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

|  |  |  |  |
| --- | --- | --- | --- |
| **Title****International Consultant\_ Writer for Advocacy Brief focusing on situation of children in Myanmar** | **Funding Code****0600/A0/05/880/004****(SC190200)** | **Type of engagement**[ ]  Consultant [ ]  Individual Contractor Part-Time[ ]  Individual Contractor Full-Time | **Duty Station:**Home-based |
| **Purpose of Activity/Assignment:** Conflict and COVID-19, coupled with economic shocks and contraction following the February 2021 military takeover in Myanmar, have had major detrimental impacts on children in Myanmar. Children have been killed, displaced, traumatised, and cut off from critical social services, including health services, education, water sanitation and hygiene, social protection and child protection services. One concerning aspect of the new situation in Myanmar is the vastly increased number of families and children living in urban and peri-urban setting who are experiencing deprivation. These families, cut off from traditional means and networks of support, and deprived of income, require urgent support with provision of basic services, income supplementation and livelihoods support. UNICEF has adjusted its programming in Myanmar, working to expand coverage of basic services among these population groups. These efforts are unfortunately under resourced and operating at inadequate scale. UNICEF Myanmar Country Office (MCO) will produce a short advocacy brief, containing up-to-date analysis and data on the situation of families and children in these areas, to be used for fundraising and advocacy at all levels.The Advocacy, Partnerships and Communication (APC) Section is seeking an international consultant to plan and write a short advocacy brief of approximately 8-15 pages, containing key data, analysis and advocacy messaging, for the purposes of advocacy and fundraising. The consultant will work closely with colleagues from the APC section including the Section Chief, Communications Specialist and Advocacy Officer, as well as with colleagues from MCO programme teams, to solicit inputs, collate data and analysis from relevant programme sections, and plan and write the report.  |
| **Scope of Work:*** With coordination from APC colleagues, the consultant will meet with relevant colleagues from UNICEF programme sections to obtain a rich understanding of the challenges facing children in urban and peri-urban areas of Myanmar, identifying data, analysis and advocacy messages that can be incorporated in a coherent manner into the advocacy brief.
* Interview project partners and beneficiaries by phone or online meeting.
* Preparation of a draft framework for the report, outlining structure and messaging.
* Draft the report and share a report draft with APC Section for review.
* Incorporate (potentially multiple rounds of) feedback from APC, programme colleagues and HQ communications colleagues, before reaching a final draft.
* Work closely with copy-editor to facilitate final copy-editing of the brief.
 |
|  |
| **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)   |

|  |  |  |
| --- | --- | --- |
| **Budget Year:****2022** | **Requesting Section/Issuing Office:****Advocacy, Partnership and Communication Section/ Yangon Office** | **Reasons why consultancy cannot be done by staff:****Seeking professional writer for advocacy brief** |
|  |  |  |
| **Included in Annual/Rolling Workplan***:* [ ]  Yes [ ]  No, please justify: |
| **Consultant sourcing:**[ ]  National [ ]  International [ ]  Both**Consultant selection method:** [ ]  Competitive Selection (Roster)[ ]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[ ]  New SSA – Individual Contract[ ]  Extension/ Amendment |
| **If Extension, Justification for extension:** |  |
| **Supervisor:****Guy Taylor****Chief of Advocacy, Partnership and Communication Section** | **Start Date:****1st February 2022** | **End Date:****31st March 2022** | **Number of Days (working)****2 months, part time** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline |
| Prepare work plan, including timeline  | Work plan delivered and approved by UNICEF | COB on 3rd working day following signature of contract |
| Conduct interviews with key stakeholders including programme colleagues, project partners and beneficiaries | Report summarizing interview findings. | COB on 13th working day after signature of contract. |
| Report framework draft including narrative summary, report structure and section headings, summary of key messages and data/analysis to be used. | Report framework draft | COB on 18th working day after signature of contract. |
| Deliver first draft of report: a near complete draft of the report potentially including placeholders for images, outstanding data and analysis, key quotes, etc. | First draft of report | COB on 28th day following signature of contract |
| Deliver final draft of report, incorporating inputs received on first draft. | Near final draft of report | COB on 33rd day following signature of contract |
| Incorporate any final inputs on submitted draft. Work closely with copy editor to ensure delivery of fully copy-edited draft of final report. | Final draft of report | COB on 38th day following signature of contract |

|  |  |
| --- | --- |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| [ ]  Bachelors [ ]  Masters [ ]  PhD [ ]  Other Enter Disciplines:* University degree and/or post graduate education in Communication, Journalism, Public Relations or another related field;
 | * Minimum of 10 years of proven experience (both at national and international levels) in writing and editing communication materials (including human interest stories, advocacy booklets, brochures, concept notes) in English
* Extensive, demonstrated experience of working with UNICEF or other UN organisations to develop compelling reports and briefs, focusing on issues related to the work of UNICEF.
* Demonstrated excellence in synthesizing complex data, analysis, empirical and anecdotal information into coherent and clear advocacy reports and products.
* Demonstrated excellence in writing, with at least 10 years’ experience of producing written content for international organisations.
* Familiarity with the national, regional and global context relating to Myanmar, as well as an in-depth understanding of recent political and socioeconomic developments in Myanmar and the broader region.
* Excellent interpersonal skills and ability to work smoothly and constructively within a diverse team, producing results in line with agreed deadlines.
 |
|  |  |
| **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: [ ]  |
|  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.  |
|  |