**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **TOR-09-2023** | | | |
| **Title**  Multi-sectoral Consultancy to Support the Ukrainian Refugee Response Programme | **Funding Code**  WBS/Grant  575R/A0/11/106/038 **SM229920** | **Type of engagement**  Consultant | **Duty Station:**  Prague  Czech Republic |
| **Purpose of Activity/Assignment:** The consultant will provide high-quality technical services to facilitate multi-sectoral refugee response programme in the areas of (i) programme coordination, partnerships and fundraising; (ii) education and learning (incl. formal and nonformal education) as well as communication; and (iii) adolescent development and participation. | | | |
| **Scope of Work:**   1. **Programme Coordination (40%)**  * **Support coordination and implementation of the partnership with the Municipality of Prague:**support cross-sectoral collaboration; quality assurance and follow up with relevant sections on monthly narrative reporting, minutes of internal and coordination meetings with the municipality; field monitoring etc. * **Support partnerships building and fundraising efforts:** develop guidelines and checklist package for organizing high-level field missions and events; facilitate organization of high-level field missions and events to showcase UNICEF programming and impact; develop briefs and consolidation of information on emerging funding opportunities including through EU mechanism, e.g. EU Child Guarantee etc. * **Support Mid-Year Review:** support the mid-year review process and documentation of Work Plan adjustments following the mid-year review of all relevant sections.  1. **Education and Learning (35%)**  * **Support enhanced teaching and learning of Czech as Second Language (CSL):** provide technical support to the Regional Integration Centers for Foreigners, MRIYA, Romodrom and other service providers (incl. Ukrainian NGOs/groups, zero classes etc.) in designing, implementing and monitoring various Czech language courses for students of different age groups; facilitate exchanges of good practices, lessons and materials among the stakeholders (incl. NPI, META, universities etc.). * **Support generation, analysis and use of data and evidence on education of UA refugees:** manage the waves of PAQ Research Voice of Ukrainian surveys in collaboration with MOYES, MOLSA, MOI and other partners; coordinate internal inputs/feedback to the survey questionnaire and products; amend the HPD with PAQ Research under MOEYS work plan. * **Support provision of learning materials and lunch subsidies:** coordinate procurement and distribution of learning materials for children over 6, in collaboration with ECD and Operations teams; support the City of Prague Education team by facilitating and wrapping up the partnership with Women for Women (W4W) in monitoring and mainstreaming the lunch subsidies. * **Support ‘Back to School’ communication campaigns and related activities:** support the partners to conduct communication campaigns targeting Ukrainian families and children for enrolling in schools in the new academic year through dissemination of key messages and information packages in collaboration with META, Regional Integration Centers and other partners.  1. **Adolescent Development and Participation (25%)**  * **Support information sharing, dissemination and engagement with the youth through youth-centered organizations:** support the UNICEF team to consolidate/expand the list of contacts of youth for effective distribution of information and engagement; establish a “way of working” to consistently share relevant information through this network. * **Support the Regional Integration Centers:** following up on the design workshop for Youth Friendly Centers in May, (i) establish effective and consistent modes of communications/exchange among the staff across all the Centers (‘community of practice’), (ii) identify needs of center staff for technical training and strategy/plan for roll-out, and (iii) conceptualize and facilitate regional-level design, networking and planning workshops which involve local partners and stakeholders based on the blueprint and toolkit. | | | |
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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Budget Year:**  2023 | **Requesting Section/Issuing Office:**  Refugee Response Office in the Czech Republic (Prague) | **Reasons why consultancy cannot be done by staff:**  Czech Republic Refugee Response Office is entering a critical moment of strategic programme review, restructuring and transition towards 2023-24 period, and we require highly knowledgeable, experienced and skilled consultant who can provide strategic and operational support to the core staff in multiple programme sections simultaneously. | | |
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| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: As the Refugee Response Office, there is no annual/rolling workplan as such. The tasks will facilitate the implementation of the Regional Refugee Response Plan for 2024. | | | | |
| **Consultant sourcing:**  National  International  Both  **Competitive Selection:**  Advertisement   Roster  **Single Source Selection**  (Emergency - Director’s approval) | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment |
| **If Extension, Justification for extension:** | | | | |
| **Supervisor:** | | | **Start Date:** | **End Date:** |
| *Teuta Halimi, Programme Coordinator* | | | *1st July 2023* | *30th September 2023* |

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| Work Assignments Overview | Deliverables/Outputs | Delivery deadline | Estimated Budget |
| Support programme Coordination | Draft amendment of the UNICEF Work Plan with the City of Prague | By end of July |  |
| Guidelines and logistical checklist package for organizing high-level events/visits (e.g. fundraising) with partners and diplomatic communities | By end August |  |
| Consolidated mid-year review report(s) | By end August |  |
| Support education and Learning | Workshops/meetings facilitated for partners in strengthening Czech language education | By end September |  |
| Survey reports ‘Voice of Ukrainians’ published with PAQ Research with amended Humanitarian Programme Document | By end July |  |
| Learning materials procured through UNICEF with distribution plan to Ukrainian refugee children over 6 years old through NGOs and Regional Integration Centres | By end September |  |
| ‘Back to School’ campaign organized with NGO and other partners for 2023-24 school year | By end September |  |
| Support adolescent Development and Participation | Expanded/consolidated list of contacts of youth developed for consistent information sharing | By end August |  |
| Regional workshops designed and conducted for Youth Friendly Centres | By end September |  |

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| **Estimated Consultancy fee** |  |  |  |
| Travel International (if applicable) |  |  |  |
| 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: Education, Sociology, Economics, Social Sciences | - At least 7 years of relevant professional experience with in-depth technical and expert knowledge on education, learning and young people’s development with focus on equity and inclusion as well as child rights.  - Experience of working in UNICEF/UN in EU countries, especially with programme management for Ukrainian refugees or other migrants.  - The knowledge and experiences in working in the Czech Republic are considered as assets. | | |
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| **Evaluation Criteria (This will be used for the** [**Selection Report**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7B86E327DF-70C8-4D8F-AC97-D7616AC383E4%7D&file=Selection%20Report%20Template.xlsx&action=default&mobileredirect=true) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)   1. Technical Evaluation (e.g. maximum 75 Points)  * Academic degrees and qualifications (level and field) (10) * Years of relevant professional expertise and experiences as per TOR, including refugee response and support to migrants (35) * Familiarity with working in EU countries, including Czech Republic (20) * Experiences and internal knowledge of UNICEF/UN (10)   The threshold for passing the technical evaluation will be 52 points.  B) Financial Proposal (e.g. maximum of 25 Points) | | | |
| **Administrative details:**  Visa assistance required:  Home Based  Office Based: | **If office based,** seating arrangement identified:  IT and Communication equipment required:  Internet access required: | | |
| **Request Authorised by Section Head** | **Request Verified by HR:** | | |
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| *Approval of Chief of Operations (if Operations): Approval of Deputy Representative (if Programme)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Representative (in case of single sourcing/or if not listed in Annual Workplan)* | | | |
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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](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) 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.

1. [↑](#endnote-ref-2)