young Children (CTP-PWYC) Under 2, Disability Allowance Programme, Elderly allowance programme and scholarship constituting family package social assistance programme at national and sub-national level.
- 2- Produce multi-year costing of operation cost for implementing family package social assistance programme.

Scope of Work:

The costing exercise cover mainly government budget with the aim of providing an understanding of overall medium-term operational and capacity building costs; this should then inform potential interventions, including technical support and IT equipment of development partners, for the implementation of family package social assistance programme (over medium term (3 years)). For implementation of FPSAP, there are direct and indirect cost involved. For director cost, it includes NSAF central and provincial structure capacity building, human resources, system maintenance (including cost of IT equipment replacement, maintenance and reparation), monitoring and technical support. Other associate costs that are not directly budgeted under NSAF structure include cost of related

tasks/function in coordination, monitoring and implementation of FPSAP required by operational manual to be incurred at the three tiers of sub-national administration levels: Capital/Provincial administration; District, Municipality, and Khan Administration; and Commune/Sangkat Administration. The costing will not consider associate cost of relevant programmes such as the Disability Identification Programme, ID Poor Programme, health facility for implementation of CTP-PWYC and other relevant programmes and services (including referral services¹) relating to beneficiaries of the FPSAP at sub-national level.

The costing covers both national and sub-national level and in terms of programmes, covers the current programs as well as costs of future programs and their expansion, a total of four programs. At national level, it covers mainly National Social Assistance Fund under Ministry of Social Affairs, Veterans and Youth Rehabilitation. At sub-national level, it covers three tiers of sub-national level namely provincial/capital administration, NSAF provincial structure, district, municipality, and khan, and commune/sangkat administration responsible for the delivery of the Family Package. The costing should be based on activities and responsibilities that they are assigned to in the programme design and operational manual.

The costing template shall be aligned with MEF guideline and template for budget strategic plan and annual budget under the framework of performance informed budgeting, and shall include parameters which shall be discussed and endorsed by NSAF in consultation with GS-NSPC.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply:

Direct contact role ☐ YES ☒ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role ☐ YES ☒ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

¹ Such as case management, alternative care, etc.

Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Social Policy Specialist	Start Date: July 03, 2023	End Date: November 30, 2023

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Inception report: <ul style="list-style-type: none"> Conduct desk review of relevant documents but not limited to the following: family package concept note, policy document, design document and operational manual to identify roles and responsibilities of central and sub-national structure relevant documents and guidelines on planning and budgeting of sub-national administration including for social services (social assistance) interventions performance informed budget formulation guidelines particularly budget strategic plan and annual budget to familiarize with the annual budget template relevant guidelines regarding ID Poor and PWD identification programmes related to FPSAP. Conduct preliminary interview with NSAF, GS-NSPC, General Department of Budget, and General Department of Sub-National Administration Finance of MEF, General Department of Administration of Ministry of Interior, and UNICEF to understand and clarify the scope of this exercise particularly the key parameters and time frame in relation to the deliverables and scope of this costing exercise. Draft inception report which includes proposed costing methodology, costing templates and parameters detailing all categories of operational costs needed for effective delivery of the programme to be included in the exercise, provide two presentations (one to UNICEF and NSAF and another 	Deliverable 1: Produce inception report based on review of existing documents and preliminary interview	July 21, 2023	N/A

<p>one to relevant stakeholders), and collect inputs/comments from relevant stakeholders (6 departments of NSAF, Budget Formulation Department of General Department of Budget and Finance of MEF, General Department of Administration of Ministry of Interior, UNICEF and other relevant institutions).</p> <ul style="list-style-type: none"> Finalize inception report based on collected comments/inputs from relevant stakeholders <p>(10 days)</p>			
<p>First Draft</p> <ul style="list-style-type: none"> Conduct interview with and collect relevant data on relevant cost for implementing FPSAP from all NSAF departments and sub-national level in at least three-five provinces including Phnom Penh capital representing geographic domains. In each province, there should be stratified sampling of urban areas and rural areas. At least one municipality/khan and one district should be selected in each province and at least two communes in each district and two sangkats in each municipality and khan. Produce first draft costing report including annex of excel files for submission to NSAF using agreed parameters and template aligning with MEF BSP and Annual Budget guideline and template <p>(33 days)</p>	<p>Deliverable2:</p> <p>First Draft Costing Report with annexes of excel file of costing at national level and sub-national level, and provide two presentations to NSAF, UNICEF and relevant stakeholders to collect inputs/comments</p>	<p>Sept 08, 2023</p>	<p>N/A</p>
<p>Final reports</p> <ul style="list-style-type: none"> Provide up to two presentations on draft costing result to UNICEF, NSAF, GS-NSPC, General Department of Budget, and General Department of Sub-National Administration Finance of MEF, General Department of Administration of Ministry of Interior, and relevant stakeholders as agreed to collect inputs/comments Produce final draft costing report including annex of excel files for submission to NSAF and Provide up to two presentations on final draft costing result to UNICEF, NSAF, GS-NSPC, General Department of Budget, and General Department of Sub-National Administration Finance of MEF, General Department of Administration of Ministry of Interior, and relevant stakeholders for final comments/suggestion <p>(10 days)</p>	<p>Deliverable3:</p> <p>Final draft costing report with annexes of excel file of costing at national level and sub-national level, and provide two presentations to NSAF, UNICEF, and relevant stakeholders</p>	<p>Oct 06, 2023</p>	<p>N/A</p>
<p>Orientation:</p> <ul style="list-style-type: none"> Provide orientation to NSAF departments on integration of the costing result into BSP template and annual budget template to key staff of NSAF departments in collaboration with department of budget management, finance and accounting. <p>(7 days)</p>	<p>Deliverable4:</p> <p>Report of orientation training to NSAF staff at national and sub-national level for BSP and Annual Budget Formulation</p>	<p>September 15, 2023</p>	<p>N/A</p>

Minimum Qualifications required*: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <ul style="list-style-type: none"> Advanced University degree (Master's degree or equivalent, or PhD) in economics, social policy, development, or related fields Minimum of 5 years professional experience working on public financial management reform programme, result based management, programme budgeting, and budget strategic plan in Cambodia Excellent interpersonal, facilitation and communication skills IT literacy particularly with excel <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	Knowledge/Expertise/Skills required *: <ul style="list-style-type: none"> Possess strong technical knowledge of the programme budget formulation and execution, and line ministry programme budget structure and review Present relevant experiences in conducting costing exercise Familiarity with the National Social Protection Policy Framework particularly family package programme policy document, NSAF structure and mandate, programme structure, and MoSVY budgeting process <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A) Technical Evaluation (maximum 70 Points) - Relevant educational background (20 points) - Relevant skill and experience (30 points) - Proven quantitative survey reports and statistical applications (20 points) </div> <div style="width: 45%;"> B) Financial Proposal (e.g. maximum of 30 Points) </div> </div>	
Administrative details: Visa assistance required: <input type="checkbox"/> <input checked="" type="checkbox"/> Home Based <input 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 type="checkbox"/>

¹ 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

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will

work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.