

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/ CONTRACTORS



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Title of engagement:	Consultant to Support the Implementation of a Core Diagnostic Instrument in Grenada
Location: If remote or home-based, indicate. If contractor is not resident in host country, indicate if presence in host country and/or travel is required.	Home-based with travel to Grenada
Duration: Number of working days	98 working days
Start Date:	10 th September 2024
End Date:	31 st March 2025
Requesting Section:	Social Policy and Social Protection
Supervisor:	Social Policy Officer

BACKGROUND (*)

Grenada is an island located in the Southern Caribbean with a population of 126,000 people. Over the past years, Grenada has been challenged by different socioeconomic shocks as well as environmental issues such as deforestation, and degradation of its marine ecosystems. Like other small islands of the eastern Caribbean, Grenada is also vulnerable to climatic events. In 2024 for example, the island was hit by Hurricane Beryl which devastated some of its smaller islands and left a considerable human and financial impact. Considering the ongoing challenges faced by this country, in 2024 the United Nations Children’s Fund Eastern Caribbean Area Office (UNICEF ECA) conducted a mission to Grenada. One of the key discussion points articulated by the government was the need for UNICEFs to support the development of the Social Protection Policy. Committing to support this assignment, UNICEF advised that a Core Diagnostic Instrument (CODI) be completed to map the social programmes that exist in Grenada and to support in the identification of the needs and gaps within the social protection system. This recommendation was agreed to by the government, namely the ministry with responsibility for most of the working of the social protection system—the Ministry of Social and Community Development, Housing and Gender Affairs (MSCDHGA).

This request comes at an opportune time as Grenada recently completed its Survey of Living Conditions which provides a sound review of poverty and vulnerability in the country. The report which utilises data collected between 2018 and 2019, shows a decrease in Grenada’s poverty rate from 37.7 per cent to 25 per cent. Despite this improvement, the report also notes increasing levels of inequality and increasing cases of extreme poverty. A multidimensional perspective was also applied for the purpose of the study which showed that 34.3 per cent of households in Grenada are considered to be multidimensionally poor. Delving into poverty profiles, the report notes the past regional trend—most poor households were female-headed. Other characteristics of the poor include that poor household heads are almost 5 years younger than nonpoor household head and live in large households with more children.¹

With rich information related to the poor and vulnerable, the CODI can be used together with the Poverty Report to develop a relevant and appropriate Social Protection Policy. More specifically, the CODI is designed to and will:

¹ *Living Conditions in Grenada: Poverty and Equity Update 2021*

- map the elements of a social protection system in a given country, including national objectives, strategies, policies, programmes, and schemes of the social protection system.
- analyse social protection system performance against national social protection objectives and track progress against a standardized set of performance criteria over time.
- Identify the elements of the social protection system that can be shock responsive, especially in light of the response to Hurricane Beryl.
- serve as an evidence base for country dialogue on how to strengthen a social protection system and identify a set of entry level policy reform options, in the local context; and
- promote exchange and coordination between national and international partners.

As part of the usual application of CODI, the guidelines available on the Inter Agency Social Protection Assessments (ISPA) website¹ will be used and adapted to the context in Grenada. The effective implementation of CODI relies on the following assumptions:

- political will and national leadership given the cross sectoral nature of social protection programming, covering several government institutions as well as in non-public institutions the government is expected to lead the process by mobilising and convening relevant actors.
- Available data that can be accessed: the implementation of CODI requires information (e.g., legal and administrative) and data about (e.g., coverage, financing) the social protection policies and legislation, programmes and related delivery mechanisms that will be gathered through both: (i) desk research and (ii) exchange with stakeholders in the field.
- Effective participation: All relevant stakeholders, should have the opportunity to express their views throughout the process to effectively capture knowledge, attitudes and behaviours of stakeholder groups/intermediaries and beneficiaries. Furthermore, there will be emphasis placed on institutions representing vulnerable groups (e.g., women, migrants, elderly, children).
- Availability of resources: Human and financial resources should be available to implement the CODI methodology.

