**ANNEX 1. TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

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| **PART I** | | |
| Title of Assignment | Consultancy to support KM of SBC interventions in the context of Covid-19 | |
| Section | ESARO SBC | |
| Location | Home based | |
| Duration | 9 months | |
| Start/End date | **From:1-Apr-22** | **To: 31-Dec-22** |
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**Background and Justification**

On 31 December 2019, WHO was alerted to a cluster of pneumonia patients in Wuhan City, Hubei Province of China. One week later, on 7 January 2020, Chinese authorities confirmed that they had identified a novel (new) coronavirus as the cause of the pneumonia. To date the corona virus (COVID-19) has spread to over 200 countries, including all of East and Southern Africa (ESA). .

The Social and Behaviour Change section is at the forefront of UNICEF emergency response, where knowledge, attitudes, practices and social norms are key to ensure adequate preparedness and response. Risk Communication and Community Engagement (RCCE) plays a key role in providing real-time lifesaving information ensuring that people know what to do to protect themselves and others against various diseases.

Key elements of success include ensuring that internal KM platforms and systems are established and maintained so that CO can effectively access existing guidance and tools when need be and that lessons learned, and best practices are consistently captured and shared so that CO can fully benefit from other countries experience.

Given the high investments in all ESAR countries to support the Risk Communication and Community Engagement response and introduction of COVID-19 vaccines, the Regional office (ESARO) is aiming at strengthening internal capacity to provide enhanced support to the 21 countries through reinforced knowledge generation and sharing and increased documentation of the achievements and good practices in countries.

Technical support is also required to ensure adequate tracking of funding gaps at both country and regional levels, so that funding proposals can be submitted in due time and ensuring the information also feeds into relevant regional reports and presentations.

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**Scope of Work**

***Goal and Objective*: Goal and Objective:**

Under the supervision of the SBC Specialist / Health, the consultant will provide technical assistance in all aspects of knowledge generation and management, ensuring that existing platforms are user-friendly and timely updated, and that information is adequately and timely disseminated within ESAR, ESARO and UNICEF HQ. The consultant will also ensure that the regional funding tracking tool is timely updated.

The objectives of the consultancy are:

1. Maintenance of existing regional SBC repositories of key documentation
2. Preparation and dissemination of the bi-monthly ESAR RCCE Covid-19 newsletter
3. Documentation of Covid-19 lessons learnt and best practices, including “SBC Works!” publications
4. Development of the 2021 SBC at a Glance Infographic
5. Maintenance of the regional fund tracking tool
6. Support the organization of the regional bi-monthly catch-up calls with country offices
7. Support the development and/or maintenance of tools and repositories related to the introduction of the Covid-19 vaccine in ESAR
8. ***Provide details/reference to AWP areas covered:*** This assignment links to the AWP/IR number1.2) Evidence, knowledge and data generation to reinforce the quality of SBC and CE programming in ESAR*.*
9. ***Activities and Tasks:*****Maintenance of existing regional SBC repositories of key documentation**

* Get acquainted with the structure and content of the existing repository of key documentation
* Upload any relevant documents shared by ESARO SBC team, COs and/or relevant partners
* Implement improvements on the existing repositories and documents
* Ensure that monitoring and tracking forms are updated

1. **Preparation and dissemination of the bi-monthly ESAR RCCE Covid-19 newsletter**

* Track proposed CO contributions to the RCCE Covid-19 newsletter
* Support COs in the writing of human-interest stories to be showcased in the newsletter
* Provide final package (narrative + illustration) and follow up on the lay out of the newsletter
* Ensure wie dissemination of the newsletter both within and outside the Organization

1. **Documentation of Covid-19 lessons-learned, best practices and human-interest stories**

* Support CO in the writing Covid-19 lessons-learned, best practices and human-interest stories to be showcased in various KM and dissemination channels such as SBCWorks!
* Identify possible platforms to disseminate Covid-19 lessons-learned, best practices and human-interest stories externally
* Share relevant SBC information with other ESARO-sections, specially Health / EPI

1. **Development of the 2021 SBC at a Glance Infographic**

* In collaboration with ESARO SBC / Emergencies Specialist, compile available information on the ESAR 2021 SBC human and financial resources
* Collate and analyze the information to produce 2021 SBC at a Glance

1. **Maintenance of the regional fund tracking tool**

* Get acquainted with the structure and content of the existing regional fund tracking tool
* Monitor additional funding requests and allocations both at regional at country levels and ensure these are adequately and timely recorded in the tracking tool
* Follow up with COs to ensure funding gaps and fund allocation by interventions are accurate and updated
* Contribute to the development of relevant power point presentations

1. **Support the organization of the regional bi-monthly catch-up calls with country offices and RCCE updates for internal and external dissemination**

* In collaboration with ESARO SBC / Emergencies Specialist, coordinate the organization of regional catch-up calls with country offices, identifying relevant content to be shared during the calls, liaising with COs and relevant RO colleagues for quality assurance and timely submissions
* Ensure adequate technical IT assistance during the meetings, including recording of the sessions, using Teams as main teleconference platform
* Prepare meeting minutes
* Support the preparation of Power Point presentations both for internal and external dissemination

1. **Support the development and/or maintenance of tools and repositories related to the introduction of the Covid-19 vaccine in ESAR.**

* Get acquainted with the structure and content of the existing ESACREDT demand KM Hub
* Upload any relevant documents shared by ESARO SBC team, COs and/or relevant partners
* Support the ESARO SBC Project Manager Consultant in the development and dissemination of Covid-19 monitoring forms, repository of COs best practices, Data4action reports and any other relevant documentation that supports the adequate roll out of the C-19 vaccines in the region.

