

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	<i>National Consultancy: Public Finance for Children (PF4C) Junior Expert (Social Policy Individual Contractor)</i>	
Requesting Section	Social Policy	
Location	Place of assignment: Lilongwe, Malawi	
	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:	
Contract Duration	11.5 months	
Number of working days	241	
Planned Start and End Date	From: 01/06/2021	To: 15/05/2021

BACKGROUND

UNICEF is the leading United Nations (UN) agency supporting the Government of Malawi (GoM) to ensure all children in Malawi have equitable access to quality and affordable services in order to survive, learn, develop and live in a supportive and protective environment. Ever since its ratification of the Convention on the Rights of the Child (CRC) in 1991, the GoM has made progress to improve the wellbeing of children in various areas including child health, nutrition and primary education. Despite this progress, both monetary and multi-dimensional child poverty remain high. In 2018, UNICEF estimated that 60.5 percent of children in Malawi are deprived of two or more essential services such as education, health and shelter for them to enjoy their rights.

Inadequate, and sometimes ineffective and inequitable public spending on sectors and programmes supporting children is one of the reasons for multiple and overlapping deprivations amongst children in Malawi. This realization has prompted UNICEF to bolster its work on public finance for children (PF4C). In particular, UNICEF has plans to consolidate its evidence building and analysis of trends, challenges and opportunities for increasing and improving the quality of public spending on social sectors.

JUSTIFICATION

The key question of concern to UNICEF is the extent to which public budgets and related fiscal policies are responsive to children's issues and whether public resources are used for intended purposes. Already, UNICEF periodically undertakes budget analysis work to measure how much the government is spending on social sector areas, affecting the well-being of children. But, this is only one side of the story. More analysis also needs to be done to better understand factors influencing allocations and spending patterns and to assess how well allocated resources get spent. With very limited fiscal space to increase social sector spending, the focus should be on improving efficiency and effectiveness of expenditures.

UNICEF's PF4C workplan expanded both in terms of budgets, which has grown over tenfold between 2019 and 2021, and of activities. New lines of work have opened since 2019, particularly in the areas of Fiscal Decentralization and support to strengthening PFM systems in line ministries, increasing the scope of work of UNICEF as well as the number of partners and contracts. This has increased the volume of analytics required, as well as the administrative and reporting requirements connected to the additional grants and relative projects. Given the foregoing, UNICEF intends to hire a junior national Individual Contractor to assist with analysis of socio-economic policies and government budgets, from a child rights perspective and support the team in the implementation of the PF4C workplan. The main focus of the analyses will be on efficiency and effectiveness of public expenditures on social sector areas, notably health, education, water, sanitation and hygiene (WASH), social protection, child immunization, nutrition and child protection to ensure better use of available public

resources. The analysis will shape UNICEF's advocacy and capacity building actions targeting different arms and levels of government in Malawi. These include the Parliament, social sector Ministries, Departments and Agencies (MDAs), as well as Local Government Authorities (LGAs).

PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to strengthen UNICEF's capacity to undertake timely and robust analysis of social and economic policies, especially government spending, to further strengthen the evidence base for meaningful engagement with policy and budget makers at both national and sub-national level on PF4C. UNICEF's ultimate objective is to see public spending in Malawi become increasingly child responsive, equitable, efficient and effective. It is only through transformation of public spending patterns that the Government can improve the supply, equity and quality of social services to children, especially the poorest and most deprived. To support this process, UNICEF is therefore seeking the services of a talented junior PF4C expert.

SCOPE OF WORK/OBJECTIVES

The assignment entails the following:

Collection and analysis of budget allocation and expenditure data

- Periodically collect budget and expenditure data on social sector areas such as health, education, social protection, WASH, child immunization and nutrition and child protection, at both national and sub-national level.
- Systematically organize and present data in excel format, including through use of visuals and maintain UNICEF's budget trackers updated.
- Analysis of public spending patterns and bottlenecks.
- Contribute to the production of budget and thematic briefs and follow-up advocacy based on the above analysis.

PF4C macroeconomic scanning (periodic analysis of macro-economic trends)

- Periodically analyse macro-economic indicators to inform UNICEF's work on PF4C.
- Keep track of, and analyse government's socio-economic policies, strategies and programmes with a bearing on PF4C to inform programming and advocacy by UNICEF and its partners.
- Analyse and interpret regional and international commitments which relate to public spending and service delivery to children in Malawi.
- Analyse national (political, economic and socio-cultural) developments which may impact on public spending and service delivery to children in Malawi.

Support PF4C related research

- Support UNICEF with data collection and analysis for PF4C related researches such as investment cases, budget absorption capacity studies and fiscal space analysis.
- Undertake secondary analysis of key reports and major national surveys to establish links with public spending patterns and provide on-demand support to PF4C work.
- However, a detailed workplan and delivery schedule will be discussed and agreed upon before the specific project/activity commences to outline clear expectations.

REPORTING REQUIREMENTS

To whom will the individual contractor report: Social Policy and Economics Specialist.

What type of reporting will be expected from the Individual Contractor: The Individual Contractor is expected to submit the deliverables to the supervisor both in draft and final forms. The Individual Contractor is expected to report by email on meetings with partners and other sections.

