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| ***Section A*** | |  | | | | | | | | | | | | | | |
| Title: | | Social Protection Monitoring and Data Consultant | | | | | | | | | | | | | | |
| Duty Station: | | Home Based | | | | | Type of Engagement: | | | | | Individual Consultant | | | | |
| Request for: | | New Contract | | | | |  | | | | | | | | | |
| Requesting Section: | | Social Policy | | | | | Focal Person: | | | | | Antonio Franco Garcia, Social Policy Manager | | | | |
| Budget Year: | | 2024 | | | | | Funding Code: | | | | | SM: SC210676  WBS: 2490/A0/08/306/002 and 2490/A0/08/306/001 | | | | |
| Start Date: | | 15 May 2024 | | End Date:  (When extension, enter new end date) | | | | 25-Dec-24 | | | | Number of Days (working): | | | | 100 |
| Included in AWP/RWP: | | No | | | | | Due to the rising number of cash assistance being provided, additional support is needed to take on specific tasks | | | | | | | | | |
| **Work Assignment:** | | | | | | | | | | | | | | | | |
| Provide technology support to Social Policy Section and the Social Assistance (Cash) Unit for the planning and implementation of cash transfer programmes – including knowledge management, learning and evaluation of cash programmes. | | | | | | | | | | | | | | | | |
| **Child Safeguarding**  Is this project/assignment considered as “[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     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):     |  | | --- | | The consultant will deal with beneficiary data related to some beneficiaries for cash assistance required to analyse data for monitoring and evaluations. However, personal data will be anonymized where possible to minimize risks. |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | | | | | | | | | | | | | | |
| **Reasons why consultancy cannot be done by staff:** | | | | | LCO is delivering a rising number of cash assistance programme without any changes to its staff. As a result, Social Policy requires additional capacity to perform certain limited functions related to the planning and delivery of cash transfer programmes to contribute to achieving results for children.  **The consultant will be expected to perform the following main roles related to the ongoing programmes:**   1. Support data collection, research and evaluation activities for various Section priorities including multidimensional poverty study, the national disability allowance and other cash transfer programmes in activities that lead to knowledge products such as reports, briefs, analytical pieces and infographics. 2. Conduct analysis, summary and presentation of survey data from monitoring tools for the national disability allowance and other cash transfer programmes using statistical applications; 3. Participate in monitoring activities for the national disability allowance (and other cash programmes as required) to improve the quality of data collected for improved delivery, lesson learning and accountability; 4. Develop written guidance and presentations with standard operating procedures about data collection tools, operational manuals related to core processes for the delivery of cash assistance, and performance monitoring plans for LCO cash programmes. | | | | | | | | | | | |
| **Consultant sourcing:** | | | | |  | National | | | |  | International | | |  | Both (National & International) | |
| **Consultant selection method:** | | | | | Competitive Selection (Advertisement/Desk Review/Interview) | | | | | | | | | | | |
| **Evaluation Criteria – Please specify** (indicate point weightage below) | | | | | | | | | | | | | | | | |
| **Point system:**  **(i.e., 75/25)** | a | | Technical | | 75 | | | | | **Supervisor of the Consultancy/Contractor:** | | | | | Social Policy Manager | |
| b | | Financial | | 25 | | | | |
| **Minimum Qualifications Required:** | | | | | A university degree (Bachelor’s) in one of the following fields: social sciences, public administration, social welfare, information technology/computer science or other related disciplines. | | | | If Other,Enter Disciplines: | | | | N/A | | | |
| **Years of Experience required:** | | | | | Minimum two (2) years of relevant professional work experience in designing, implementing and managing cash transfer programmes; | | | | | | | | | | | |
| **Knowledge/Expertise/Skills required:** | | | | | * Previous experience in monitoring and evaluation of cash transfers and/or social protection is required; * Demonstrated experience in quantitative data analysis using statistical applications such as Stata, SPSS, Power BI or other is required * Excellent analytical, communication and writing skills to engage in effective data communication to inform policy briefs, programme level data and other research-based data analysis. * High motivation, and dedication to deliver results within strict timeframes; * Strong communication skills, including with and across diverse teams; * Fluency in English and Arabic is required. | | | | | | | | | | | |

