

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

### Emergency Response Roster for Rapid Deployment in Malawi

<b>PURPOSE AND VALIDITY OF THE EMERGENCY ROSTER</b>	<ul style="list-style-type: none"> <li>• This generic advertisement facilitates the sourcing and selection of qualified and eligible (pre-vetted) national and international candidates for inclusion in the UNICEF MALAWI Emergency Consultancy Roster ONLY.</li> <li>• Candidates maintained in any roster must be screened for qualifications, references, prior work experience, and separation of good standing</li> <li>• The Roster will remain valid for 36 months.</li> <li>• Selection from the Roster: when the emergency need arises, the office will invite candidates from the Roster to express their interest and availability as well as submit their financial proposals based on an all-inclusive fee for the specific assignment and terms of reference.</li> <li>• Selected consultants will provide expert technical services and support the emergency activities against the terms of reference and scope of work below.</li> <li>• These assignments will be for rapid deployment.</li> </ul>
<b>Title of Assignment</b>	Programme Specialist (PSEA)
<b>Requesting Section</b>	Chief of Child Protection
<b>Location</b>	<ul style="list-style-type: none"> <li>• This assignment will be based in Blantyre or Lilongwe (<i>to be confirmed at the time of recruitment</i>), or any district as dictated by the relevant emergency.</li> <li>• It will be expected of the consultant to travel to the various affected districts across Malawi for field monitoring and attend required meetings/events.</li> <li>• The consultancy is not office-based; however, the consultant will be expected to attend related and scheduled meetings and briefing sessions at the office or online or at any agreed location.</li> </ul>
<b>Contract Duration</b>	<ul style="list-style-type: none"> <li>• Consultants will work on specific deliverables and timeframes determined by the office during engagement and based on emergency needs.</li> <li>• The contract duration will depend on the scale of the emergency and assignment needs – the consultancy duration will thus be confirmed at the time of engagement against the specific assignment's terms of reference.</li> </ul>

## BACKGROUND

Malawi's new Country Programme (2024-2028) includes three components: (1) child survival and development; (2) learning, skills development, and protection; and (3) social policy. All components are supported by the programme and operational effectiveness and efficiency imperatives. All UNICEF programmes focus on risk-informed programming across the humanitarian and development nexus in all the above three outcome areas. Risk-informed programming across the humanitarian and development nexus in all three outcome areas will contribute to strengthened disaster preparedness, enhanced climate adaptation/mitigation and response, and increased resilience capacity of institutions, communities, and young people. Programming aligns with UNICEF Core Commitments for Children in Humanitarian Action and the Inter-Agency Standing Committee's Transformative Agenda.

Malawi is ranked fifth in the 2021 Global Climate Risk Index<sup>1</sup>. According to the Children's Climate Risk Index (UNICEF, 2021), Malawi is among the top forty countries with high climate risk for children and the most vulnerable communities. Malawi is highly susceptible to climate and environmental shocks, including flooding, drought, cyclones, and extreme heat. Such shocks have recently increased in frequency and magnitude and are among Malawi's children's greatest threats. As per UNICEF, 'Climate Landscape Analysis for Children in Malawi' report (CLAP) 2022 that climate-related hazards have resulted in the loss of life, displaced thousands of people, and damaged or disrupted roads, health facilities, schools, and power supplies across the country. Malawi also faces frequent outbreaks of cholera, endemic malaria, and the re-emergence of vaccine-preventable diseases such as polio, contributing to a need for a programme response fully responsive to an increased poly-crisis environment.

## JUSTIFICATION

Malawi has a history of both public health and climate change-related emergencies. Climate-related, encompassing droughts, floods (often caused by cyclones or tropical storms and heavy rains), food insecurity, and infectious disease outbreaks. Cholera, Polio, Measles, Malaria, COVID-19, Schistosomiasis, and other infectious diseases create public health emergencies with devastating consequences in Malawi; there are also emerging Scabies outbreaks reported from schools in some districts. A cholera outbreak was reported in March 2022, which has been ongoing to date, with cases reported across all districts. On 13 March 2023, Tropical Cyclone Freddy affected at least 2.5 million people (including 51 per cent female and 56 per cent children), left 659,278 displaced, injured 2,186 people, and killed 679. The 659,278 displaced were housed in 776 camps.