The data gathered will be analysed to present the results that will be outlined in the final deliverable— a national report that includes inventory of social protection programmes and an in-depth analysis of selected social protection measures and programmes. The report, which follows a standard template, will focus on a systems approach to social protection and selected programmes will be analysed regarding their design and operational features. This report is intended to support the development of a National Social Protection Policy for Grenada.

PURPOSE/SCOPE OF ACTIVITY/ASSIGNMENT (*)

1. **Goal and Objective:** *Under the supervision of Social Policy Officer, the consultant will support conducting a Core Diagnostic Instrument (CODI) for the government of Grenada. The objective for this assignment is:*
 - *To provide a local perspective and to provide guidance to the advisory team and international consultant regarding Grenada's political economy.*
 - *Conduct stakeholder analysis in order to identify all stakeholders that should be engaged for data collection.*
 - *To provide in country-support for the collection of qualitative, quantitative, primary and secondary data collection efforts.*
 - *To support the collection and analysis of data collected.*
 - *To support the development of comprehensive reports from meetings and events held.*
 - *To act as a focal point for the CODI assignment with responsibility for developing, organizing and convening meetings and events with key stakeholders.*
2. **Provide details/reference to AWP areas covered:** *This assignment falls under output 3 of the annual work plan which focuses on social protection strengthening. This output focuses on supporting national systems with their design and delivery of accessible, inclusive and risk-informed programmes that can respond effectively to shocks.*
3. **Activities and Tasks:** *This assignment will include the following activities that will contribute to the final product— a national CODI Report:*
 - *To become familiar with the CODI methodology and related products available on <https://ispatools.org/core-diagnostic-instrument>;*

- support the work on the Working Group in identifying social protection and employment programmes in Grenada.
 - Collect qualitative and quantitative information of social protection and employment programmes as indicated by the Working Group.
 - Populate the Excel files of the data collection framework.
 - Identify qualitative and quantitative information gaps of social protection programmes.
 - Produce summary reports of social protection programmes according to a template developed by the Working Group.
 - Organize and facilitate consultations with stakeholders, such as government counterparts and other relevant stakeholders, as well as site visits and focus groups with communities/beneficiaries of social protection programmes, in the process taking into account their perspectives to:
 - capture knowledge, attitude and behaviours of stakeholder groups/intermediaries and beneficiaries, particularly involving institutions representing vulnerable groups.
 - validate the data collection process.
 - Elaborate reports of consultations.
 - Provide administrative support for the implementation of the training programme supporting to the implementation of CODI.
 - Support the organization of conferences, trainings on social protection as well as inception, consolidation and validation meetings with the government counterparts and other key stakeholders.
 - Produce and present monthly progress reports to the MSCDHGA.
 - Provide support to the MSCDHGA. on matters related to social protection and CODI.
4. **Work relationships:** The consultant will report to UNICEF ECA’s Social Policy Officer. The implementation of CODI in Grenada will be supported by a Working Group comprised of:
- Technical focal point from the MSCDHGA (and other relevant technical staff from the MSCDHGA and other relevant staff from social sector ministries)
 - Specialist on Social Protection and Occupational Safety and Health, ILO
 - Social Policy Officer, UNICEF ECA
5. **Outputs/Deliverables:**
- Stakeholder mapping
 - Status Reports
 - Completed Data Collection Framework
 - Consultation Reports

Key Activities/Tasks (*):	Deliverables/Outputs (*):	Duration (Est. days/months):	Due Date
Conduct comprehensive stakeholder mapping to ensure all relevant stakeholders are engaged	Stakeholder Map	15 days	9/6/2024
Status report on the progress made in data collection and	Status Report	6 days	9/30/2024

other CODI deliverables			
Input data collected into the Data Collection Framework for review	Data Collection Framework	70 days	12/31/2024
Draft final report after consultation and data collected	Consultation Reports	7 days	3/15/2025

TRAVEL REQUIREMENTS*

This assignment will require travel to: *Grenada for two weeks (15 days).*

The consultant is responsible for arranging his/her own travel, including bearing the costs visas and travel insurance. Accommodation, meals and incidentals costs must not exceed the UN daily subsistence allowance rates. The costs for approved travels will be reimbursed by the UNICEF ECA upon submission of receipts and based on applicable UN DSA rates. All approved travels to be conducted in accordance with UNICEF travel rules and regulations.

