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| UNICEF in Belarus |
| **Requirements for Financial Offer** |
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| **Programme:** UNICEF Belarus CO |
| **Assignment Title:** **International consultant to support UNICEF Belarus Country Office in the development of the 2026-2030 Country Programme Document and related documents** |
| **Purpose of the Assignment:** UNICEF Belarus Country Office (CO) seeks to hire an international consultant to support the development of the 2026-2030 Country Programme Document (CPD). The document will be aligned with the UN Sustainable Development Framework (UNSDCF), UNICEF Strategic Plan and the national priorities of the Republic of Belarus, as formulated in the state programs and strategies. |
| **Supervisor:** The overall supervision of the consultancy will be provided by the UNICEF Belarus Deputy Representative. The consultant is expected to work closely with the Policy and Planning Specialist and Monitoring and Evaluation Specialist as well as programme section chiefs in their respective areas of competence. The Policy and Planning Specialist will be the contract manager and major focal point responsible for coordinating the performance of the tasks, providing necessary documents, arranging consultations and other steps necessary to complete planned deliverables. |

| **Work Assignment Overview** | **Deliverables/Outputs** | **Delivery deadline** | **Lumpsum fee\* per deliverable per duration (USD)** |
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| Regular online consultations with the CPD Task Force to coordinate efforts, discuss ongoing issues, provide inputs and expertise to support the CPD development | Regular online consultations with the CPD Task Force (on average at least once a month) are conducted to facilitate the CPD development process, provide inputs and expertise, coordinate and streamline the development of the CPD and supporting documents | July 2024 – September 2025 |  |
| Develop, prepare, facilitate, and conduct the internal two-stage **Strategic Prioritization Workshop** *(Strategic Moment of Reflection (SMR))* to support prioritization of programming areas and achieve internal CO’s consensus on the new CPD priorities and structure | Two-stage SMR conducted including the following major steps and deliverables:* At least two initial consultations with the CO conducted online to identify key priority areas and format of the SMR
* A draft concept and agenda of the SMR is provided to the CO for approval
* A discussion to finalize the proposed SMR approach is conducted
* First stage of the SMR conducted online with CPD task force (up to 12 people)
* Summary brief on the first stage of the SMR is submitted to the office within a week after the first SMR stage
* A facilitated discussion of the report is conducted with the CO and the concept and agenda of the second stage of the SMR is updated in line with the first stage results and the discussion with the CO
* The second SMR stage is conducted offline in Minsk, Belarus (tentatively in September 2024 - 7-day consultancy visit). The SMR is to include a 2-day workshop with the CPD Task Force to be followed by a 1-day workshop with the whole CO’s team; 2 days planned between sessions and after for follow-up, summaries, etc.
* A series of discussions with the CO staff is conducted to finalize and detail results of the second SMR stage (if necessary)
* SMR report providing recommendations on the programmatic priorities to be included in the CPD, CPD structure, risks assessment and mitigation measures, and other relevant findings and insight is prepared and submitted to the CO within a week after the second SMR event to inform the CPD development
* An online meeting with the CO’s team is conducted to discuss the results of the SMR and provided recommendations
* The SMR report is finalized in line with comments provided by the CO during the discussion within a week following the online meeting.
 | July 2024 – September 2024 |  |
| Developing and finalizing the proposed outcomes’ **Theories of Change** (TOCs) for the CPD with the CPD Task Force | * An online workshop with participation of the CPD Task Force (up to 12 people) is conducted to introduce format, approach, applicable tools for developing the proposed CPD outcomes’ TOCs
* Online consultations with defined TOC teams (likely 3-4 TOCs to be developed) to fine-tune and finalize TOCs
* Draft TOCs are finalized by the TOC teams and approved by the CPD Task Force
 | November 2024 |  |
| Contribute to drafting **Explanatory Notes (ENs)** | * Analyse ENs providing recommendations for contributions or additional issues to consider for each EN
* Online consultations with defined TOC/EN teams (likely 3-4 TOCs/ENs being developed) to fine-tune and finalize ENs
* At least one online discussion of the draft ENs conducted with the CPD Task Force to clarify any issues and finalize TOCs & ENs to the CPD
 | November 2024 |  |
| Drafting the first CPD and supporting documents in close coordination with the CPD Task Force and ECARO advisors as necessary | * Draft version of the CPD finalized as per the TOCs and accompanying ENs, as per quality guidelines issued by UNICEF HQ and as per strict formatting and template requirements of UNICEF/UN (OSEB)
* Supporting documents streamlined and finalized for the first review
* Draft CPD presented and discussed with the CPD Task Force (online)
 | 16 December 2024 |  |
| Conducting strategic moment of reflection / review of the first draft of CP package by the CO’s team | * An agenda of the strategic moment of reflection to discuss the first draft CP package with the CO’s team is prepared and approved by the CO
* Strategic moment of reflection conducted offline in Minsk, Belarus (tentatively in January 2024 - 7-day consultancy visit)
* A series of discussions with the CO staff is conducted to finalize the draft CPD and supporting documents (as necessary)
* Comments and suggestions received during the strategic moment of reflection are summarized in the report and integrated in the CPD and supporting documents in line with consultations with the CPD Taks Force
 | January 2025 |  |
| Revising and finalizing the CPD and supporting documents for submission to the ECARO for the initial review | * Draft CPD and supporting documents revised in line with comments received from the CO, national partners and other relevant stakeholders
* The revised CPD and supporting package are streamlined and approved by the CO for the submission to the ECARO for review
 | 1 February March 2025 |  |
| Revising and finalizing the CPD and supporting documents for submission to the ECA Regional Office (ECARO) for the second review | * Draft CPD revised in line with comments received from the CO, ECARO, national partners and other relevant stakeholders
* Supporting documents revised and edited in line with the changes to the CPD, including ENs and other documents as necessary
* The revised CPD and supporting package are streamlined and approved by the CO for the submission to the ECARO for review
 | 11 March 2025 |  |
| Finalizing the CPD and supporting documents and final submission to the ECARO | * Draft CPD revised in line with further comments received from the CO, ECARO, HQ, national partners and other relevant stakeholders as necessary
* Draft CPD and supporting documents streamlined and consistent
* Final CPD is approved by the CO for submission to ECARO
 | 20 April 2025 |  |
| Supporting the CO with finalization of the package for the submission to the board | * Addressing any final comments to the package from ECARO and the national partners (e.g. the Ministry of Foreign Affairs)
* Streamlining the CPD and supporting documents in line with final edits as necessary
* Supporting the CO in drafting any explanatory and support documents for ECARO if requested
 | 16 June 2025 |  |
| **TOTAL COST FOR DELIVERABLES (USD):** | **USD …** |
| **International travel(s) to Belarus, based on the preliminarily agreed timeline and activities:** | **USD …** |

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| **NOTES\*** |
| Financial proposal should be submitted using the financial offer template and must :* Reflect the costs per each deliverable and the total lump-sum for the whole assignment period (in US$) to undertake the terms of reference.
* Include travel costs and daily subsistence allowance, if internationally recruited or travel is required as per TOR. Consultants are responsible for arranging their own transportation arrangements. UNICEF can provide office vehicle for some duty travel missions with prior agreement as per monthly travel plan approved by the supervisor
* Include any other costs: visa, health insurance, payment of an incidental expenditure (such as bank charges, insurances, etc.) and living costs as applicable.
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