**TERMS OF REFERENCE**

**Purpose of the Assignment:** Individual consultancy to develop and implement training for communication for development (C4D) activities in the context of the social protection response to cyclones Idai and Kenneth

**Section Submitting: SPEAR**

1. **Purpose and Objective:**

The Ministry of Gender, Children and Social Action (MGCAS) has initiated the social protection response for recovery and reconstruction through the National Institute of Social Action (INAS). INAS strategy includes the implementation of the Direct Social Support Programme for Post-Emergency (PASD-PE) in fourteen (14) districts of Sofala and Manica. The programme is financed by the World Bank, who will support INAS implementation, in collaboration with the World Food Programme (WFP) for the outsourcing of payments and UNICEF for the development of complementary communication activities. UNICEF is also directly supporting implementation of a child sensitive PASD-PE in Cabo Delgado (Quissanga district).

The post-emergency support programme (PASD-PE) consists of monthly cash assistance of approximately US$ 40 (MZN 2,500) during a period of six months to families who are identified as affected by the cyclones/floods. Communication and community mobilization for the implementation of the PASD-PE, including identification, enrolment and payments of participants, is achieved through sub-national and community structures, namely INAS delegations and *permanentes*, who are part of the communities and receive a subsidy from INAS.

INAS and the WB have requested UNICEF support in rolling out communication activities to PASD -DE participants during the period of implementation in Sofala and Manica. The intention is to take advantage of the programme interaction with participants at the PASDE DE payment points to promote key messages with a focus on post-emergency hygiene, health and nutrition practices, as well as protection against all forms of violence, exploitation and abuse.

To promote key practices and behaviours a communication for development package will be developed to support and reinforce the implementation of the PASD-DE programme, as well as to build capacity for INAS to deliver communication activities for future replication. UNICEF is supporting capacity building activities including the adaptation and production of necessary materials, the development of a training package, the training of trainers and the training of ‘permanentes’.

The purpose of the consultancy is to support INAS in the development of the communication component complementary to cash delivery in Sofala, Manica and Cabo Delgado. Specifically, the objectives are:

* To develop a training guide or manual for INAS ‘permanentes’ with key messages on post-emergency hygiene, health and nutrition practices, as well as protection against all forms of violence, exploitation and abuse and a section on inter-personal communication (IPC) skills.
* To carry out a training of trainers for selected INAS technicians from Central (Maputo) and Provincial Delegations (Beira, Caia, Chimoio, Machanga and Pemba).
* To assist INAS trainers deliver the first round of training of INAS ‘permanentes’, to ensure quality of trainings and capacity of INAS trainers to roll out further trainings
* To assist INAS to monitor and collect feedback on the first round of communication activities performed by permanentes at INAS payment points (and communities?), participating as observer, supporting INAS technicians and providing key recommendations to improve the quality and effectiveness of communication activities.

1. **Methodology and Technical Approach:**

The Consultant will work with INAS, UNICEF C4D and Social Protection to develop the training package, carry out the trainings of trainers of permanentes, collect feedback on the implementation of communication activities and build capacity within INAS.

The Consultant will develop a training package and carry out the trainings based on the IEC materials to be shared by UNICEF on the following topics:

1. *Water, sanitation and hygiene* 
   * Hygiene promotion (good practices, preparation of food)
   * Water treatment and storage, including prevention of diseases (malaria and cholera)
   * Sanitation (including correct use and cleaning of latrines)
2. *Nutrition*
   * Exclusive breastfeeding for babies 0-6 months
   * Feeding of young children and lactating women
   * Food diversity based on local products (including prevention of pellagra)
   * Linkages to existing support (programmes of the food security cluster)[[1]](#footnote-1)
3. Health
   * Care during pregnancy
   * Care of the new born
   * Vaccination
   * Prevention of malaria (related to topic 1)
   * Prevention of diarrhoea and cholera (related to topic 1)
   * Promotion of visits to health centre
4. Protection
   * Promotion of birth registration
   * Protection of children with disabilities
   * Protection against violence and abuse (PSEA)
5. **Activities and Tasks:**

Under the direct supervision of UNICEF C4D and Social Protection Specialist, the contractor will be responsible to complete the following activities during the course of the assignment, in line with the above objectives:

* Develop the training guide/manual, including pre-testing
* Carry out a training of trainers for INAS technicians at Central and Delegations level
* Assist INAS trainers to deliver the training to all INAS permanentes corresponding to the fourteen districts of the social protection (PASD-PE) intervention
* Monitor the implementation of communication activities by INAS permanentes, collect feedback and produce recommendations to improve complementary communication activities
* Coordinate with INAS technicians on the logistics (dates, location, organization) of trainings

1. **Deliverables and Payments:**

The consultant will deliver the following products:

* One (1) training manual for INAS ‘permanentes’ on C4D key messages and inter-personal communication skills;
* One (1) report on training of trainers and of permanentes (based on the districts accomplished to date);
* One (1) final report on the development of C4D component complementary to cash delivery in the context of the PASD-PE implementation, including feedback from the community.

