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| PART I  |
| Title of Assignment | Inter-agency Coordinator, Risk Communication and Community Engagement (RCCE) Collective Service Eastern and Southern Africa(Individual Contractor) |
| Section | C4D |
| Location | Remote / home-based  |
| Duration | 6 months |
| Start date | From: 23 July 2021  |  To: 23 January 2022  |

**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

**Background and Justification**

**Background**

COVID-19 continues to be a global health crisis, an information crisis and increasingly a wider socio-economic crisis. One of the major learning of the past decade, from the West Africa Ebola outbreak to natural disasters and complex emergencies, is the critical need to engage communities from the very beginning of a response.

For humanitarian responses to be effective and have long-term positive impacts, humanitarian organizations need to work collectively to ensure a community-centred approach at all levels of a response. This means: facilitating access to life-saving information and essential services; proactively enabling the participation of affected communities in relief efforts; ensuring decisions at all levels within the humanitarian architecture are taken and adapted according to community feedback, concerns and priorities, as well as social insights; and supporting local responders to lead responses whenever possible. Such approaches help build trust with communities and local gatekeepers, increase the uptake of protective and health seeking behaviours, and ultimately ensure sustainability of humanitarian work. Living up to our 2017 IASC commitments on Accountability to Affected Populations as well as core protection and localisation principles is now more critical than ever.

Globally, the interagency coordination of Risk Communication and Community Engagement (RCCE) for the COVID-19 response is co-led by WHO, IFRC and UNICEF. In East and southern Africa, the RCCE working group (TWG) is co-led by UNICEF and IFRC. With support from the Bill and Melinda Gates Foundation (BMGF), the interagency structure has been enhanced to strengthen the collaboration among partners, support the collection and analysis of data from communities, and provide more technical support at regional and country level. This initiative known as *the* [*RCCE Collective service to beat COVID-19*](https://www.rcce-collective.net/) provides a “collective service” to improve the scale and quality of RCCE approaches at global, regional and country level contributing to the results of the COVID-19 Strategic Preparedness and Response Plan and the COVID-19 Global Humanitarian Response Plan.

**Purpose**

UNICEF co-leads the regional COVID-19 coordination mechanism for Risk communication and Community Engagement alongside IFRC. As part of strengthening the working group, UNICEF is recruiting a position of Coordinator, under the Collective Service to provide overall coordination for the RCCE Collective service in ESAR. The position will support the co-leads to reinforce the interagency RCCE TWG work in the region.

**Scope of Work**

***Goal and Objective*:** Under the overall supervision and technical guidance of the UNICEF Regional C4D specialist/Emergency, and in close collaboration with the RCCE TWG co-chair IFRC, the incumbent will be part of the regional RCCE WG secretariat, providing cordination support for the RCCE response at regional level.

**Alignment with ESARO 2021 AWP:**

**This activity contributes to Priority 11 of the C4D Workplan;** *Enhanced support for the planning, implementation, monitoring and documentation of RCCE plans for the COVID-19 response*

1. **Major duties and responsibilities**

**A. Coordination:**

* Support the convening, facilitation and coordination of the Regional RCCE Technical Working Group (TWG) including strengthening linkages with the global and country level RCCE coordination mechanisms.
* Convene and coordinate regular meetings of the ESAR Collective Service, including meetings with the the WCAR and global Collective service
* Liaise with and maintain regular exchanges/sharing of information with other regional Technical Working groups to reinforce synergy and provide update about the tools/guidance available to support countries
* Attend subcommittee and related meetings including Community Feedback, Media dialogue, ESACREDT vaccine demand TWG, Africa CDC/WHO-led RCCE CoP and the Africa Infodemic Response Alliance coordination meetings, among others, to ensure full alignment with the regional RCCE TWG
* Guide the implementation of key actions based on trends and priorities identified in community feedback
* Coordinate and oversee the identification of social science and Information management support needs in the region
* Strengthen RCCE coordination across technical pillars and between the country, regional and global level.
* Lead and oversee the Collective Service team composed of an Information Management specialist, RCCE country Surge and a social science position.
* Provide any additional support requested by the RCCE TWG co-chairs (UNICEF/IFRC) in the preparation and roll out of specific initiatives/events.

**B. Representation**

* Represent the RCCE TWG in relevant multi-sector coordination technical forums, , ensuring RCCE recommendations are integrated and reflected in the main pillars of the response.
* Support RCCE TWG co-leads in their advocacy efforts with the WHO Health partner’s leadership in ESAR on RCCE priorities across the response including community feedback and social science research to improve overall effectiveness and accountability of the COVID-19 RCCE response
* In the absence of the co-leads, represent ESAR in major donor engagements to provide RCCE updates and resource gaps including plans to improve overall RCCE response.

**C. Reporting**

* Compile RCCE updates for the monthly WHO-led Health Partners’ meeting, highlighting key points for immediate action
* On behalf of the co-leads, oversee the compilation of regional updates and reporting to BMGF on progress against the agreed log frame and proposal indicators
* Update and report on the common RCCE indicators as part of the ESAR COVID-19 response monitoring framework.
* Draft and disseminate the RCCE newsletter to the RCCE TWG mailing list, with oversight from the co-leads.
* Identify and oversee the documentation of examples of RCCE best practices, including novel community-driven approaches to COVID-19 prevention and management in the region
* Compile and provide updates from ESAR to the global Collective Service, ensuring relevant action points are taken forward.

