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| **Title: Emergency Cash Transfers and Data and Information Management Contractor**  | **Funding Code**SC180985 (100%)  | **Type of engagement**[ ]  Consultant [x]  Individual Contractor | **Duty Station:**Nairobi |
| **Purpose of Activity/Assignment: The Emergency Cash Transfers contractor will support scaling up of cash transfers to beneficiaries in support to Government efforts including quality assurance of MIS and Data to ensure linkages between the humanitarian and development cash transfer programmes**  |
| ***Background and Justification:*****Kenya** is vulnerable to climate change and other shocks. Over 80% of terrain of Kenya is arid or semi-arid area which has 70% of national livestock is susceptible to climate shocks and desertification. (World Bank 2020) Drought crisis are now twice as frequent, affecting around 5 million every two to three years, where arid and semi-arid area are particularly poor and vulnerable population area, repetitive climate and other shocks make more deteriorate of the situation of arid and semi-arid location. **3.5 million people in Kenya are severely food insecure** due to the drought after experiencing average to below-average rainfall, coming after the October-December 2020, March-May 2021 and October-December 2021 seasons were all marred by below-average rainfall.The social protection sector in Kenya in the last decade has expanded despite the low coverage, the government is committed to build inclusive social protection systems. Notably, the Kenya National Social Protection Policy (NSPP) the guiding framework for development of an integrated social protection system in Kenya, comprising of policies and programmes in four areas: income security, social health protection, **shock responsive social protection** and complementary programmes. The new operational definition is aligned with the four pillars put forward in the revised policy which translate Kenya’s vision of a comprehensive social protection system, therefore, comprises public actions which address not only income poverty and economic shocks, but also social vulnerability, considering the inter-relationship between exclusion and poverty.Kenya recently graduated to a Lower-Middle Income Country (LMIC) and is one of the fastest growing economies in Sub-Saharan Africa, with a 5.7% economic growth on average between 2015 and 2019[[1]](#footnote-2). However, poverty and inequality remain widespread and worrisome, and the global economic crisis resulting from the Covid-19 pandemic is exacerbating poverty and vulnerability. There is a lot of uncertainty on the duration of the ongoing pandemic and the related restriction measures across countries, as well as on their socio-economic impact, but observers seem to agree in picturing a massive slowdown of the global economy, with a resulting devastating impact on the most vulnerable segments of societies. Social protection is increasingly recognized as an important tool to reduce vulnerability and chronic poverty as well as essential response to shocks experiencing these years and the sector greatly expanded in Kenya in the last decade. The Kenya Social Protection Policy (NSPP) is the guiding framework for development of an integrated system in the country, comprising of policies and programmes in three areas: social assistance, social insurance, and social health insurance[[2]](#footnote-3). In 2013, the Government of Kenya (GoK) launched a National Safety Net Programme (NSNP), that consolidates the four major government-led cash transfer programs and provide support to more than one million vulnerable households. The four cash transfer programs include the 2005 Orphans and Vulnerable Children Cash Transfer program (CT-OVC), the 2007 Hunger Safety Net Program (HSNP), the 2008 Older Persons Cash Transfer program (OP-CT), and the 2011 Persons with Severe Disability Cash Transfer program (PWSD-CT). While the foundational elements of a social safety net are in place in Kenya, GoK is now committed to move beyond cash transfers to an integrated Social Protection system, based on an inclusive, lifecycle approach to enhance social and economic inclusion of the poor and vulnerable. This includes the introduction of innovative Cash plus and graduation models, and a renewed attention to **shock-responsive, life cycle and highly inclusive interventions** looking, amongst others, at gender and disability. Moreover, Kenya has subscribed to the Convention on the Rights of the Child. Article IV of the Convention on the Rights of the Child (UNCRC, 1989), to which Kenya is a signatory, requires all State Parties to undertake legislative, administrative, institutional, and other measures “to the maximum extent of their available resources” to progressively implement children’s rights. Other key commitments to which Kenya as a country has committed to, include the 2030 Agenda for Sustainable Development, the Addis Ababa Action Agenda on Financing for Development, the Human Rights Council resolution on ‘Investing in the Rights of the Child’ and the General Comment No 19 (related to the UNCRC) on Public Budgeting for the realization of Children’s Rights.In 2013, with the promulgation of its new constitution, Kenya became a different country certainly with regards to the governance of public services. The Constitution (2010) that introduced devolution and that came into force in 2013, fundamentally changed the way the Government of Kenya is providing public services. Sub-national county governments have become a main provider of social services also impacting on children. Nonetheless, child poverty remains high in Kenya, with an estimated 11.1 million children -that is 53% of all children- being multi-dimensionally poor which means that they are deprived of fulfilment of 3 or more (out of 6) basic needs, services, and rights (Comprehensive poverty analysis, UNICEF 