

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/ CONTRACTORS



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Type of engagement:	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time
Title of engagement:	Technical Assistance to advance inclusive, rights-based, shock-responsive, and child-sensitive social protection and services in Saint Kitts & Nevis and the Caribbean
Location: If remote or home-based, indicate. If contractor is not resident in host country, indicate if presence in host country and/or travel is required.	Remote, with travel to St Kitts and Nevis
Duration: Number of working days	105 days
Start Date:	6/10/2024
End Date:	2/28/2025
Requesting Section:	Social Policy and Social Protection
Supervisor:	Social Policy Officer

## BACKGROUND (\*)

Globally, and across the Eastern Caribbean Area, there is increasing awareness that social protection plays an important role in not only alleviating poverty, but also protecting children and families who are vulnerable to the impacts of larger shocks and disasters. Social protection covers the range of policies and programmes needed to reduce the lifelong consequences of poverty and exclusion, including social protection's role in disaster and shock-prone contexts, demonstrating how social protection can act as the first layer of support when crisis hit, and be adapted and leveraged to better protect children and their families.

UNICEF has been actively engaged in supporting social protection initiatives in St. Kitts and Nevis, recognizing the importance of safeguarding the well-being of children and families in the country. The organization's work in this Caribbean nation has focused on strengthening the social protection system, enhancing access to quality education and healthcare, and promoting equitable opportunities for vulnerable populations. UNICEF has been supporting St Kitts and Nevis in supporting and consolidating social assistance programmes. A few different social assistance programmes were launched such as the MEND/RISE pilots and Poverty Alleviation Programme (PAP), which had recently an update and re-launched in 2021. While Nevis Authority kept RISE, the programme was discontinued in St Kitts. Currently, the Nevis authority has been expanding RISE with some of the recommendations provided through an evaluation commissioned by UNICEF.

In view of the different challenges posed by the various grants, The Government in St Kitts has recently decided to launch a new social assistance programme called LIFT (Livelihood Improvement for Family Transformation), designed for households that earn EC\$ 2500 or less, and with a focus on livelihoods building and resilience and with a strong

component of learning and training that complement the cash (normally called cash plus approach). The consolidation of programmes is usually in tandem with discussion of design parameters such as benefit level, coverage, targeting and other operational aspects. Despite having been modelled on MEND/RISE, LIFT is expected to have a stronger technical footprint from the start and be based on evidence and lessons learned. LIFT will incorporate PAP beneficiaries and include components for the elderly and people living with disabilities, in line with the objectives expected of LIFT. Nevertheless, it is crucial to analyse the importance and impact that PAP has/had in poverty alleviation especially in view of the new programmes and its technical parameters.

As part of the SDG Fund Joint Programme for a “Resilient Caribbean”, one of the results of UNICEF as one of the leading agencies is: “Institutional capacities for social assistance delivery are enhanced, programmes are strengthened, made more shock responsive and better integrated, while coordination with contributory social protection is reinforced and the extension of social security coverage to informal sector promoted”. Under this scenario, the Government of St Kitts and Nevis requested the technical assistance of UNICEF to develop operational manuals for the upcoming LIFT programme, taking into consideration the experiences and lessons learned with MEND/RISE and PAP and the new objectives expected from social assistance in both islands.

#### PURPOSE/SCOPE OF ACTIVITY/ASSIGNMENT (\*)

1. **Goal and Objective:** Under the supervision of the Social Policy Manager, the contractor will provide technical assistance and operational support in the area of social protection to contribute to strengthen the design and delivery of inclusive and effective social assistance programmes and social protection systems.
2. **Provide details/reference to AWP areas covered:**  
 Outcome 3: More families, including those of the poorest and most deprived children and adolescents, benefit from more comprehensive social protection, including in humanitarian settings.  
 Output 3.1: Social protection institutions are strengthened to design and deliver inclusive and effective programmes and systems.
3. **Activities and Tasks:** The consultant will lead on three pieces of work:
  - a. **Revision of the operational manual for LIFT**, including a component on how will the program work in Nevis, M&E framework and Shock Responsive Social Protection.
  - b. **Development of the Linkages and Referrals** for inclusion in the Operations Manual for the “plus” component on LIFT.
  - c. **Finalization of the Social Protection Policy**, including the Monitoring and Evaluation framework and incorporating feedback from the youth.
  - d. **Develop and deploy capacity building**, dedicated to officers involved in the LIFT programme.
  - e. **Provide Technical Assistance** in technical and operational support to strengthen social assistance programmes and linkages between programmes for more coordinated and integrated social protection systems in the target countries.
4. **Work relationships:** The consultant will report directly to the Social Policy Officer. In addition, an Advisory Group will be formed which will be comprised of representatives from UNICEF and the Government of St Kitts and Nevis. This group will provide support to the consultant which will include, but will not be limited to, the following:
  - Advice on the context and necessary supporting data required for the analysis and outputs;
  - Assistance with the development of internal/external communication, logistics, etc. and strategies required to support the work; and
  - Feedback on reports developed by the consultant.
5. **Outputs/Deliverables:**

The main outputs of the consultancy include:

- **Operational Manual:** The consultant should revise the ops manual for LIFT based on the lessons from implementation and interviews with staff and senior management in St Kitts and in Nevis. The consultant will add key sessions to the manual such as M&E, SRSP, Communications and Grievances mechanisms.
- **Linkages and Referrals (L&R) Operational Manual:** This would include a brief report literature review on best practices of L&R for social assistance programmes; a mapping of social services available with

associated tools, and a supply capacity assessment; a L&R design; protocols and procedures to be included in the LIFT manual, a roadmap for implementation and training guide for staff – there is an accompanying concept note to guide this work.

