

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: National Consultant for Social Policy Support (covering NTT and NTB Provinces)	Type of engagement <input checked="" type="checkbox"/> Consultant (ZCNT)	Duty Station: Kupang, Indonesia <i>Consultant should be home-based and will not have assigned desk or office space.</i>
Purpose of Activity/Assignment: The purpose of hiring a National Consultant at the Kupang Field Office is to provide technical support for social policy work in the geographic coverage area of the field office, with a focus on the provinces of West Nusa Tenggara and East Nusa Tenggara, as well as the cities of Mataram and Kupang. The consultant will primarily focus on innovative finance and subnational planning and budgeting, including for the covid-19 post-pandemic planning and budgeting, and provide support in other areas such as social protection, research, data, and innovation.		
<u>Innovative Finance and Subnational Planning and budgeting:</u> The consultant will provide technical support to improve the quality of planning and public spending for children at the subnational level. The support includes analyzing policies and data on planning and budgeting during the COVID-19 pandemic and offering recommendations for post-pandemic planning and budgeting. The consultancy also includes strengthening the capacity of local governments to plan and manage public resources effectively, promoting children's participation in the development process, strengthening the implementation of a child-friendly city, and supporting the development of innovative financing mechanisms to elevate social policy initiatives.		
<u>Social Protection, Research, Innovation, and Data:</u> The consultant will support the implementation of the programme in social protection and research, data and innovation. Overall, the consultant's work will contribute to strengthening the capacity of local government in the Kupang Field Office area to design and implement effective social policy interventions that respond to the needs of vulnerable populations in the local context.		
Background: UNICEF Indonesia's intervention and policy advocacy in the social policy area has become increasingly important due to compounding and complex challenges that children face, particularly poverty and access to essential services. Social protection programmes are vital for reducing child poverty and promoting social inclusion. In addition, public finance and subnational/urban planning play crucial roles in ensuring the effective delivery of child-focused programmes and services. Furthermore, research, innovation and data can provide evidence to inform planning and decision-making critical for achieving development gains for children in Indonesia. To support these efforts, there is a need for a consultant at the Field Office (FO) of Kupang to provide technical expertise on the social policy programme and interventions in Kupang FO areas with focus on the provinces of West Nusa Tenggara and East Nusa Tenggara, as well as the cities of Mataram and Kupang. The consultant will work closely with UNICEF's Social Policy section, Kupang Field Office, subnational governments, and local partners to plan, organize, and implement programme and document policies and practices. This will involve collaborating with subnational governments and local partners to ensure that child-focused programmes and services in Kupang's areas are effectively delivered and evidence-informed. Furthermore, the consultant's work will contribute to strengthening the capacity of local government in the Kupang FO area to design and implement effective social policy interventions that respond to the needs of children in the local context.		
Scope of Work: <ol style="list-style-type: none"> 1. Supporting strategic collaboration in planning, implementing, monitoring, reporting and coordinating of social policy programme in collaboration with the government, other stakeholders and implementing partners at Kupang FO areas. 2. Providing technical expertise to UNICEF's Social Policy section, including but not limited to: 		

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<ul style="list-style-type: none"> Faith Based Innovative Finance in NTB and Mataram Subnational Planning and Budgeting (Long-term and Mid-term development plans and annual planning and budgeting) in the Provincial Government of NTB and NTT Child-Friendly City Planning and implementation in Kupang <ol style="list-style-type: none"> Assisting the team in facilitating social policy activities. (high-level discussions, conference, workshop, training) at Kupang FO areas. Assisting the team in preparing related documents/reports (work programme, programme budget, concept notes). Assisting the team in programme documentation for knowledge management. 			
Supervisor: Social Policy Specialist	Start Date: August 2023	End Date: July 2024 (11 months, Deliverable based)	
Work Assignment Overview			
Tasks/Milestone	Deliverables/Outputs	Timeline	Estimate Budget
Detail Work Plan based on the plan to work with the local government (NTB, NTT, Mataram and Kupang), internal UNICEF and other organization	Finalized work plan	4 Sept 2023	3% (5 days)
Provide technical support to the City of Kupang in the development of Child-right profiles and regional action plan for Child-friendly City	Technical assistance on child-friendly city planning and implementation is delivered Drafted child rights profile and action plan	30 Oct 2023	30% (60 days)
Provide technical support to the Provincial Government of NTB and NTT in the development of a long and mid-term plan and 2024 planning and budgeting	Finalized technical support report on the development of a long-term plan and 2024 planning and budgeting	15 Feb 2024	30% (60 days)
Provide technical support to the Province of NTB and the City of Mataram in Faith-based innovative finance.	Technical assistance to Baznaz on faith-based innovative finance is delivered	15 May 2024	25% (40 days)
Assist the team in facilitating social policy activities with the government, other stakeholders, and implementing partners at the Kupang FO areas.	Finalized report of completed support in facilitating activities with the government, other stakeholders, and implementing partners at the Kupang FO areas.	8 June 2024	5% (15 days)
Assist the social policy team in preparing documents/reports such as work programme, programme budget, concept notes.	Finalized report of completed support on the documents/report development	15 June 2024	5% (5 days)
Assist the team in programme documentation.	Completed report on the documentation of best practices from the supported program.	July 2024	2% (5 days)

<p>Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Social Policy, Economics, and Finance</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Master’s degree in economics, finance, business, or related fields. • Minimum five years’ professional work experience in public policy, social policy, finance, urban planning, community development facilitation, and/or policy formulation support. • Familiarity with UNICEF programming and experience and working under UNICEF mandates (<i>preferred</i>). • Strong experience in facilitating institutional strengthening, including developing the strategic plan, coordinating, and liaising with various local/city government offices (<i>preferred</i>). • Familiarity with national and subnational government planning and budgeting. • Familiarity with holding consultations with children, adolescents, and young people. • Excellent communication, writing, and speaking skills in English and Bahasa Indonesia. • Computer skills, including internet navigation, teleconferencing, file sharing, and a variety of office applications.
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