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

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| **Title: Consultant – Social Protection System Strengthening** | **Type of engagement**  Consultant | **Duty Station:**  **New Delhi** |
| **Purpose of Activity/Assignment:**  UNICEF India ‘Country programme 2023-27, outcome 6, is committed to improving access to social protection for every child, including adolescents and women living in poor households. Towards this, critical areas of social protection programming also include strengthening inclusive, child sensitive, Gender Transformative and shock responsive social protection and humanitarian response, linked to the national goals, and commitment to the SDGs.  Strengthening social protection policies and systems that ensure children, particularly the most disadvantaged and excluded, progressively benefit from effective and inclusive social protection services informed by equity focused evidence, is a key Output (603) that is envisaged to contribute to Outcome 6. And to this end, UNICEF proposes to co-create evidence to guide social protection policies, programme design and implementation system. The effort will be to support collaborative systemic research and documentation, with specific reference to gender, shocks, and climate risks / vulnerabilities. Efforts will be to guide operationalization of Gender Transformative Cash Plus programming in select social protection schemes; and child sensitive social protection for improved design and coverage of national/state schemes are key inputs proposed.  This consultancy assignment is guided by UNICEF’s commitment to evidence based inclusive, child focused, gender-transformative and shock-responsive and integrated **social protection** with linkages to multiple sectors | | |
| **Scope of Work *(Include Background/Rationale/Key Objectives of the Assignment)*:**  In this Country Programme, UNICEF is supporting the central and state governments to strengthen the design and implementation of existing social protection schemes. Work in many of these area have been initiated in the first year of the country programme and include discussions with stakeholders on child sensitive, gender transformative, and shock responsive social protection interventions; a multi-state study on girl child empowerment to assess the approach to gender integration; start of Community of Practice on Social Protection for Nutrition; discussions on Care Economy; initial dialogue and engagement with stakeholders on Integrated Social Protection and Social Registry; discussions on capacity building of national and state government agencies on planning and implementing social protection schemes with a focus on women and children. Besides, UNICEF’s engagement on various platforms of the ongoing G20 in India has brought many of these issues into a wider national and global discourse. Many of these efforts now need to be consolidated into actionable policies and guidelines.  In this context, this consultancy is envisaged to support **social protection policy and programme analysis** by documenting evidence and developing critical policy notes, background papers, guidelines, that inform inclusive and integrated social protection approaches and policies and are aligned to address shocks, risks and vulnerabilities faced by children and women with focus on universal approach to social protection targeting the first 1000 days and Adolescent stages of the life cycle.  More specifically the consultant will be responsible for 8 deliverables that aligns with 3 critical social protection pillars, as **presented in the table on work assignment**: | | |
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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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| **If Extension, Justification for extension: Not applicable** | | |
| **Supervisor:** | **Start Date:** | **End Date:** |
| *Social Policy Specialist* | *1 November 2023* | ***31 December 2024*** |