**D. Technical support and advisory**

* Oversee the identification of, and provision of technical support to countries in the region based on demand and prevailing needs.
* Coordinate and oversee the development of regional demand-driven guidance/tools based on identified gaps and support needs from other regional WGs and country level coordination groups.
* Provide technical updates to the core RCCE Partner agency team

**E. Capacity building:**

* Identify and follow up on capacity building opportunities as identified collectively through the regional RCCE Working Group
* Identify and conduct tailored and targeted capacity building for members of the regional RCCE working group and interested country RCCE teams
* Collaborate with other pillars on joint capacity building efforts and/or RCCE capacity building opportunities within other response pillar mechanisms, identifying opportunities for adaptation to country-specific needs.

**Key expected Results**

* Improved regional coordination of RCCE and follow up of inter-agency RCCE actions
* Stronger linkages between regional and country RCCE coordination mechanisms
* Improved sharing of critical RCCE information between the global, regional, and country coordination mechanisms
* Effective collaboration with other response pillars
* Effective management and coordination of the technical regional team supporting the Collective Service.

**Outputs/Deliverables/Payment schedule:**

The consultant will be required to produce the outputs as specified below.

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| **Output** | **Deliverables** | **Timeline** |
| **Output 1:** Coordination  | * RCCE TWG meeting organised, and minutes compiled and shared
* Established collaborations with national RCCE TWGs
* Efective oversight and leadership of the CS team
* Effective coordination with WCAR, other TWGs and global CS
* Representation
 | August – January  |
| **Output 2:** Representation | * RCCE represented in various fora
* ESAR RCCE represented in donor engagements
 | August – January  |
| **Output 3:** Reporting  | * Monthly RCCE newsletter
* Community feedback report compiled
* Periodic RCCE reports to the Health Partners’ meeting
* Periodic reports to global CS compiled
* Report on RCCE indicators as part of the ESAR COVID-19 response monitoring framework.
 | August – January  |
| **Output 4:** Technical support provided | * Bimonthly CS update reports to the core RCCE Partners
* Technical support areas identified and TA provided to countries on demand
 | August – January  |
| **Output 5:** Capacity building  | * RCCE capacity building opportunities identified and organised for various stakeholders
 | August – January  |

1. **Payment schedule**

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| **No.** | **Deliverables** | **Frequency** | **Estimated Amount** |
|  | Progress/update report submitted to the supervisor | Monthly Payment | 15% |
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|  | Progress/update report submitted to the supervisor | Monthly Payment | 15% |
|  | Progress/update report submitted to the supervisor | Monthly Payment | 25% |

**Qualifications**

**Education**

Advanced university degree or equivalent experience in social/behavioral sciences, (Sociology, Anthropology, Psychology, Health Education) with emphasis on strategic communication planning for behaviour development, social mobilization and community development, participatory communication, and research

**Work Experience**

* At least 8 years of proven experience in Risk communication and/or Communication for Development/Social and Behavior Change Communication, at least 5 years of which should be in a developing countries at international level, with a mix of development and emergency work.
* Experience with Partner coordination and technical support provision to national governments
* Previous experience supporting disease outbreak preparedness and/or response
* Excellent planning and coordination skills, with proven ability to work with various stakeholders.
* Experience supporting capacity assessments and capacity building
* Fluency in spoken and written English.

**Language Proficiency**

* Fluency in English (spoken/verbal and written). Knowledge of French and Portuguese is an added advantage

**Travel**

* No travel is anticipated under this contract, due to current travel restrictions

**Core Values:**

* Care
* Respect
* Integrity
* Accountability
* Trust

**Core Competencies**

* Builds and Maintains Partnerships
* Demonstrates self-awareness and ethical awareness
* Drive to achieve results for impact
* Innovates and embraces change
* Manages ambiguity and complexity
* Thinks and acts strategically
* Works collaboratively with others

**Functional Competencies**

* Applying technical expertise
* Analysing
* Relating and networking
* Analysing
* Relating and networking

**Working Conditions**

The Consultant will mostly be home-based, but preferably in Nairobi for ease of oversight and collaboration with other regional coordination mechanisms. He/she will provide leadership and coordition of the RCCE collecive service deliverables in support of the the Regional RCCE TWG. 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.

**Travel**

No travel is anticipated under this contract

**Risks**

This assignment is to coordinate the inter-agency collective for RCCE, which relies on collaboration from Partners and national RCCE working groups. As this is a contractor who will be paid monthly, this poses a risk of getting to the end of contract with some deliverables unaccoplished due to factors which may be beyond the contractor. A new working modality and relationship between the Collective service and the RCCE TWG co-leads, as defined in the revised Terms of Reference will ensure that this risk is addressed as bottlenecks will be dealt with on an ongoing basis during the course of the assignment. The scheduled weekly meetings of the Collective service and the bimonthly meeting of the core RCCE Partners where the Coordinator is expected to provide progress updates will ensure that the risks are addressed on an ongoing basis.

**Application**

* Expression of interest / motivation letter
* References and/or Reference Letters
* Candidates should indicate their all-inclusive fees

**Sourcing:**

Desk review of CVs on the roster, and advertising