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| UNICEF in Belarus |
| **Requirements for Financial Offer** |
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| **Programme:** Child protection |
| **Assignment Title:** **Field monitoring consultant based in Minsk** |
| **Name of the applicant:** |
| **Purpose of the Assignment:** These consultancies are intended to strengthen UNICEF presence at subnational level and provide support in coordination, implementation and monitoring of UNICEF programmes and emergency interventions at the indicated regions. |
| **Supervisor:** CP Specialist, UNICEF Belarus |

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| **TASKS** | **DELIVERABLES** | **Duration** | **Lumpsum fee\* per deliverable per duration (USD)** |
| 1. **Provide technical expertise into design and implementation of piloting for SEES and “School as a secure space” programmes** | | | |
| Facilitate management of the project with BSPU on the SEES project, as well as project planning | • Written recommendations provided to the development of ToR for mentors and annual plans for schools cycle with BSPU – 20 February 2024  • Written recommendations to partners’ design of decentralization plan for management of SEES – 15 February 2024 | February 2024 |  |
| Facilitate the revision and online organization of methodological materials for the SEES project | • Draft conceptual framework for the online portal for methodological materials on the SEES project, incorporating feedback from UNICEF staff and key stakeholders - 1 February 2024  • Written recommendations on the SEES methodological materials, upholding UNICEF quality standards and visibility requirements – 15 March 2024 | February – March 2024 |  |
| Conduct monthly meetings with implementing partners to monitor the implementation status (collect data, check indicators, identify challenges in implementation) | • Facilitation of six (6), monthly meetings with implementing partners to monitor the implementation and collect data of participating schools’ experiences – 20 January 2024 – 20 July 2024  • Six (6) monthly reports on main indicators, defining progress and identifying challenges in implementation - 20 January 2024 – 20 July 2024  • Written recommendations to the strategic implementation plans – 10 February 2024 | January – July 2024 |  |
| Facilitate the promotion campaign on SEES project in communities | • Written recommendations on concept for promotion campaign on SEES project in community – 15 March 2024  • Six (6) monthly reports on the monitoring of the information campaign, with recommendations for adjustments to campaign development and shared with key stakeholders - 20 January 2024 – 20 July 2024 | January-July 2024 |  |
| Participation in the integration of AAP mechanisms into the SEES project: adolescent participation in the development and testing of the intervention mechanisms Monitor against VAC in schools | • Google feedback form for adolescents, teachers, and mentors  • Summary report on quarterly feedback from adolescents, mentors, pedagogues, and community regarding SEES project, with recommendations for ways to integrate feedback into further programme implementation  20 January 2024 – 20 July 2024 | January-July 2024 |  |
| Support organization of two (2) SEES events during the school year | • Written recommendations to project concept on a training event for the adolescent leaders – 1 February 2024  • Written recommendations to project concept on the end of the year festival for adolescents - 1 March 2023 | January-March 2024 |  |
| Support capacity-building for mentors | • Organization and facilitation of two (2) trainings for mentors - 1 March 2024  • Two (2) monitoring visits to supervision and intervision for mentors and two (2) written reports - 20 March 2023 | January-March 2024 |  |
| Monitoring implementation of the SEES program | • Monitoring visits to (5) new schools and five (5) written reports - 1 June 2024  • Monitoring visits (7) to identified schools to support the implementation of the project and 7 (7) written reports - 1 May 2024 | January-May 2024 |  |
| Support in preparing programme and donor reports, and other reporting requirements | • Written inputs to the donor report (data, human interest stories) – 1 May 2024 | January-May 2024 |  |
| 1. **Provide support for promotion of and capacity building for kidspomogut.by** | | | |
| Provide support for promotion of and capacity building for kidspomogut.by | - Organization and facilitation of two (2) trainings for specialists, providing online consultations via kidspomogut.by - 25 February 2024  - Technical inputs/ recommendations provided in plan for content revision of site - 15 February 2024  • Four (6) monthly monitoring reports regarding the effectiveness/ coverage of the information campaign to promote the site at the republican level - 20 January 2024 – 20 July 2024 | January-July 2024 |  |
| 1. **Facilitate mapping of the existing child helplines operating in the regions and under supervision of different profile Ministries** | | | |
| Facilitate mapping of the existing child helplines operating in the regions and under supervision of different profile Ministries. | - Organization of three (3) technical meetings on mapping of the existing child helplines operating in the regions and under supervision of different profile Ministries - 20 January 2024 – 20 July 2024  - Based on the leadership of the international consultant, written contributions to the development of plan - 15 March 2024 | January-July 2024 |  |
| ***TOTAL COST FOR DELIVERABLES (USD):*** | | |  |

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| **NOTES\*** |
| Financial proposal should be submitted using the financial offer template and must :   * Reflect the costs per each deliverable and the total lump-sum for the whole assignment period (in US$) to undertake the terms of reference. * Include travel costs and daily subsistence allowance, if internationally recruited or travel is required as per TOR. Consultants are responsible for arranging their own transportation arrangements. UNICEF can provide office vehicle for some duty travel missions with prior agreement as per monthly travel plan approved by the supervisor * Include any other costs: visa, health insurance, payment of an incidental expenditure (such as bank charges, insurances, etc.) and living costs as applicable. |