

Individual Consultancy:
Social Protection Advisor
within the Ministry of Social
Affairs, Veterans and Youth
Rehabilitation (MoSVY)



UNICEF Cambodia

1. Background

The Royal Government of Cambodia officially launched the National Cash transfer programme (CTP) for pregnant women and young children nationwide from June 2019 by Ministry of Health for the first six months of CTP rollout. From January 2020, Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) has been implemented the programme, as the institution mandated for overall coordination and implementation of social assistance programmes, in close collaboration with other ministries such as Ministry of Health, Ministry of Planning and Ministry of Interior.

The **primary objective** of the cash transfer is to ease the financial barriers to uptake of essential health care services among pregnant women and children living in poor households. The **secondary objective** of the programme is to promote optimal human capital development among young children living in poor households. The programme is to provide four payments of \$10 during pregnancy and a birth bonus of \$50 upon delivery to pregnant women and a total of ten payments of \$10 for eligible children from birth up to two years of age.

With the recent development of government's intension in integration of four cash transfer programmes as "Family Package", and MoSVY is assigned as "Single Operator" for coordination, implementation and monitoring for the Family Package programme. Therefore, review and update the M&E framework and its tool of Cash Transfer Programme for Pregnant Women and Children under 2, and strengthening capacity of national and sub-national M&E officials are a key for preparation effective M&E system to accommodate other three cash transfer programmes, Cash Transfer for Elderly, Cash Transfer for People with Disability and Scholarship programme in the future.

2. Purpose

The purpose of this consultancy is to provide technical and advisory support to MoSVY (single operator/social welfare department) for development of M&E framework of CT programme for Pregnant Women and Children under 2 years old in the view of future alignment with other Social

Assistance programmes “Family Package”, and support the rollout of M&E training to national and sub-national stakeholders.

3. Work Assignments

Phase I (Review and Finalization M&E framework for CT Programmes): Dec 2020- Jan 2021

- Support MoSVY to review and document of current monitoring tools and its reporting for CT programme implementation and its operationalization
- Support MoSVY team to review draft M&E framework for CT programme to align with M&E framework of NSPPF.
- Support MoSVY team to conduct consultation with relevant stake holders on M&E framework for CT programmes
- Support MoSVY team to develop system based M&E management tool of the CT programmes
- Monitor MoSVY team on setting up for monitoring of Disability Data collection and reporting
- Support MoSVY team to finalize the M&E framework and to organize trainings at national and subnational levels in coordination with relevant stakeholders including MoI.

Phase II (Implementation of M&E framework the CT programmes): March - October 2021

- Support MoSVY team to manage M&E management tool and produce reporting on monthly basis
- Support MoSVY team to manage systematic data collection and reporting by the CT implementors at subnational level
- Monitor the progress on M&E framework implementation and report to the MoSVY management team.
- Monitor MoSVY team on monitoring of Disability Data collection
- Support MoSVY team to prepare monthly and quarterly M&E progress report
- Support Single Operator/MoSVY to update M&E framework for integrated cash transfer programmes “family package”

4. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

- Academic qualification at the Master’s level in the relevant fields such as social sciences, political science, economics etc.
- At least 2 years of professional experience working with government institutions in Cambodia providing advisory roles in M&E development and inter-ministerial coordination.
- Proven experience with design and/or implementation of M&E of cash transfer programme

Knowledge and Skills

- Demonstrated knowledge of social protection, result based management and M&E framework development
- Proven knowledge and understanding of the Cambodian context
- Excellent management, interpersonal, planning and coordination skills
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships

Competencies

- Communication
- Working with people
- Drive for results
- Relating and networking
- Applying technical expertise
- Formulating strategy and concepts

Languages

Fluency in spoken and written Khmer and English

5. Location

The consultant is expected to work in country and full-time and be based in the UNICEF Office. Travel to all provinces for a total of 60 days is anticipated during the contract duration.

6. Duration

The consultant is expected to work for a period of 11 months. This includes in-country travel for a total of 60 days. The indicative schedule of the work assignments with specific timelines is mentioned in “7. Deliverables.”

7. Deliverables

<i>Deliverables</i>	<i>Timeframe</i>	<i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i>
Deliverable 1: Support the review and documentation of M&E framework and tools for CTP <ul style="list-style-type: none"> • Monthly Work Plan (maximum two pages) • Produce review report on existing monitoring mechanism and tool for CTP 	By Dec 31 st , 2020 (23 days)	9%

<ul style="list-style-type: none"> • Review and update draft M&E Framework for CTP in Khmer with separate modules for different levels of institution of monitoring and linkage with M&E framework of NSPPF • Produce monthly progress report (maximum three pages) 		
<p>Deliverable 2: Support the finalization of M&E framework for CTP</p> <ul style="list-style-type: none"> • Monthly Work Plan (maximum two pages) • Consultation with stakeholders on M&E framework • M&E framework for CTP, including tools is finalized • Produce monthly progress report (maximum three pages) 	<p>By January 31st, 2021 (19 days)</p>	<p>9%</p>
<p>Deliverable 3: Support the development and testing of monitoring management system link to CTP</p> <ul style="list-style-type: none"> • Monthly Work Plan (maximum two pages) • Study with IT specialist on system-based monitoring management tools • Development of forms and template for data entry for producing progress report of different level of indicators and reporting format for synchronizing with other systems • Consultation on system-based Monitoring Information Management System (MIMS) with stakeholders • Produce monthly progress report (maximum three pages) 	<p>By February 28th (20 days)</p>	<p>9%</p>
<p>Deliverable 4: Support the development and testing MIMS and development plan for roll-out</p> <ul style="list-style-type: none"> • Monthly Work Plan (maximum two pages) • Organize field testing with IT and M&E team of MoSVY on MIMS system with relevant stakeholders at national and sub-national levels • Work with IT team to finalize MIMS, develop training materials and develop workplan for rollout trainings • Follow up on disability data collection monitoring • Produce monthly progress report (maximum three pages) 	<p>By March 31st (22 days)</p>	<p>9%</p>

