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

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| **Title**  Planning and Monitoring Specialist P3/4 (in-person in Burundi) | **Type of engagement**  Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | **Duty Station:**  Bujumbura, Burundi |
| **Purpose of Activity/Assignment:**  Burundi CO is looking for a Planning and Monitoring Specialist for support on specific tasks. Burundi is mid-way into its CPD 2019-2021 and the strategic moment of reflection has taken place and the workplans for July 2021-June 2023 have been finalized.In the next months, the focus is therefore on data work and planning ahead to simplify planning processes and to support the programme sections’ in implementation of the workplans. The UN has started the process of developing the UNSDCF and there is important work to be done on the situation analysis including engaging with children and adolescents.The consultancy is based in a medium-size office with humanitarian and development interventions.  The assignment will be based in Bujumbura, Burundi. Please note that Bujumbura is a non-family duty station and the candidate is expected to work on site in the UNICEF office in Bujumbura. | | | |
| **Scope of Work:**  Under the guidance of the Chief of Planning, Monitoring and Evaluation, the Planning and Monitoring consultant will lead the following deliverables.   1. **Prepare coherent data management for children**     1. Work with Government counterparts to develop a data dashboard based on the SITAN Omega (February – March)    2. Support the establishment of a new partnership with the national statistics organization (ISTEEBU) and other UN agencies on data monitoring in line with the SDGs including identifying data gaps (February).    3. Develop new approach on data exploring how to engage in projections and modelling in order to timely inform future programming (including in light of new CPD preparations) (March).    4. Engage in preparations of Demographic Health Survey (DHS) with a critical eye and in proposing ways of collecting data that is forward looking and includes taking action immediately on key indicators (Feb-June)    5. Finalize 2-3 pager Situation Analysis (SITAN) on children living with disabilities (February)    6. Coordinate the UNICEF inputs to the UN Common Country Assessment (CCA) ensuring that children’s issues are taken into account and new areas such as the impact of climate change on children is mainstreamed in the CCA ensuring Accountability to Affected Populations and thus children and adolescents are included in the process (February) 2. **Support the preparation of the new Country Programme Document**    1. Provide support to detailed planning of the new CPD (March)    2. Support the roll out of the Rights and Results Based Management Training and related capacity building initiatives for the CPD development (April-June) 3. **Improve existing monitoring systems**     1. Onboard new NoC planning and monitoring specialist ensuring the person has the knowledge needed to succeed in UNICEF (February)    2. Review based on the CO checklists, the (Humanitarian) Programme Documents ensuring they are in line with CO priorities and indicators are aligned (February – June)    3. Analyze the monitoring system in place with a lens on Accountability to Affected Populations (February)    4. Set up monitoring system for the key cross-sectoral office priorities including early childhood development, adolescents and climate change as well as social protection (February to April) | | | |
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| **Work Assignment Overview** | | | |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline |  |
| Prepare coherent data management for children | SITAN data dashboard put in place; partnership with national statistics agency; UN CCA contributions submitted of high quality; SITAN on children living with disabilities | Feb-March |  |
| Support the preparation of the new Country Programme Document | Capacity building sessions on CPD planning carried out | March-June |  |
| Improve existing monitoring systems | Set up monitoring systems for key cross-sectoral office priorities | Feb-June |  |

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| **Estimated Consultancy fee** |  |  |  |
| Travel International (if applicable) | Included in the consultant financial offer. Rest and Recuperation travel every two months (as long as Bujumbura remains non-family duty station) |  |  |
| Travel Local (please include travel plan) | Will be covered by UNICEF (DSA) |  |  |
| DSA (if applicable) | N/A |  |  |
| **Total estimated consultancy costs[[1]](#endnote-1)** |  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | | |
| Bachelors  Masters  PhD  Other  Enter Disciplines  An advanced university degree in one of the following fields is required: Development studies, Social sciences studies, International Development, Business Administration, Project/Programme Management or another relevant technical field. | **Experience:**  Five years of professional experience in one or more of the following areas is required: Programme development/management, monitoring systems, planning and knowledge of UN/UNICEF planning processes. Experience with UNICEF indispensable and very good knowledge of planning and monitoring procedures within UNICEF required.  **Language Requirements:** Fluency in French is required. Working level English required.  **Skills:**   * Strong drive for results in terms of quality of work and ability to handle a wide range of diverse tasks * Openness to explore new ways of working and propose new strategies in terms of planning * Good people skills to build relationships with colleagues in the country office quickly and work in a collaborative manner with those engaged in planning processes * Ability to innovate and simplify planning and monitoring processes * Ability to learn quickly and add value to the Burundi CO immediately. | | |
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| **Application to include:**   * An updated CV/P11 OR e-recruitment profile * A cover letter outlining motivation for this consultancy * Two latest performance evaluations / consultancy evaluations * Financial proposal – please submit daily rate. |  | | |

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

   **Text to be added to all TORs:**

   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. [↑](#endnote-ref-1)