1. ***Work relationships:***The contractor will work under the supervision of the SBC Specialist/Health. The contractor will work closely with SBC Specialist/Emergencies and with the SBC consultant supporting the introduction of COVID-19 Vaccine in ESAR.
2. ***Outputs/Deliverables:***

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| **Outputs** | **Payment schedule** | **Deadline** |
| 1st Progress report electronically submitted to the supervisor which includes details on the following deliverables:  Funding tracking tool updated  Catch up call PWP timely submitted  One Data4action supported | Monthly payment covering April 1st to April 30th, 2022 | April 30th 2022 |
| 2nd Progress report electronically submitted to the supervisor which includes details on the following deliverables:  One Newsletter issued  Funding tracking tool updated  2021 SBC at a Glance Infographic submitted | Monthly payment covering May 1st to May 30th 2022 | May 30th 2022 |
| 3rd Progress report electronically submitted to the supervisor which includes details on the following deliverables:  Catch up call PWP timely submitted  One Data4action supported  Funding tracking tool updated | Monthly payment covering June 1st to June 30th 2022 | June 30th 2022 |
| 4th Progress report electronically submitted to the supervisor which includes details on the following deliverables:  One Newsletter issued  Funding tracking tool updated  One C4D works! to document lessons learnt | Monthly payment covering July 1st to July 31st 2022 | July 31st 2022 |
| 5th Progress report electronically submitted to the supervisor which includes details on the following deliverables:  Catch up call PWP timely submitted  One Data4action supported  Funding tracking tool updated | Monthly payment covering August 1st to August 31st, 2022 | August 31st, 2022 |
| 6th Progress report electronically submitted to the supervisor which includes details on the following deliverables:  One Newsletter issued  Funding tracking tool updated  One C4D works! to document lessons learnt | Monthly payment covering September 1st to September 30th, 2022 | September 30th, 2022 |
| 7th Progress report electronically submitted to the supervisor which includes details on the following deliverables:  Catch up call PWP timely submitted  One Data4action supported  Funding tracking tool updated | Monthly payment covering October 1st to October 31st 2022 | October 31st 2022 |
| 8th Progress report electronically submitted to the supervisor which includes details on the following deliverables:  One Newsletter issued  Funding tracking tool updated  One C4D works! to document lessons learnt | Monthly payment covering November 1st to November 30th 2022 | November 30th 2022 |
| Final report against outputs 1,2,3, 4, 4, 6 and 7 summarizing achievement, lessons learned and recommendations and with details on the following deliverables:  Catch up call PWP timely submitted  One Data4action supported  Funding tracking tool updated | Monthly payment covering December 1st to December 29th 2022 | December 28th, 2022 |

**Payment Schedule**

The monthly payment is a lump sum upon satisfactory completion of deliverables.

**Desired competencies, technical background, and experience**

1. Education: At least a first-level university degree or its equivalent is required; fields of particular interest will include social sciences (Development Studies, Economics, Sociology, or Anthropology).
2. Work experience: A minimum of 2 years of professional experience in Social and Behavior Change with at least one-year practical experience in the area of research, knowledge management development and knowledge dissemination platforms.
3. Technical knowledge:

* Knowledge of the individual and social factors related to Social and Behavior Change, preferably but not necessarily in the region
* Technical expertise in working with Excell and in layout software
* Demonstrated experience in developing and disseminating knowledge management products, good practices, lessons learnt, success stories for development programme/projects
* Solid experience in the use of interactive tools to support virtual events/meetings
* Knowledge of UNICEF programming is an advantage.
* Strong coordination, networking and communication skills
* Excellent writing skills

1. *Must exhibit the UNICEF Core Values of:*
   1. *Care*
   2. *Respect*
   3. *Integrity*
   4. *Trust*
   5. *Accountability*
2. *Competencies:* 
   1. *Drive to achieve results for impact (L1)*
   2. *Works collaborative with others (L1)*
   3. *Innovates and embraces change (L1)*
3. *Languages:* Oral and written proficiency in English is required. French and Portuguese are considered an asset.

**Administrative issues**

The Consultant will be home-based, working on an full time basis. If the consultant is based in a country with a different time-zone, he/she will need to be available for team work at least from 2pm to 6pm Nairobi time daily.

Regular remote meetings (frequency to be defined with the supervisor) will be organized to provide updates.

Since the work will be done remotely, the consultant must have high internet connectivity and must be available/reachable online throughout the consultancy.

**Conditions**

* The consultant will be responsible for his/her own computer and additional specialized equipment to conduct the assignment.
* 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.
* 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.

**Risks**

Given the high visibility on RCCE for COVID-19 response and considering UNICEF recognised leadership in this field, not having support to document the RCCE response poses a reputational risk to UNICEF.

**How to Apply**

Qualified candidates are requested to submit a cover letter, CV, at least 3 Referees and/or Reference Letters and at least 2 examples of previous relevant work via our Talent Management Recruitment system.

Interested candidates must indicate their ability, availability, and monthly rate expressed in US$.

**Late submissions or incomplete applications will not be considered. Applications submitted without a fee/ rate will not be considered.**