- **Capacity building for staff working on LIFT:** Based on the operational manual, develop and apply training with key staff so there is shared understanding of the broader context of LIFT, their role in it and the changes with the programme.
- **Finalization of the Social Protection Policy:** The policy is in final drafts but needs the Monitoring and Evaluation framework as well as the inclusion of some feedback so it can be sent to Cabinet.
- **Technical Assistance:** report on technical and operational support provided under the new SDG joint Programme and provide and develop an investment case for the recommended UNICEF support that is required for the design and implementation of the LIFT programme.

#### **Work Assignments:**

<b>Key Activities/Tasks (*):</b>	<b>Deliverables/Outputs (*):</b>	<b>Duration (Est. days):</b>	<b>Due Date</b>
Review Operational Manual	LIFT Operational Manual – draft 1	25 days	15/07/2024
Revise draft 1 based on comments, conduct further analysis as needed and present to government	LIFT Operational Manual – final	10 days	29/07/2024
Draft Referrals Chapter, including roadmap for implementation and training guide	Drafted Referrals Chapter	30 days	09/09/2024
Capacity Building	Training for key staff working on LIFT	10 days	23/09/2024
Finalization of the Social Protection Policy	Social Protection Policy, Action Plan and Monitoring and Evaluation Framework	10 days	07/10/2024
Technical and Operational Support in social protection for St Kitts and Nevis	Report on technical assistance provided	20 days	11/11/2024
Identification of recommendations for integrated, cross-sectoral UNICEF support	Investment Case for UNICEF's support for the implementation of the LIFT programme	10 days	25/11/2024
Premium Insurance	N/A		N/A
Total days of work		105 days	

## TRAVEL REQUIREMENTS\*

This assignment is home-based but will require travel to St Kitts and Nevis. We estimate that 2 trips of one week will be necessary.

The consultant is responsible for arranging his/her own travel, including bearing the costs visas and travel insurance. Accommodation, meals and incidentals costs must not exceed the UN daily subsistence allowance rates. The costs for approved travels will be reimbursed by the UNICEF ECA upon submission of receipts and based on applicable UN DSA rates. All approved travels to be conducted in accordance with UNICEF travel rules and regulations.

## MINIMUM EXPERIENCE / QUALIFICATIONS (\*)

### Education:

☐ Bachelors ☒ Masters ☐ PhD ☐ Other

### Enter Disciplines:

Social Science Humanities, Social Protection, Public Policy, Development work, psychology, or any related technical field.

### Knowledge/Expertise/Skills required:

- Knowledge and/or experience in social protection policies and programmes.
- Experience using qualitative research tools and methodologies.
- Greater weight will be given to consultants who have experience in the Latin America and Caribbean region.
- Demonstrated experience of intersectional programme design that includes intersectionality between age, gender and disability.
- Familiarity with Accountability concepts.
- Excellent analytical and report writing skills.

**Years of Experience:** 8 years of relevant professional experience social protection, including referrals mechanism.

**Language(s) needed if any:** English written and oral fluency

## ADMINISTRATIVE MATTERS (\*)

This assignment is home-based but requires travel to St Kitts & Nevis in mission. The Consultant is expected to work with his/her laptop and mobile phone and email address. The Consultant will report to the Social Policy Officer in close coordination with the Technology for Development officer, and he/she will work closely with the Ministry of Social Development and Gender Affairs. The Consultant will be expected to report regularly on progress being made on the contract to the Social Policy Officer. Periodic discussions will also be carried out during the consultancy period to monitor progress and constraints, support required and proposed solutions.

## CONDITIONS OF SERVICE (\*)

Before commencing work, a consultant or individual contractor shall submit a statement of good health and take full responsibility for the accuracy of that statement, including confirmation that he or she has been informed of the inoculations required for the country or countries to which travel is authorized. Consultants and individual contractors shall assume all costs that may occur in relation to the statement of good health. Consultants and individual contractors are required to certify that they are covered by medical/health insurance.

## RECOURSE (\*)

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. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

## TITLE RIGHTS (\*)

All materials created by the Contractor which bears a direct relation to, or is made in order to perform, this contract and any intellectual property rights thereof, including but not limited to patents, copyright and trademarks, shall be jointly owned by UNICEF and the Contractor. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights. Any third party usage shall require written permission from both parties.

## TRAININGS (\*)

Consultants and Individual contractors, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract:

- [Ethics and Integrity at UNICEF](#)
- [Prevention of Sexual Harassment & Abuse of Authority](#)
- [Sexual Exploitation Abuse \(PSEA\)](#)

Consultants and Individual Contractors must complete the following course before commencement of any travel on behalf of UNICEF.

- [BSAFE Security Training](#)

Any consultant or individual contractor who is issued a UNICEF email address must complete the following courses no later than 30 days after signature of contract.

- [General Information Awareness Security Course](#)
- [Fraud Awareness](#)

## HOW TO APPLY (\*)

Prospective consultants should apply through UNICEF jobs website using the following link *Insert link (HR)* No later than *Insert date*. The application package should include the following:

- a) A cover letter;
- b) Detailed Curriculum Vitae
- c) A proposal stipulating all-inclusive fees, including lump sum travel and subsistence costs, as applicable.
- d) Insert any additional requirements

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

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.