With protracted poly-crisis specially Cholera, Malawi Government and relevant agencies continued to respond to the situation. As humanitarian partner, UNICEF continuously supports the Government of Malawi in responding to multiple emergencies in a coordinated and effective manner to reach more children and families affected by humanitarian crises. At the heart of UNICEF's response are the Core Commitments for Children in Humanitarian Action (CCCs). The CCCs call for the rapid provision and deployment of qualified personnel to act in the first eight critical weeks of humanitarian response and provide guidance for action beyond that, moving towards defined benchmarks. Therefore, UNICEF is seeking dedicated individuals willing to work on emergency response and preparedness, risk-informed and resilience programming, and operations and programme activities in various fields to ensure the survival and well-being of children, women, and affected communities in an emergency.

<sup>1</sup> Germanwatch (2021), *Global Climate Risk Index 2021*, p.8.

## PURPOSE OF THE ASSIGNMENT

Under the supervision and guidance of the Chief of Child Protection, the Programme Specialist (PSEA) will provide technical support to build the capacity of government and Civil Society Organizations at district and community levels to roll out implementation of PSEA global guidelines and standards to protect children affected by cholera and floods, displacement and other fragile and unstable situations from sexual violence, exploitation, and abuse in line with UNICEF's Core Commitments for Children (CCCs). The consultant will support the UNICEF PSEA Focal person to strengthen their capacity to prevent and response to sexual exploitation and abuse including strengthening the prevention, referral, reporting and victim assistance capacities of the partners especially at district and community levels.

The consultant will work closely with other members of the Child Protection Section and, the Emergency Technical Team (ETT) and UNICEF PSEA focal point, Section PSEA Focal Points in the UNICEF Malawi office and focal points in the implementing partners.

## SCOPE OF WORK/OBJECTIVES

- Support the roll out and implementation of UNICEF action plan for sexual exploitation and abuse at district and community levels.
- Facilitate PSEA trainings for District Councils and implementing partner staff, volunteers, in line with the PSEA Training Plan.
- Support district and community level partners to provide victim centred, age-appropriate assistance, including psychosocial, medical, safety and legal services, are provided to survivors of SEA via established referral mechanisms at district and community levels
- Support District Councils and UNICEF CSO partners to distribute IEC materials on PSEA and conduct awareness raising sessions using appropriate and child friendly awareness messages and materials for UNICEF staff and partners especially at community district and community level.
- Collaborate with implementing partners and programme sections PSEA focal persons to ensure sensitization activities on SEA are implemented across communities and ensure established systems to track and monitor implementation are functional and in use.
- In collaboration with HACT and the UNICEF PSEA Focal Person support programme section PSEA Focal persons and partners to ensure SEA risk assessment is conducted and findings are addressed during the programme implementation.
- Provide technical support to UNICEF partners including district councils to monitor implementation of policies and procedures, community-based complaints mechanisms, and incident investigations
- Participate in the strengthening of District level PSEA and protection coordination platforms.
- Provide technical support to programme sections on integration of PSEA components into key programme documents such as: HAC, HPDs, donor proposals, donor reports, Sitreps and quality assurance activities.
- Conduct periodic safety audits to inform the further programming and record lesson learning.

## REPORTING REQUIREMENTS

### **To whom will the consultant report (supervisory and any other reporting/communication lines):**

- The consultant will be reporting to the Chief of Child Protection with frequent coordination with the Humanitarian Action and Resilience Section (HAR) and other sectors based on the emergency situation at the time of recruitment.
- The consultant will coordinate and work closely with the emergency technical focal points and PSEA focal points at UNICEF.

**What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:**

- Daily, weekly and/or monthly monitoring reports on the situation on the ground, reports on people in need and the reach of the response and progress and final report as agreed with the supervisor.
- Rapid and regular updates on the progress, especially input to Humanitarian Situation Reports and data requests is essential and critical.
- Regular discussions will be held face-to-face and virtually, and the consultant is expected to stay in touch via telephone, emails, and other online platforms.

**How will the consultant consult and deliver work, and when will reporting be done:**

- The consultant will be field-based with regular presence in the emergency-affected districts.
- The consultant will provide monthly deliverables based on an agreed work plan and results-based schedule as outlined in the ‘Expected Deliverables section’.
- In the first week of the month, the consultant will produce a work plan outlining the key deliverables in consultation with the contract supervisor. Where amendments arise during the month, a formal email will be shared and attached to the monthly report.
- Note that the consultant may be required to work irregular hours.
- The consultant will present the draft documents and the final report to UNICEF as agreed during the time of engagement and as per the work plan.