Payments will be processed upon acceptance of the corresponding deliverable and against an invoice that will make reference to the contract reference and deliverable number. Payments will be approved by the respective section chief.

*Deliverable 1:*

Delivery timeframe (specify weeks, months or working days): By January 25th, 2020

Deliverable/product(s): Manual or package for training INAS ‘permanentes’ on C4D key messages and inter-personal communication skills

*Deliverable 2:*

Delivery timeframe (specify weeks, months or working days): By March 1st, 2020

* Deliverable/product(s): Report on training of trainers and of permanentes (based on the districts accomplished to date)

*Deliverable 3:*

Delivery timeframe (specify weeks, months or working days): By June 25th, 2020

* Deliverable/product(s): Final Report, including feedback from communities

1. **Management and Supervision:**

The consultant will be hired by UNICEF (SPEAR) and will report the Communication for Development Specialist (Ruben Cossa) and to the Social Protection Specialist (Maria Florencia Alejandre), to update on the process, progress and achievements of the consultancy. The contract will start on 1st of January and end on 1 July of 2020 (Six-months).

1. **Qualifications and Specialized Knowledge:**

* Master’s degree in communication or social science, including sociology, psychology and any other related areas
* Experience in development of education or other sector communication materials and training packages
* Basic training on research ethics
* Knowledge of Mozambican culture and fluency in Portuguese. Knowledge of local languages is an asset.
* At least five years of experience in working with issues related to Behaviour Change Communication
* Minimum of two positive references from institutions with whom she/he worked in relation to development of training packages and the actual training.

Specific knowledge, competencies, and skills required:

Core Values

* Commitment
* Diversity and inclusion
* Integrity

Core competencies

* Communication (II)
* Working with people (I)
* Drive for results (I)

Functional Competencies:

* Formulating strategies and concepts (I)
* Analyzing (II)
* Applying Technical Expertise (II)
* Learning & Researching (II)
* Planning & Organizing (II)

Language skills:

Fluency in Portuguese and English is required.

1. **Conditions of Work:**

The consultant will be either based in INAS or perform frequent and regular working meetings with INAS (delegations) while based in UNICEF Beira office.

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| **Items** | **Provided by UNICEF** | | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | x |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | x |  |
| Office Space | x |  | The consultant is expected to work partially in or with frequent visits to the INAS Delegation in Beira |
| Computer in office premises | x |  |  |
| Access to printer in the office premises | x |  |  |
| Airtime |  |  | Data up to: amount  Voice up to: amount |

1. **In-country Travel.**

Travel organized by UNICEF through a Travel Authorization per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

1. **Evaluation Criteria**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. The office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time. The technical evaluation criteria are stipulated below.

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| --- | --- | --- |
| **Item** | **Technical Criteria/Qualifications** | **Max. Points** |
| **1** | **Education** |  |
| **1.1** | Completed a bachelor’s degree in social science, including sociology, psychology and any other related areas (7 points)  Currently enrolled in a master’s degree in social science, including sociology, psychology and any other related areas (10 points)  Completed a master’s degree in social science, including sociology, psychology and any other related areas (15 points) | 15 points |
| **2** | **Work Experience** |  |
| **2.1** | Less than 5 years of relevant - with issues related to Behaviour Change Communication- work experience (5 points) | 15 points |
| **2.2** | 5 o more years of relevant work experience (10 points) |
| **2.3** | Has specific experience in similar contexts (15 points) |
| **3** | **Technical Skills and Knowledge** |  |
| **3.1** | Development of training packages, communication materials and implementation of trainings (+5 points) | 15 points |
| **3.2** | Good communication and/or satisfactory coordination of multiple partners, including government (+5 points) |
| **3.3** | Language skills (Portuguese and English: +3 points; plus knowledge of local language: +5 points) |
|  | ecblank**Total Technical Score** | **45** |
|  | **Minimum Technical for pass to financial assessment** | **35** |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* | |

1. **Remarks:**

The consultant will report to budget owner (SPEAR) but will be technically overviewed by both C4D (CAP) and Social Protection (SPEAR) specialists.

1. Depending on available information. [↑](#footnote-ref-1)