<p>Deliverable 5: Support the rolling-out of the MIMS training to national and sub-national M&E officials</p> <ul style="list-style-type: none"> • Monthly Work Plan (maximum two pages) • Conduct training for national and provincial M&E team • Support the rollout of training • Follow up on disability data collection monitoring • Produce monthly progress report (maximum three pages) 	<p>By April 30th (17 days)</p>	<p>9%</p>
<p>Deliverable 6: Support the operationalization of the MIMS</p> <ul style="list-style-type: none"> • Monthly Work Plan (maximum two pages) • Monitor the progress on MIMS implementation in the field and report to the MoSVY management team • Support MoSVY in drafting of the monthly progress reports on monitoring • Follow up on disability data collection monitoring • Produce monthly progress report (maximum three pages) 	<p>By May 30th (20 days)</p>	<p>9%</p>
<p>Deliverable 7: Support the operationalization of the MIMS</p> <ul style="list-style-type: none"> • Monthly Work Plan (maximum two pages) • Monitor the progress on MIMS implementation in the field and report to the MoSVY management team • Review collected data and provide coaching to sub-national level • Support MoSVY in drafting of the monthly progress reports on monitoring • Follow up on disability data collection monitoring • Produce monthly progress report (maximum three pages) 	<p>By June 30th (21 days)</p>	<p>9%</p>
<p>Deliverable 8: Support the operationalization of MIMS and study the linkage of other disability allowance programme and cash transfer for elderly programme</p> <ul style="list-style-type: none"> • Monthly Work Plan (maximum two pages) • Monitor the progress on MIMS implementation 	<p>By July 31st (22 days)</p>	<p>9%</p>

<ul style="list-style-type: none"> • Follow up on disability data collection monitoring • Participate in redesign of disability allowance programme and new design of cash transfer programme for elderly • Study M&E linkage to the existing of CTP M&E framework and its MMIS for update integrated M&E framework • Produce monthly progress report (maximum three pages) 		
<p>Deliverable 9: Support the update of integrated M&E framework</p> <ul style="list-style-type: none"> • Monthly Work Plan (maximum two pages) • Monitor the progress on MIMS implementation • Consultation on Integrated M&E framework • Follow up on disability data collection monitoring • Produce monthly progress report (maximum three pages) 	<p>By August 31st (22 days)</p>	<p>9%</p>
<p>Deliverable 10: Support the finalizaation of integrated M&E framework</p> <ul style="list-style-type: none"> • Monthly Work Plan (maximum two pages) • Finalze integrated M&E framework and develop plan for updating MIMS • Monitor the progress on MIMS implementation • Follow up on disability data collection monitoring • Produce monthly progress report (maximum three pages) 	<p>By September 30th (21 days)</p>	<p>9%</p>
<p>Deliverable 11: Support the preparation for implementation of M&E framework</p> <ul style="list-style-type: none"> • Monthly Work Plan (maximum two pages) • Develop plan for refresh training on integrated MIMS • Prepare report on progress of implementation of disability data collection • Prepare refresher training plan for implementation of integrated M&E framework • Prepare final progress report with hand-over note on actions and pending issues 	<p>By October 31st (16 days)</p>	<p>10%</p>

8. Reporting Requirements

This assignment requires the Consultant to produce monthly work plans for the next month and progress reports (maximum three pages) in English against the above objectives and activity plan, and submit them to MoSVY and UNICEF.

9. Payment Schedule linked to deliverables

Payment terms in relation to key deliverables are specified in “7. Deliverables”. The payment is made on a monthly basis upon the submission and approval of the monthly progress report.

** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

10. Administrative Issues

- The consultant shall be required to include the cost of in-country travel in the financial proposal. Travel cost shall be calculated based on economy class travel, regardless of the length of travel. Costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).
- Access to office space and internet will be provided by UNICEF.

11. Contract supervisor

The consultant will work under the supervision of the Social Policy Specialist. Compliance with the ToR and timely delivery of the expected deliverables will be closely monitored. Upon the completion of work assignments, the supervisor will evaluate the consultant’s work, certify relevant documents and process/follow-up on the payments.

12. Nature of ‘Penalty Clause’ to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants’ performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

13. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to:
<http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.

The deadline for applications is 10/11/20.

14. Assessment Criteria

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

- a) Technical Proposal: Containing a cover letter, updated CV or resume, and copies of 2 relevant performance evaluation reports or references of similar consultancy assignments conducted by the consultant.
- b) Financial Proposal: Lump-sum offer with the cost breakdown, including consultancy fee, in-country travel costs for a total of 60 days, per-diem to cover lodging and meals during in-country travel and any other cost required for this consultancy. The travel shall be calculated based on the most direct and economy fare.

**No financial information should be contained in the technical proposal.*

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- Academic qualification at the Master's level in the relevant fields (20 points)
- Professional experience in M&E and social protection (50 points)
- Knowledge, skills, competencies and languages (30 points)

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technically qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The contract shall be awarded to a candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.