How and when will reporting be done: The Individual Contractor will submit the required deliverables to the supervisor, according to the timetable of the expected deliverables. The exact timeframes and actual delivery dates will be jointly agreed upon between the Individual Contractor and the supervisor upon contract signature and before each activity/project will be undertaken.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
<ul style="list-style-type: none"> Rapid Analysis of the 2021/22 National Budget and support interface meetings with Social Sector Parliamentary Clusters Updating of Social Sector Budget Trackers (Education, Health, WASH, Social Welfare and National), using 2021/21 budgetary information 	<ul style="list-style-type: none"> Slide-decks with analysis of allocations to key social sectors for 2021/22, and key recommendations for Parliamentary's consideration Rapid Budget Analysis Paper of the 2021/22 National Budget, with a special focus on social sectors 5 Social Sector Budget Trackers updated with budgetary data for fiscal year (FY) 2021/22 	monthly	30/06/2021	monthly
<ul style="list-style-type: none"> Production of Core Budget Briefs (Health, Education, WASH and National) for 2021/22 	<ul style="list-style-type: none"> 2021/22 Health and Education Budget Briefs produced 	monthly	30/07/2021	monthly
	<ul style="list-style-type: none"> 2021/22 WASH and National Budget Briefs produced 	monthly	30/08/2021	monthly
<ul style="list-style-type: none"> Production of Thematic Budget Briefs (Nutrition, Social Protection, Child Immunization and Youth) for 2021/22 	<ul style="list-style-type: none"> 2020/21 Child Immunization and Nutrition Budget Briefs produced 	monthly	29/09/2021	monthly
	<ul style="list-style-type: none"> Youth and Disability & HIV/AIDS Budget Briefs produced for 2021/22 	monthly	29/10/2021	monthly

<ul style="list-style-type: none"> Analysis of 2021/22 district budgets on child protection and ECD and supporting the follow-up advocacy with MoGCDSW and Local Councils Support to capacity building for district officers on planning and budgeting and CP indicators 	<ul style="list-style-type: none"> Brief Analysis of the district child protection budgets embedded in the 2021/22 Child Protection Budget Brief Workshop held with relevant LGAs sector heads on child-responsive district planning and budgeting 	monthly	29/11/2021	monthly
<ul style="list-style-type: none"> Support the drafting of the Investment Case for child protection, to be done in conjunction with the MoGCDSW. Support to the production of a paper on Impact of COVID-19 on child protection financing 	<ul style="list-style-type: none"> A framework for the Investment Case on Child Protection in place. Paper on Impact of COVID-19 on child protection financing 	monthly	28/12/2021	monthly
<ul style="list-style-type: none"> Support to the MoGCDSW to devolve ECD resources to Local Councils. Support to capacity building for Social Sector Ministries on child-friendly budgeting 	<ul style="list-style-type: none"> A framework for devolution of ECD resources to LGAs in place Workshop held with relevant sector staff on child-responsive planning and budgeting 	monthly	26/01/2022	monthly
<ul style="list-style-type: none"> Support advocacy meetings with Social Sector Ministries, Parliament and LGAs, to influence the 2022/23 budget allocations. Analysis of the mid-year budget performance and production of a mid-year budget brief, with a special focus on the performance of social sector votes 	<ul style="list-style-type: none"> Budget Brief Impact Plans/Advocacy strategies produced for each of the social sector budget briefs. At least 2 advocacy meetings held with Social Sector MDAs 2021/22 Mid-Year Budget Brief produced, with key messages and recommendations for GoM 	monthly	24/02/2022	monthly
<ul style="list-style-type: none"> Production of the Rapid Analysis of the National Budget for fiscal year (FY) 2022/23 and support interface meetings with Social Sector Parliamentary Clusters Updating of Social Sector Budget Trackers (on 	<ul style="list-style-type: none"> Slide-decks on budget allocations to social sectors, for engagement with Parliamentary Clusters Rapid Budget Analysis Paper of the National Budget for FY2022/23 	monthly	25/03/2022	monthly

Education, Health, WASH and Social Welfare) for 2022/23	<ul style="list-style-type: none"> 4 Social Sector Budget Trackers updated with FY2022/23 budgetary data 			
<ul style="list-style-type: none"> Production of Core Budget Briefs (Education, Health, WASH and National) for 2022/23 	<ul style="list-style-type: none"> Health, Education and National Budget Briefs produced for 2022/23 	monthly	25/04/2022	monthly
<ul style="list-style-type: none"> Production of Thematic Budget Briefs (I) for 2022/23 	<ul style="list-style-type: none"> Social Protection and Child Protection Budget Briefs produced for 2022/23 	monthly	05/05/2022	Prorated for the days worked in the last month

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the individual contractor and the supervisor upon contract signature. A detailed monthly workplan and delivery schedule will be discussed and agreed at the onset of the contract.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR.
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification: An advanced University Degree in economics, business studies, development studies, public administration and any other related social sciences.

Work experience:

- A minimum of 1 year of internship/part time work with Government or any public institution, in the area of macroeconomics analysis, public finance management or related fields.
- An experience in research or teaching at academic level is an advantage.

Technical skills and knowledge:

- Knowledge of public finance is mandatory

- Good analytical skills, especially applied to economics and public finance
- Advanced quantitative analysis and capacity to synthesize huge data sets and information in a clear and user-friendly manner, using EXCEL.
- Knowledge of the Malawian budget cycle, key budget documents and key actors is required

Competencies: Being conversant with the Office Package, particularly Word, Excel and Powerpoint.

Languages: Excellent written and spoken English.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant/ individual contractor and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption, Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer. Prior to the issuance of the official contract, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

The Individual Contractor is expected to provide his/her own laptop.

CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the Individual Contractor. The Individual Contractor will be required to work from the UNICEF office, pending the end of the COVID-19 office footprints rules. Until then, the Individual Contractor will be home-based.
- The Individual Contractor will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The Individual Contractor is not entitled to payment for overtime, weekends or public holidays, medical insurance and taxes.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The Individual Contractor will receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the Individual Contractor with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.

- Individual Contractors will not have supervisory responsibilities or authority on UNICEF budget.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

3. References details