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| UNICEF in Belarus |
| **Requirements for Financial Offer** |
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| **Programme:** Emergency section, UNICEF Belarus CO |
| **Assignment Title:** International consultant to support UNICEF Belarus Country Office in its transition from Emergency response to preparedness |
| **Purpose of the Assignment:** UNICEF Belarus Country Office (CO) is seeking to hire an international consultant to support the office in streamlining its emergency response and preparedness in view of the gradual transition from the current L1 response (Ukraine situation) to preparedness and contingency, as well as to ensure that emergency preparedness is properly embedded in the new 2026-2030 Country Programme Document. |
| **Supervisor:** Deputy Representative, UNICEF Belarus |

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| **Work Assignment Overview** | **Deliverables/Outputs** | **Delivery deadline** | **Lumpsum fee\* per deliverable per duration (USD)** |
| Contribute to the **exit strategy for Emergency Response (including BlueDot, HCTs etc.)** refocusing to the most vulnerable children/families  | Ukrainian Refugees Emergency Exit strategy note with programme and operational recommendations  | November 2024 |  |
| Support in developing the CO emergency preparedness plan of action for 2025-2026; finalize the **new Emergency Preparedness Platform** based on the recommendations from ECARO Regional Emergency Advisor and Multi-Country Preparedness and Contingency initiative | Draft plan of action for Emergency Preparedness and Response for 2025-2026, including programme interventions, partnerships, supplies  | January 2025 |  |
| Prepare and facilitate a 1-2 days’ workshop with Belarus CO team to define possible scenarios and assumptions for preparedness | February 2025 |  |
| Updated EPP based on the inputs from relevant programme and operations staff | March 2025 |  |
| Work with the CPD development team on how to **reflect Emergency in the new programme document** and cycle, including organisation of the orientation for team  | 1-2 days orientation session with CO staff on latest emergency challenges and trends in the region  | November 2024 |  |
| Revised draft CPD with integrated emergency inputs | December 2024 |  |
| Support with the development of the **new HAC and Refugee Response Plan** for Belarus for 2025-26 | HAC 2025-26 and RRP-2025-2026 are finalised | November 2024 |  |
| Support with **cross-cutting and cross border** work with UNICEF Poland for emergency preparedness and response for refugees and migrants | Concept note with recommended cross-cutting and cross border work | April 2025 |  |
| Support office with **fundraising and documentation** of the emergency preparedness and response interventions | Report on UNICEF Belarus experience with Emergency Preparedness and Response  | February 2025 |  |
| 2 concepts/proposals that can be used for fundraising  | January 2025 |  |
| ***Total costs for deliverables:*** | ***USD …*** |
| ***Travel costs (if any travel occurs):*** | ***USD …*** |
| ***Total costs:*** | ***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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