

LONG-TERM AGREEMENT FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE

Title: [Long Term Agreement \(LTA\) for Engagement of National Individual Consultant for Technical Support on Advocacy Strategy](#)

Duty Station: [Kuala Lumpur, Malaysia](#)

Duration of LTA: [Three \(3\) years](#)

1. BACKGROUND / RATIONALE

UNICEF works towards realization of the rights of children as prescribed in the Convention of the Rights of the Children. These rights pertain to child survival, protection, development, and participation.

As outlined in UNICEF Strategic Plan 2022-2025, advocacy is an essential change strategy to realize UNICEF's child rights mandate, both with the public at large and with policy makers. In the past few years, UNICEF Malaysia has worked to increase capacity of its staff and its partners on conducting advocacy to promote child rights in Malaysia, through office-wide training on advocacy strategy development and on the parliamentary system, procedures and the law-making process.

UNICEF Malaysia has embarked on the process of developing a new Country Programme Document (2026-2030) and there is a clear ongoing need to strengthen the office's advocacy approaches in order to effectively influence decision makers, stakeholders and relevant audiences to support and implement actions that contribute to the realization of children's rights in Malaysia. The development of the new Country Programme Document (2026-2030) is a crucial opportunity to ensure that the office develops sustainable, integrated advocacy strategies that will accelerate results for every child.

In light of this critical juncture and building on previous capacity-building initiatives, UNICEF Malaysia seeks an expert consultant to provide ongoing technical advice and support on advocacy planning, strategizing, implementation and monitoring, with a particular focus on parliamentary advocacy.

2. PURPOSE OF ASSIGNMENT

The purpose of this assignment is to provide high-quality technical advice and support to UNICEF Malaysia and its key partners in order to strengthen capacity to develop and engage in strategic, impactful and effective advocacy for the rights of all children in Malaysia.

3. OBJECTIVE(S)

The objective is to set up a Long-Term Agreement to facilitate and expedite the process of contracting an expert consultant to provide the abovementioned technical advice and support as needed on a consistent basis over a longer period.

4. MAJOR TASKS TO BE ACCOMPLISHED

- i. Provide technical advice and support on advocacy planning, strategizing, implementation and monitoring for UNICEF Malaysia's advocacy priorities across different programme areas:
 - a. Child protection: priority areas include social service workforce strengthening, justice for children, children affected by migration and child immigration detention.
 - b. Social policy: priority areas include public financing for children.
 - c. Engagement of adolescents.
 - d. Other areas that may be identified.
- ii. Advise on strategic engagement with key MPs, policymakers, parliamentary select committees and all-party parliamentary groups.

LONG-TERM AGREEMENT FOR INDIVIDUAL CONSULTANT

- iii. Provide technical support and capacity-building on parliamentary engagement and advocacy, including through briefing sessions, workshops, and other forms of support as needed to UNICEF staff and partners including non-government stakeholders and CSOs.
- iv. Conduct review, analysis and provide feedback and recommendations on specific laws, policies or issues as needed.
- v. Provide ongoing strategic advice and inputs as per the requirement of the office.

Responsibilities of the Consultant:

- i. The consultant will use their own equipment that may be required for this task.
- ii. The consultant will not give the content/material or any part thereof, to any third party without the written permission of UNICEF. All components will be a property of UNICEF, and the consultant will not share the same with anyone else.
- iii. The consultant will not put their own name or logo/emblem on the content / final product. The only organization branding will be UNICEF, if required.
- iv. The consultant may be required to deliver on tight, short timelines as needed based on the requirements of the assignment.

5. DELIVERABLES AND DEADLINES

| No. | Tasks | Deliverable | Date for completion of deliverable |
|------------|--|---|---|
| 1. | Advocacy planning, strategizing, implementation and monitoring, including but not limited to parliamentary advocacy. | <ul style="list-style-type: none"> • Advocacy strategy documents • Advice on engagement with MPs, policymakers, parliamentary select committees and all-party parliamentary groups. • Advocacy briefs and other materials • Mapping of advocacy audiences and stakeholders • Monitoring and Evaluation Framework | As and when requested by UNICEF |
| 2. | Capacity-building on parliamentary engagement and advocacy. | <ul style="list-style-type: none"> • Training materials (including agenda, PowerPoint presentation slides, resource materials) | |

LONG-TERM AGREEMENT FOR INDIVIDUAL CONSULTANT

| No. | Tasks | Deliverable | Date for completion of deliverable |
|-----|---|--|------------------------------------|
| 3. | Review and analysis of specific laws/policies/issues. | <ul style="list-style-type: none"> • Briefing papers • Written analysis and recommendations | |
| 4. | Any other requests for strategic advice and inputs as needed on an ongoing basis. | <ul style="list-style-type: none"> • Key advocacy messages • Media statements/responses • Briefs/talking points • Other advocacy materials | |

6. CHILD SAFEGUARDING

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES **NO** If YES, check all that apply:

Direct contact role YES **NO**

If yes, please indicate below the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES **NO**

If yes, please indicate below the number of hours/months of manipulating or transmitting personal identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

7. DUTY STATION

This is a remote assignment. Working from the office in Kuala Lumpur and/or Putrajaya (Malaysia) is as and when required

8. OFFICIAL TRAVEL INVOLVED

No travel outside Malaysia is envisaged for this consultancy; however, consultant might be required to travel outside their duty station for specific events (e.g. if in-person training or documentation missions or meetings are required by UNICEF, government or partners) in which case payment of travel costs including tickets, lodging, etc. should be agreed upon, between the supervisor and the consultant prior to travel and will be reimbursed on actuals.

