

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title Social Protection M&E consultancy	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty station Lusaka, Zambia With field travel
Purpose of Activity/Assignment: Operationalization of the performance monitoring framework and development of outcome monitoring framework for the SCT programme		
<p>Background</p> <p>The Social Cash Transfer (SCT) programme is implemented by the Government of the Republic of Zambia (GRZ), through the Ministry of Community Development and Social Services (MCDSS) and is Zambia's flagship social assistance programme located within the Social Assistance Pillar of the National Social Protection Policy (NSPP). Its objective is to reduce extreme poverty as well as the intergenerational transfer of poverty and provides beneficiary households with an amount of ZMW 200 per month and ZMW 400 per month for households without and with a severely disabled member respectively.</p> <p>Justification</p> <p>With support from the United Nations Joint Programme on Social Protection (UNJPSP), the Ministry has been building and improving systems to increase programme efficiency, effectiveness and accountability. Prominent attainments have been the development of the enhanced Zambia Integrated Social Protection Information System (ZISPIS) and rolling out the grievance mechanism. Additionally, the SCT has also been used as the foundation for various emergency responses, thus establishing itself as the base for a shock responsive social protection system in Zambia.</p> <p>The SCT programme currently has national coverage with a caseload of over 1,000,000 beneficiary households. More than ever, the Ministry needs to develop and operationalize a robust Monitoring and Evaluation (M&E) system to adequately address both programming data needs and stakeholders' informational needs. Since its inception in 2003, the SCT programme has not had a robust and rigorous M&E system which has resulted in weak monitoring systems characterized by limited data reliability and validity. With the expansion of the SCT in the recent years, there has been growing need for quality data to timely inform policy and programme decisions.</p> <p>In 2019 to 2021, MCDSS with support from UNICEF developed a comprehensive Performance Monitoring Framework for the Social Cash Transfer programme. This initiative came at the backdrop of increasing emphasis on the strengthening the M&E system of the SCT programme. Additionally, the Ministry is now poised to develop an outcome monitoring framework to track programme outcomes and impact. The next stage of the process will involve the operationalization and rollout of the performance monitoring framework.</p> <p>UNICEF seeks to recruit a consultant to support MCDSS to operationalize the performance monitoring framework.</p> <p>Objectives</p> <p>The objective of this assignment is twofold:</p> <ol style="list-style-type: none"> To operationalise and roll out the performance monitoring framework To support a scoping study of the MCDSS's M&E framework and quality assurance of the implementation plan of the Revised National Social Protection Policy. <p>Scope of the assignment</p> <p>Based on the current performance monitoring framework developed with support from Oxford Policy Management, the consultant is expected to identify adequate data collection tools and describe the business processes for data collection,</p>		

data management and data review, including the identification of appropriate user roles and privileges in regard to SCT monitoring data.

The consultant should also review the possibilities of providing access to selected data to the general public through public bulletins which would be accessible to the general public including media and websites accessibility to indicator tracking.

Therefore, the tasks under this activity include

- Revise the current data collection tools and processes needed to populate the framework with actual indicator values based on ZISPIS and M&E module, this should include digitization of the data collection tools;
- Develop an SCT monitoring operational manual which includes timelines and schedules and demonstrates step-by-step how to collect and enter the data into the new system. The manual should also clearly define the roles and responsibilities across stakeholders and institutions;
- Assist M&E unit in the collection and entry of all the required information into the ZISPIS M&E module
- Assist M&E unit in drafting the SCT M&E Annual Report of 2023;
- Develop sensitization/communication materials around SCT Performance Monitoring Framework cycle and responsibilities.
- Training of officers and enumerators at all levels in pilot districts on performance monitoring framework
- Piloting the performance framework in selected districts for an eventual rollout
- Review, validate and refine the overall SCT performance monitoring system after the pilot in a workshop
- Develop an operational plan and tentative budget for the roll out of the SCT performance monitoring framework and a training plan for all actors involved in SCT monitoring
- Train officers and enumerators in SCT outcome monitoring framework
- Update the guidelines for operational procedures based on pilot
- Support the roll out to all 116 districts
- An estimated annual budget for the implementation of the performance monitoring system, with an analysis on the extent it can be contained within the 20% administrative cost benchmark.

As part of an ongoing support to strengthen the M&E system in the Ministry, part of the assignment will be to undertake a scoping study of the Ministerial M&E framework. This support is aimed to establishing the vision of the Ministerial M&E system and how the subordinate M&E frameworks at programme level feed into the broader M&E system.

The consultant will also provide support to the quality assurance of the implementation plan of the Revised National Social Protection Policy. The Ministry is planning to develop the same during fourth quarter 2023, and the consultants engaged with the process will facilitate the population of the plan. The consultant under the M&E assignment will provide quality assurance review of the draft implementation plan and then propose feasible indicators to be used for the performance monitoring and evaluation of the policy.