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| **Work Assignments Overview (*Include Major Tasks and Activities)*** | **Deliverables/Outputs** | **Timeline/Date for submission of Deliverable** | |
| **Pillar-1. Integration of a Gender Transformative Approach (GTA) in select social protection schemes targeting girls and women (Girl child cash transfers and Maternity benefit schemes)** | | | |
| 1. Review of existing GTA review reports and other literature/reports, 2. Stakeholder consultations at the national/state levels, including visits, 3. Develop analytical frame for the national paper – asking critical policy questions such as-design variations, transfer amounts, conditionalities, cash plus interventions etc.4. Develop draft [policy briefs, Finalize policy note/discussion paper | D**eliverable-1**: Policy note (15-20 pages) - 1 on gi**rl child cash plus** for national advocacy with focus on BBBP  **Estimated no. of days – 20-25** | 28 February 2024 |
| 1.Review of the existing manuals for mainstreaming GTA, 2. Draft GTA framework on SP, support by use case and models, 3. develop outline for manual, 4. review coordination and finalization. | D**eliverable-2**: Draft **GTA guidance note(user manual 15-20-30 pages, 1** report for select social protection schemes  **Estimated no. of days- 10-15 days** | 31 March 2024 |
| 1. Review of all evaluations/study reports involving PMMVY, including budget documents 2. Defining GTA framework and development of assessment tools, 2. Stakeholder consultations and field visits to the states, 3. Review of Guidelines, GOs and various delivery models, including variations (Cash Plus etc.) Documentation of success stories/case note | D**eliverable-3**: Review of PMMVY (national maternity benefits) from GTA lens and Policy brief for advocacy – **1 report 15-20 pages**  **Estimated no. of days- 25-30** | 31, May 2024 |
| **Pillar-2. Strengthening national policy discourse around shock responsive social protection and its linkages with Humanitarian Cash transfers** | | | |
| **R**eview existing state reports and global literature, including good practices, 2. documentation of innovations within NREGS capturing all the 3 dimensions, stakeholder consultations, reviews, round tables | **Deliverable-4.** Policy paper (**15-20 pages, 1 report)** on strengthening Child, Gender, and Shock Responsive potentials of NREGS with focus of improving universal access to childcare services  **Estimated no. of days 18-25** | 24 June 2024 |
| Develop an analytical framework in consultation with UNICEF and NULM team, 2. Review of existing literature/reports, develop assessment tools, 3. documentation of innovations/success stories, 4. stakeholder consultations with NIUA | **Deliverable-5.** Scoping paper on social protection for children and women within the framework of National Urban Livelihood Mission  **Estimated no. of days- 10-12** | 31 July 2024 |
| **Pillar-3.** **Build evidence to shape the advocacy agenda around social protection 4 nutrition with specific reference to 1st 1000 days and adolescent nutrition** | | | |
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| 1.Review of existing documents, 2. develop a framework and outline for documentation, 3. visit to state, stakeholder consultation, 4. develop draft case study, coordinate inputs from the stakeholders finalise the case study | **Deliverable 6**  Case study (10-15 pages) on Assam HCT – success and lessons  **Estimated no. of days-** 15-18 | 30 September 2024 |
| **1.** Visit to states, and discussion with stakeholders, 2. develop a documentation framework/outline, develop tools and methodology for documentation, 3. Draft the case study and finalise the case study | **Deliverable 7**  Case study (10-12 pages) on Delivering PMMVY – Cash Plus in Tea Garden areas of Assam  **Estimated no. of days- 10-12** | 30 November 2024 |
| 1. Review Atlas and Policy Brief, incorporate inputs from stake holders; draft executive summaries; 2. Coordinate/facilitate interactions with IEG secretariat on case study compendium, Review the draft and support finalization of the draft compendium. | **Deliverable- 8.** Good practice compendium **(30-35 PAGES)**  **Estimated no. of Days - 20-25** | 31 December 2024 |
| **Total amount (INR)** | | |

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| Travel - International (if applicable) | NA |  |  |
| Travel - National (please include travel plan)  **States (which state and how many trips)**  Assam, West Bengal, Karnataka  **Trips – 3 (Mode of transport –** Air travel +Plus terminal, district travel  Delhi – no. of **trips - 4**  **Air Travel +terminal**  **Lodging boarding**  ***Please specify here clearly the States and Districts where travel is required, number of trips, whether by air or train, number of days of outstation travel, terminals, travel within districts, if applicable, etc. so that the candidates can provide all-inclusive deliverable based fees.*** | **State /District Travel**   * Number of trips (**air** 3 **return trips** * District travel **= 12 days** (for estimating taxi charges)- (Travel cost will be on actuals)   **Travel to Delhi-4**   * Number of trips (**air** 4 **return trips**) * (**13** days in Delhi) |  |  |
| Per Diem/DSA (if applicable) | * Number of days of outstation travel = 25 **days** (for estimating per diem) |  |  |
| **Minimum Qualifications required:** | **Years of Experience/Knowledge/Expertise/Skills required (national/international experience and expertise:** | | |
| Bachelors ,Masters  PhD  Other - specialisation in gender  Note: -  Enter Disciplines: Master’s in economics, social science and public policy | * Credible research and development experience of at least 10-15 years * Proven ability in analytical writings and publications * Good understanding of social protection research and analysis * Understanding of child, gender, and shock responsive social protection * Good written and verbal communication skills in English * Good understanding of desk based / field-based research, including quantitative and qualitative analysis techniques/methodology * Prior experience of working with UN system will be an advantage * Knowledge of Hindi and other India local languages would be an asset | | |
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| [**Competitive Selection Criteria**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7Bda0b1215-ade3-4345-8188-e2b7df9b2fa4%7D&action=default&uid=%7BDA0B1215-ADE3-4345-8188-E2B7DF9B2FA4%7D&ListItemId=353&ListId=%7B465BE47D-174D-4461-B4D6-18B9FC34CB32%7D&odsp=1&env=prod&web=1&cid=a9bfc2d5-3213-4b69-9b04-acb0c830c6d1) **(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)  A) Technical Evaluation (maximum of 75 Points) B) Financial Proposal (minimum of 25 Points)  1. Educational qualification (master’s in social science, with specialization in gender) -**15** point  2. Relevant experience in Social protection research and policy design, including policy analysis, research and evidence work -**20 points**  3. Interview (virtual) – **40 points**  Candidate scoring 28 points (out of 35) will be invited for interview. Qualifying score in technical evaluation is **60 out of 75**. | | | |
| **Administrative details:**  Visa assistance required:  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.

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 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.

The General Terms and Conditions of Contract (Consultants) are **ATTACHED *(please attach the GTCs while advertising or sharing the TOR with candidates).***