LONG-TERM AGREEMENT FOR INDIVIDUAL CONSULTANT

9. ESTIMATED DURATION OF LTA

The Long-Term Agreement will be for a duration of three years. The initial period would be for two years with an option for renewal for a subsequent year on the same rates, terms and conditions, subject to satisfactory performance evaluation and continuing need for the service.

10. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- University Degree in Law (qualified in a country with a common law system). Master’s degree in democracy and politics is preferred.
- At least 10 years’ experience in public advocacy, law or policy making, including experience working the UN, parliamentarians, and CSOs in Malaysia. Previous experience working with UNICEF on parliamentary engagement is preferred.
- Demonstrated specialist knowledge in the field of parliamentary democracy, public policy and legal reform in Malaysia.
- Experience in providing high level technical advice and guidance for advocacy planning, strategizing, implementation and monitoring.
- Experience in facilitating engagement, consultations and coordination with government and non-government stakeholders on public policy and legal reform.
- Experience in developing training materials and conducting capacity building on parliamentary procedures with a variety of stakeholders and audiences, including youth and adolescents.
- Solid knowledge and understanding of international law and standards on child rights.
- Knowledge of UNICEF’s mandate, programming and advocacy for children in Malaysia.
- Excellent communication skills, and ability to articulate clearly and concisely ideas and concepts in written and oral form.
- Open to Malaysian nationals only

Language:

- Fluency in oral and written English and Bahasa Malaysia is required.

11. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

The selection of consultants for the LTA will be based on technical evaluation and financial offers in the ratio of 80:20. The criteria for technical evaluation will be as follows:

| Criteria | Marks | |
|--|--------------|------------|
| | Min | Max |
| Completeness of application (submission of cover letter and all relevant information) | 3 | 5 |
| Relevant educational qualifications of the candidate | 9 | 15 |
| Relevant work experience, demonstrating required specialist knowledge and expertise | 29 | 35 |
| Work Samples – Three examples of previous relevant work on public advocacy (in the last 3 years), including sample advocacy strategy document, policy analysis, training module on parliamentary advocacy or publication on parliamentary procedure in Malaysia. | 19 | 25 |

LONG-TERM AGREEMENT FOR INDIVIDUAL CONSULTANT

| Criteria | Marks | |
|---|-------|------------|
| | Min | Max |
| TOTAL TECHNICAL SCORE The minimum overall qualifying score is 60. Only those candidates who meet the overall qualifying marks of 60 and score the minimum cut-off in each of the above sub-criteria, including the interview, will be considered technically responsive, and their financials will be opened. | 60 | 80 |
| Financial Score The selection of the consultant will be on the basis of technical evaluation & financial offer in the ratio of 80:20 | | 20 |
| TOTAL | | 100 |

12. PAYMENT SCHEDULE

The LTA to be signed will have a fixed fee rate for three years. However, UNICEF does not warrant that any quantity of services will be purchased during the term of the LTA as this will depend on forthcoming needs.

13. CONTRACTS CREATED AGAINST THE LTA

Whenever consultancy services are required, details of the deliverables and timelines will be presented to the LTA holder. Upon receipt of confirmation of availability and interest in the assignment by the LTA holder, a contract will be issued based on the fees agreed in the LTA. The consultant must sign the contract prior to commencement of work.

Payment will be made after completion of deliverables (payment schedule will be specified in the contract) and submission of invoices for the actual work completed, subject to satisfactory performance.

14. FINANCIAL PROPOSAL

The Financial proposal will indicate the daily professional fees in USD. The LTA to be signed will have a fixed fee rate for the duration of the LTA.

HOW TO APPLY:

The application to be submitted through the online portal and should contain four separate attachments:

1. A Cover letter explaining suitability for position **(to be uploaded online under “Cover Letter” tab)**
2. Curriculum Vitae (CV) **(to be uploaded online under “Resume” tab)**
3. Minimum of three work samples as described above **(to be uploaded online under “Other – Applicant” as a single document containing work samples for all categories applied)**
4. References for similar consultancy assignments (including contact details of 3 referees) (to be uploaded online)
5. A financial proposal indicating daily professional fees in USD. **(To be uploaded under other supporting documents).**
6. Certificates of mandatory courses (Ethics and Integrity at UNICEF (2020 version); Prevention of Sexual Harassment and Abuse of Authority (2021 version) & Sexual Exploitation Abuse (PSEA) (2021 version) consolidated in one single pdf. **Please note that completion of these courses is mandatory, and applicants are required to complete them and to attach the certificates as part of the application. Link to complete the mandatory courses are available in the advertisement.**

LONG-TERM AGREEMENT FOR INDIVIDUAL CONSULTANT

Important Note:

- **If the LTA will include the optional fees for travel assignments, then BSAFE will be a mandatory course requirement to be added to the list of certificates to be uploaded at the time of application.**
- **Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.**
- **Without all the above 6 documents, your application will be considered incomplete and invalid and will not be considered further.**

Additional Note:

- Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.
 - Joint applications of two or more individuals are not accepted.
 - Please note, UNICEF does not charge any fee during any stage of the process.
 - Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
 - UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
 - General Terms and Conditions for the Consultancy Contract is attached, for your reference.
 - 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.
-