Key deliverables:

The assignment should result in three deliverables which have been validated by the relevant stakeholders:

- a) A set of finalized performance monitoring framework tools and materials
- b) A scoping study report on MCDSS M&E framework
- c) A final M&E framework for the Revised NSPP

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 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 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](#)

Budget Year: 2023	Requesting Section/Issuing Office: Social Policy/Zambia, Lusaka	Reasons why consultancy cannot be done by staff: The level of the required specialized technical expertise and experience cannot be met from within the current staff resources available at the UNICEF ZCO or at the Ministry of Community Development and Social Services.
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Included in Annual/Rolling Workplan: ☒ Yes ☐ No, please justify:

Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Desk Review/Interview) <input checked="" type="checkbox"/> Advertisement	Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment
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If Extension, Justification for extension:



Supervisor: Lyanna Harracksingh - Social Policy Specialist	Start date: 1 st September 2023	End date: 30 th December 2024	Number of Working Days: 250
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Work Assignment Overview:

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Inception meeting with Ministry and UNICEF; review of SCT Performance Monitoring Framework and Revised NSPP Implementation Plan	Inception report	10 days	10%
Design and facilitate policymakers TRANSFORM training for NSPP	<ul style="list-style-type: none"> Detailed training plan and associated training materials and content. 	25 days	10%

	<ul style="list-style-type: none"> • Delivery of the TRANSFORM training • Submission of training report outlining the outcomes of the training, including results, achievements, challenges and lessons learned. 		
Operationalize and rollout the SCT Performance Monitoring Framework	<p>Finalised performance monitoring framework tools and materials</p> <ul style="list-style-type: none"> • Revised data collection tools and processes; • Develop performance Monitoring Framework Operations Manual; • Sensitize relevant MCDSS staff on the performance monitoring framework • Performance framework implementation report • Report on support to annual M&E report of 2023 	120 days	40%
Conduct a scoping study on MCDSS overall M&E engagement and framework	Scoping study report on MCDSS M&E engagement and framework	30 days	10%
Review the revised NSPP implementation plan and finalise the M&E framework for revised NSPP	<ul style="list-style-type: none"> • Revised NSPP Implementation Plan Reviewed • Draft M&E framework for Revised NSPP and Implementation Plan • Facilitation of M&E framework validation workshop 	50 days	20%

	<ul style="list-style-type: none"> Final M&E framework for Revised NSPP 		
Develop a final report on the assignment which reflects on the change managed during the assignment by the Ministry and its partners and recommendations for the way forward and next steps	Final Report (for the entire assignment taking into account all relevant outputs of each assignment or sub-assignment)	15 days	10%
Estimated Consultancy fee			
Professional fees			
Travel International (if applicable)			
Travel Local (please include travel plan) -Car hire	Is this for hiring a vehicle?		
Communication			
DSA (if applicable)	(20 days)		
Total estimated consultancy costs¹			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Social Sciences, Social/Public Policy Management, Economics or related social Protection graduate and/or evaluation studies qualifications.		Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> Master's degree in Social Sciences, Social/Public Policy Management, Economics or related social Protection graduate and/or evaluation studies qualifications. A minimum of 7 years of professional experience in designing, implementing and managing social protection / familiarity with the Social Cash Transfer programme Experience in designing and implementation of M&E frameworks Demonstrated expertise and capability in collaborating with Government counterparts. Demonstrated ability to deliver quality outputs within strict deadlines, through a proven track record. 	
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)) A) Technical Evaluation (75 Points) <ul style="list-style-type: none"> Master's degree in Social Sciences, Social/Public Policy Management, Economics or related social Protection graduate and/or evaluation studies qualifications. (10 points) A minimum of 7 years of professional experience in designing, implementing and managing social protection / familiarity with the Social Cash Transfer programme (25 point) Experience in designing and implementation of M&E frameworks (25 points) Demonstrated expertise and capability in collaborating with Government counterparts (10 points) Demonstrated ability to deliver quality outputs within strict deadlines, through a proven track record (5 points) B) Financial Proposal (25 Points)			
Administrative details: Visa assistance required: <input type="checkbox"/>		<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based/In Country-Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/>	

Transportation arranged by the office: <input type="checkbox"/>	Internet access required: <input type="checkbox"/>
Request Authorised by Section Head:  Daniel Kumitz, signed on 10th August 2023	Request Verified by HR: Thomson Banda  10 August 2023

ⁱ 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.

Payment of professional fees will be based on submission of agreed deliverables. 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

Text to be added to all TORs:

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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.