**EXPECTED DELIVERABLES**

In alignment with the scope of work described above, the consultant will be expected to carry out emergency response activities which may be similar in output across the months, for which there will be monthly payments based on satisfactory performance-service delivery. In alignment with the nature of the assignment, a detailed work/implementation plan will be jointly prepared between the consultant and the contract supervisor, defining the delivery timelines and dates, outlining the planned tasks and concrete steps to be undertaken to successfully accomplish the assignment within the scheduled contract period as per broad outline below;

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% and amount of total fee payable
Develop a work plan based on the office PSEA action plan	Workplan	3days	TBD	
Support UNICEF high risk implementing partners	Final report	15 days	TBD	
In collaboration with the UNICEF PSEA Focal Person, support the rollout the implementation of the PSEA training package that was developed by UNICEF and the UN Task Team at district and community levels	Training Package	30 days	TBD	

Support PSEA Focal Person to facilitate PSEA trainings for CSO staff, and implementing partners at district and community levels	Training report	30 days	TBD	
Support District Councils and partners to distribute appropriate and child friendly awareness IEC materials	Distribution report	30 days	TBD	
Facilitate translation and dissemination of PSEA messages to implementing partners and communities.	Distribution report	7 days	TBD	
Review existing data collection and reporting tools for PSEA indicators and revise/ update to ensure PSEA indicators are comprehensively addressed and reported by community -based structures	Data collection tools revised and in use	5 days	TBD	
Support district councils and UNICEF CSO partners at district and community level partners to timely submit reports on PSEA for SITREPS and 5 Ws	Weekly progress reports	Weekly	TBD	
			100%	

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signature and which will be updated on a regular basis as needed.

#### PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstrating high standards in cooperation and communication with UNICEF and counterparts
- Satisfactory quality completion of each deliverable
- Adherence to UNICEF’s child safeguarding policy

#### PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract of the satisfactory and quality completion and submission of deliverables and upon receipt of the respective and approved invoice. Once the supervisor approves and signs monthly reports, the consultant will issue a receipt for payment against the approved monthly report. 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

The consultancy cost will be based on an all-inclusive fee basis, including professional fees, travel and living costs, transportation costs (fuel, car hire, etc), stationary, communications, etc. No other costs are payable under this consultancy.

## DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

### Academic qualification:

- Advanced university degree in social work, international relations, law, child psychology, or relevant field.

### Work experience:

- A minimum of 5-8 years of experience with UNICEF and/or other relevant actors, including experience with Protection, GBV and child protection programming in humanitarian contexts.
- Extensive work experience outside the humanitarian sector relevant to this post may be considered a replacement for humanitarian expertise.
- Experience in conduction trainings, assessments and reporting
- Experience in the UN common system is desirable.

### Technical skills, knowledge and strength areas:

- Knowledge of UNICEF's core commitments to children in humanitarian action as well as Inter agency documents on PSEA, GBV and CHS.
- Ability to work effectively under stress and in emergency settings.
- Ability to develop new and nurture existing internal and external networks, partnerships and relationships to deliver results.
- Ability to communicate confidently and persuasively, both orally and in writing.
- Ability to analyse information, solve problems and make decisions in various contexts
- The highest levels of personal integrity and commitment to adhering to required standards of conduct.
- Knowledge of results-based management principles is a strong asset.
- Good knowledge of MS Office (including PowerPoint, Excel and Word) is essential.

### Languages:

- Fluency in written and verbal English is required, familiarity with Chichewa will be an asset.

## ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption, Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgement upon acceptance of the offer.

Before the issuance of the official contract, the individual consultant is requested to:

- complete the applicable mandatory trainings.
- ensure that the visa (where applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. The consultant is solely responsible for both the visa and own health insurance.
- the selected consultant is 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. The vaccine mandate, 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

The consultant must ensure the use of his/her own computer and be able to communicate using direct calls/WhatsApp, and any other approved electronic communication. Where approved, for work efficiency, the consultant will be provided a UNICEF email and ID only during the contract period.

## CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- The consultant will not have supervisory responsibilities or authority on UNICEF budget.
- 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. Consultants 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.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage candidates to disclose their disability during their application in case they need reasonable accommodation during the selection process and afterwards in the assignment.

## HOW TO APPLY FOR THE ROSTER PURPOSE

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five (5) pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Certified reference letters from at least three (3) previous supervisors (full reference checks will be conducted at the time of recruitment against a specific emergency need and prior to engagement)

**Note:**

- Only shortlisted candidates will be contacted and advance to the next stage of the selection process.