2020). Almost half of all 23.4 million multi-dimensionally poor Kenyans (i.e. 48%) are children. Equally, more than half (55%) of the 15.9 million monetary poor Kenyans are children.In February 2022, the Kenya Food Security Steering Group (KFSSG), released the latest Short Rains Assessment (SRA) report that shows that the drought situation is worsening, especially in ASALs. According to the SRA, the number of acutely food insecure people (IPC 3 and above) have increased gradually from 2.1M in August 2021 to 3.1M currently. It is projected that the number will increase to 4.2M from April to October 2022.In the Semi-Arid and Arid Lands (ASAL) of Kenya, over 3.5 million people are facing humanitarian assistance. Particularly in Turkana, Marsabit, Wajir, Mandera, Isiolo, Garissa, Samburu, Tana River, and parts of Baringo and Laikipia counties, the projection for the pastoral communities that lost livestock during previous season, is more likely to be affected and face food insecurity as Crisis (IPC Phase 3) outcomes through August 2022.UNICEF’s Drought response ongoing interventions With the close collaboration of the government partners, UNICEF plays a critical role to respond the Drought crisis in those affected areas to utilize the nationally own social protection system as a part of shock-responsive social protection measurement, and heavily engaging with the community to disseminate the critical food and nutrition messages as the cash plus element to the affected communities with the paraprofessionals such as the child protection volunteers and / or community health volunteers.UNICEF will disburse 1,572 HHs Cash Transfer amounting 50% of the Minimum Expenditure Basket for Food in Garissa for 3 months starting end of May. On integration, social protection in collaboration with Nutrition and Child Protection sectors will target malnourished children under 5 years old and the targeting criteria and data collection will be agreed on. On the cash top ups, the data will be drawn from the UNICEF supported cash plus programmes including Mwangaza Mashinani, Out of school cash transfers, Children in Charitable Institutions among others. In overall drought response, the priority counties for interventions are Garissa, Marsabit and Turkana aiming to cover over 10,000 households not receiving cash transfers/tops from any other organizations. The coverage will be increased depending on the available resources. The targeting criteria for the response In accordance with the progressive realization of the Universalism and Inclusiveness of the social protection, UNICEF assesses, and targets malnourished under five years children in the prioritized, most affected counties. UNICEF envisages covering people living in affected and targeted areas through blanket approach universally.***Scope of Work***The consultant will be supervised by the Social Policy Specialist (Social Protection) and will closely work within the team of Social Protection for specific products. The consultant will provide support for the Social Protection portfolio for UNICEF Kenya***Activities:***1. Work closely with the Social Protection team, to map project needs and indicators, analyse capacity and socio- political and regional context to define the scope of the emergency response with regards to humanitarian cash transfers/shock-responsive Social Protection in Kenya.
2. With close collaboration of the Ministry of Public Service, Gender, Senior Citizens Affairs and Special Programmes: State Department for Social Protection, Senior Citizens Affairs and Special Programmes, Department of Social Assistance (here after as the Ministry), ensure prompt targeting of beneficiaries in affected areas and verification of the data and its scope for compatibility, supporting cleaning data transferring from the Enhanced Single Registry (ESR) as well as Consolidated Cash Transfer Management Information Systems (CCTP-MIS), and supporting to assist in the generation of payrolls for cash transfers.
3. Support the Social Policy Specialist (Social Protection) to develop technical concept notes data systems guidelines for the Ministry to commission specific technical products for the Ministry for shock response interventions.
4. Support the Social Policy Specialist to ensure a coordinated response between humanitarian response from partners, GOK (Hunger Safety Net) and the National Social Protection Programme.
5. Provide technical support to the cash working group, implementing partners and service providers to ensure that the interoperability of the ESR and MIS among various sectors, aligning with the needs and expectations of the Ministry while meeting the quality standards.
6. Support the Social Policy Specialist (Social Protection) by providing timely and quality inputs to the development & finalization of the targeting methodology, strengthen the ESR and MIS (including data cleaning), grievance redress mechanism and any other function linked to the Management Information Systems.
7. Responsible for the development of a detailed operational manual / automation scripts for the data collection, cleaning, verification of the beneficiary’s data.
8. Liaise closely and coordinate with the Ministry and colleagues from finance and supply functions to identify the most appropriate Cash Transfer and payment processes for the Humanitarian / Development Cash Plus Programme and design as well as develop mechanisms to link it with the existing systems.
9. Work closely with the Ministry and other sectors to identify needs, develop capacity building activities and its implementation for the Ministry and UNICEF team on different components of the building blocks of MIS and Data handling capability.
10. Support the Social Policy Specialist (Social Protection) in reporting on the progress of the Humanitarian / Development Cash Plus Programme by providing timely and quality reports on MIS and data related functions.
