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| **Title:** Planning, Monitoring and Reporting (Information Management) contractor | | **Funding Code** | | **Type of engagement**  Consultant/Surge Support  Individual Contractor | | | **Duty Station:**  Nairobi | |
| **Purpose**  To provide technical supports to the UNICEF country Office to establish humanitarian performance monitoring approaches which are functional and inform UNICEF decision-making as well as supporting resource mobilization and internal/external reporting.  The position aims to strengthen the country office Information management for planning and monitoring and reporting related to the drought response and provide additional support to monitoring of Key performance indicators, in line with the drought response plan. Specifically, the consultancy will support the CO in adapting and applying the minimum UNICEF Humanitarian Programme Monitoring, Information Management tools and approaches to the country context based on the humanitarian situation and the country capacity  ***Background and Justification:*** | | | | | | | | |
| The Core Commitments for Children (CCCs) is the explicit commitment that appropriate and experienced staff and personnel with relevant deployment training are provided and rapidly deployed, to focus on action in the first eight critical weeks of humanitarian response and provide guidance for action beyond that, moving towards defined benchmarks.  On 31 March 2022, the UNICEF Corporate Emergency Level 2 Scale-up Procedure for the Horn of Africa drought crisis which affects Over 4 million people in Kenya was activated.  UNICEF Kenya is currently supporting the drought emergency. PME as a Section plays a central role in providing assurance to the office that overall Corporate Emergency Level 2 Scale-up meets highest quality standards in planning, monitoring and reporting. The Section aims at ensuring that the Planning, Monitoring and Evaluation of the emergency is effectively supported to meet quality programming standards in achieving results for children.  **Scope of Work**  The contractor will be supervised by the Planning and monitoring officer and the Planning & Monitoring Specialist as second reporting supervisor and will work with the rest PME team for specific products.  **MAIN RESPONSIBILITIES AND TASKS:**   * Collate the existing and/or updated Drought Response Results Framework into cooperate and other Information Management tools to support coordination of inputs for efficient planning and monitoring * Review and update mapping of the drought response plan with existing Programme Documents to identify any gaps in implementation of key results for children and to support alignment of key results with cooperate documents. * Define, build, manage and analyze databases to provide support to Emergency teams (including at management level- EMT and CMT) with key overarching and sectoral situation analysis using digital data collection, analysis and visualization disaggregated by county and sub-county using information management tools including STATA, Power BI and QGIS * Support review and regular reporting of prioritized key performance indicators (partner reporting and field monitoring) for monitoring throughout the humanitarian situation using Results Based Management (RBM) systems and processes that support management decision making. * Support PME to Analyze databases produced by governmental, non-governmental, and UN entities related to drought crisis to provide evidence-based reports for decision making processes * Support PME team to undertake field monitoring of Programme supply inputs and regular programme monitoring within the wider framework of projected results for affected population.   **Work relationships:**  The incumbent will work closely with all sections at UNICEF including zonal offices. The contractor will work with national and county governments as required, as well as with other UN agencies and development partners as required.  ***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 on monthly basis | | | | | | | | |
| **Budget Year:** | **Requesting Section/Issuing Office:** | | | **Reasons why consultancy cannot be done by staff:** | | | | |
| *2022/23* | *Planning, Monitoring and Evaluation (PME)* | | | Additional support to PME during the L2 emergency is required to ensure timely support and assurance to the office that overall Corporate Emergency Level 2 Scale-up meets highest quality standards | | | | |
| **Included in Annual/Rolling Workplan***:*  Yes,  No please justify: | | | | | | | | |
| **Contractor sourcing:**  National International  Both  **Contractor selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | | | | **Request for:**  New SSA (contractor)  Extension/ Amendment | | |
| **If Extension, Justification for extension:** | | | | | |  | | |
| **Supervisor:**  **Planning, Monitoring Officer** | | | **Start Date:**  **1st September 2022** | | **End Date:**  **31 December 2022** | | | **Number of Days (working)**  **5 Months** |
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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 contractor’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[[1]](#endnote-2)** |  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | | |
| Bachelors  **Masters**  PhD  Other  Enter Disciplines  University degree in social sciences, development planning, planning, evaluation, survey implementation, advanced statistical research. | * At least 4 years of professional work experience in non-governmental organization or UN specifically in **information management, programme planning, monitoring, and reporting** including the following: * Experience in emergency programming, including emergency program monitoring and reporting will be an advantage. * Additional years of experience in above areas will be an asset * Fluency in English is required. Knowledge of local language is an asset. | | |
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| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | Home Based  Office Based  If office based, seating arrangement identified:  IT and Communication equipment required:  Internet access required: | | |
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1. 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

   **Remarks: Candidates are requested to provide their Financial Proposal with the application.** [↑](#endnote-ref-2)