PAYMENT SCHEDULE

Payment of professional fees will be based on submission of agreed deliverables which receive satisfactory quality review. In general, individual contracts shall not allow for fee advances. However, a maximum of 30 per cent of the total contract value may be authorized by the Approving Authority in cases where advance purchases, for example for supplies or travel, may be necessary.

MINIMUM EXPERIENCE / QUALIFICATIONS (*)

<p>Education: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Public Policy, Social Policy, International Development, Economics Statistics</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • University degree in social policy, public policy, economics, international development policy, statistics or other relevant discipline. • Proven work experience of at least two years in the area of social protection and social inclusion/policy, programming and diagnostics, or related field ideally with experience in conducting assessments and working closely with national government and civil society partners. • Experience in data collection, quantitative and/or qualitative analysis. • Excellent analytical and data processing skills in Excel. • Ability to work independently and respond to feedback in a timely and professional manner. • Excellent organizational skills, attention to detail, and ability to contribute to a teamwork process. • Work experience in the Caribbean will be considered a strong asset.
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Years of Experience: 5 years of relevant professional experience.

Language(s) needed if any: English written and oral.

EVALUATION CRITERIA

Technical Evaluation: 75 points
Education Background: 15 points
Relevant Work Experience: 45 points
Relevant Experience in the Caribbean: 15 points

Financial Proposal: 25 points

ADMINISTRATIVE MATTERS (*)

This assignment is home-based. The Consultant is expected to work with his/her laptop and mobile phone and email address. The Consultant will report to the Social Policy Officer and the focal point at the Ministry of Social and Community Development, Housing and Gender Affairs. The Consultant will be expected to report regularly on progress being made on the contract to the Social Policy Officer. Periodic discussions will also be carried out during the consultancy period to monitor progress and constraints, support required and proposed solutions.

CONDITIONS OF SERVICE (*)

Before commencing work, a consultant or individual contractor shall submit a statement of good health and take full responsibility for the accuracy of that statement, including confirmation that he or she has been informed of the inoculations required for the country or countries to which travel is authorized. Consultants and individual contractors shall assume all costs that may occur in relation to the statement of good health. Consultants and individual contractors are required to certify that they are covered by medical/health insurance.

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.

RECOURSE (*)

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. Performance indicators against which the satisfactory conclusion of this contract will be assessed include timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

TITLE RIGHTS (*)

All materials created by the Contractor which bears a direct relation to, or is made in order to perform, this contract and any intellectual property rights thereof, including but not limited to patents, copyright and trademarks, shall be jointly owned by UNICEF and the Contractor. At the request of UNICEF, the Contractor shall assist in securing such

property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights. Any third-party usage shall require written permission from both parties.

TRAININGS (*)

Consultants and Individual contractors, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract:

- [Ethics and Integrity at UNICEF](#)
- [Prevention of Sexual Harassment & Abuse of Authority](#)
- [Sexual Exploitation Abuse \(PSEA\)](#)

Consultants and Individual Contractors must complete the following course before commencement of any travel on behalf of UNICEF.

- [BSAFE Security Training](#)

Any consultant or individual contractor who is issued a UNICEF email address must complete the following courses no later than 30 days after signature of contract.

- [General Information Security Awareness Course](#)
- [Fraud Awareness](#)

HOW TO APPLY (*)

Prospective consultants should apply through UNICEF jobs website using the following link [Insert link \(HR\)](#) No later than [Insert date](#). The application package should include the following:

- a) A cover letter;
- b) Detailed Curriculum Vitae
- c) A proposal stipulating all-inclusive fees, including lump sum travel and subsistence costs, as applicable.
- d) Insert any additional requirements.

“UNICEF is here to serve the world’s most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.”

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

UNICEF offers [reasonable accommodation](#) for consultants/individual contractors 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.

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.