***Section B***

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| **Work Assignment Expected Results** | | | |
| **Tasks/Milestone:** | **Deliverables/Outputs:** | **Timeline** | **Percentage of Payment** |
| **1. Technical support and quality assurance on the implementation of qualitative Multidimensional poverty study**   * Develop TOR for services for Multidimensional poverty qualitative study including scope of work, methodology, timeline, and time-bound plan * Develop interview guides and protocol for qualitative assessment and training of enumerators * Review summary of findings and draft report, coordinating inputs from partners * Overview final report and policy briefs for dissemination | * TOR completed and advertised * Interview guides and protocol developed and tested * Draft report produced and shared for inputs * Final report and policy brief completed | By 25 May  By 15 June  By 15 July  By 15 Sept | (15 days) |
| **2. Technical support and quality assurance on the implementation of PDOM for the National Disability Allowance**   * Develop TOR for services for data collection/implementation including scope of work, methodology, timeline, and time-bound plan * Supervise the development of interview guides and sample criteria * Data collection and analysed * PDOM study drafted and shared for feedback * Final PDOM study and policy brief completed and disseminated | * TOR completed and advertised * Interview guides and protocol developed and tested * Statistical analysis and statistical tables * Draft report produced and shared for inputs * Final report and policy brief completed | By 1 June  By 15 July  By August 1st  By 1 Sept  By 1 Oct | (25 days) |
| **3. Technical support and quality assurance on Monitoring activities for other cash transfer programmes (Makani, drop in, transportation allowance)**   * Develop TOR for services for data collection activities for PDMs using LTAs for two cash programmes * Review indicator framework, ensuring alignment and complementarity and interview guides for two cash programmes * Data collected coded and analysed for two cash programmes * Presentation with summary of PDM results for two cash programmes draft and shared | * 2 TOR completed and advertised * Indicator framework completed * Interview guides and protocol developed and tested * Data collection and analysis * Summary results produced and shared | By 15 Aug  By 1 Sept  By 15 Sept  By 15 Oct  By 15 Nov | (20 days) |
| **4. Operational support for the delivery of cash assistance**   * Develop 2 detailed Concept Notes for cash transfer programmes * Draft detailed SOPs for the delivery of cash transfers produced including (1) payment schedule, (2) beneficiary import, (3) compliance checks, (4) generation of payment list and (5) payment SMS. Detailed SOPs have been circulated and comments incorporated * Develop Concept Note to connect NDA to information, knowledge, and services. * Conduct mapping survey of referrals available by partners and requests for services by recipients. Present findings among relevant stakeholders * Develop and consolidate resource materials to support referrals to available services through social workers, Rights&Access centres and SDCs | * Detailed SOPs draft * Final SOPs completed * Mapping of referrals and NDA recipients needs completed * 2 Concept Notes finalised * Develop and consolidate resource materials for frontline workers | By 15 Aug  By 15 Sept  By 15 Nov  By 30 Oct  By 15 Nov | (30 days) |
| **5. Knowledge management and evidence generation**   * 2 case studies/human interest stories, and 2 Policy Brief (the outline will be agreed with the Supervisor beforehand) based on data collection from monitoring and evaluation activities. * Coordinate the production 1 PDOM report and policy brief, and 1 Multidimensional poverty qualitative study and policy brief | * 2 case studies/human interest stories completed * 2 Policy Briefs * Multidimensional poverty qualitative study and policy brief * PDOM report and policy brief completed | By 15 Aug  By 1 Sept  By 30 Sept  By 15 Nov | (10 days) |
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| **Estimated Consultancy fee:** | |  | |
| **Other Expenses:** |  |  |  |
| Travel International (if applicable) |  |  |  |
| Travel Local (please include travel plan) |  |  |  |
| DSA (if applicable) |  |  |  |
| **Total estimated consultancy costs[[1]](#endnote-2)** | |  | |

***Section C***

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| **Request Authorised by Section Head:** | |  | **Request Verified by HR:** | | |
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| *Approval of Deputy Representative (if Programme)* | | | *Approval of Deputy Representative Operations (if Operations)* | | |
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| *Representative (in case of single sourcing/or if not listed in Consultant Plan)* | | | | | |
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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.

   Individuals engaged under a consultancy 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 Contractors. Consultants 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. [↑](#endnote-ref-2)