11. If and when required, represent the UNICEF Kenya Social Protection team in internal as well as external dialogues, meetings and workshops.
12. Other support requested by the supervisor.

***Work relationships:***The incumbent will work closely with relevant sections at UNICEF (health, nutrition, child protection, education, Communications and Advocacy and Communications for Development), including zonal offices. The consultant will work with national and county governments as required, as well as with other UN agencies and development partners.***Outputs/Deliverables:***The contractor will provide a monthly report based on the activities outlined above. The monthly report should include products delivered and milestones. Payment will be monthly. |
| **Budget Year:** | **Requesting Section/Issuing Office:** | **Reasons why consultancy cannot be done by staff:** |
| *2022* | *Social Policy* | *Supporting Office Priority as L2 UNICEF Emergency and the section is experiencing shortage and gaps, as a TA staff is leaving as well as a UNVs.*  |
| **Included in Annual/Rolling Workplan***:* [ ]  Yes, [x]  No please justify: This is to provide additional support to the social protection team for drought and emergency response.  |
| **Contractor sourcing:**[x]  National International [ ]  Both**Contractor selection method:** X[ ]  Competitive Selection (Roster)[x] Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[x]  New SSA (contractor) [ ]  Extension/ Amendment |
| **If Extension, Justification for extension: NA** |  |
| **Supervisor:****Social Policy Specialist (Social Protection)** | **Start Date:****1st August 2022** | **End Date:****31 December 2022** | **Number of Days (working)** **6 Months, 22 days/month** |
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The contractor will provide monthly reports containing a) the analysis conducted; b) data/MIS support; c) response; d) other support provided. The monthly reports should contain supporting documents and reports

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| **Deliverables** | **Timeline** | **Schedule of Payment** |
| 1st Month Report including the payrolls reports  | 22 days | 16.6% |
| 2nd Month Report including the cash transfers concept notes and revised coverage numbers with reconciliation reports  | 22 days | 16.6% |
| 3rd Month Report including the integrated report for other sectors cash transfers, RapidPro feedback and reconciliation reports  | 22 days | 16.6% |
| 4th Month Report including updated shock responsive social protection coverage and cleaned data from the CCTP-MIS and reconciliation reports  | 22 days | 16.6% |
| 5th Month Report including knowledge management products and updated 5W matrix for the Cash working group | 22 days | 16.6% |
| 6th Month Report including the handover report and overall cash transfers reports with reconciliation  | 22 days | 17% |

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| **Estimated Consultancy fee** |  |  |  |
| Travel International (if applicable) | In consideration of a monthly payment vis a vis the deliverables payment, the Contract amendment under the **Itinerary, Mode(s) of Travel and Standards of Accommodation** section, for UNICEF to cater for individual consultant’s travel by directly raising their travel authorization instead of reimbursement. This will include equivalent air tickets and DSA rates payable to staff members undertaking a similar travel for official purposes according to the travel policy.  |  |  |
| Travel Local (please include travel plan) |  |  |
| DSA (if applicable) |  |  |
| **Total estimated consultancy costs[[3]](#endnote-2)** | $ 250/per day for 22 days a month  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| [ ]  Bachelors [x]  **Masters** [ ]  PhD [ ]  Other Enter DisciplinesInformation Technology and/or systems, Public Policy, Economics, Disaster Risk Management with a major / course module / research on information systems. At least master’s degree  | * At least 5 years of progressive work experience in provision of technical assistance on development of MIS systems for large scale (preferably government managed) programmes in social protection or other social services provision.
* Experience of working in development and/or emergency programmes, preferably in fragile contexts is desirable.
* Excellent communication and interpersonal skills in a multicultural environment.
* Ability to multitask and work under tight deadlines in a highly complex environment.
* Ability to take initiative, work independently and deliver high quality results on time.
* Ability to work with multiple stakeholders, especially government sectors.
* Fluency in English, with excellent project and report writing skills required
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| **Administrative details:**Visa assistance required: [ ] Transportation arranged by the office: [x]  | [ ]  Home Based [x]  Office Based:If office based, seating arrangement identified: [x] IT and Communication equipment required: [x] Internet access required: [x]  |
| **Request Authorised by Section Head****Gaby Guerrero Serdan,** **Chief of Social Policy**  | **Request Verified by HR:** **Human Resource Manager** 20.05.2022 |
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| *Approval of Deputy Representative, Operations (if Operations)* *Approval of Deputy Representative, Programmes (if Programme)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Representative (in case of single sourcing/or if not listed in Annual Workplan)* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  |
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1. [World Bank Kenya Country Overview](https://www.worldbank.org/en/country/kenya/overview) [↑](#footnote-ref-2)
2. Kenya National Social Protection Policy, 2012. [↑](#footnote-ref-3)
3. 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. [↑](#endnote-ref-2)