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

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| **Title**  Regional Technical Coordinator (Air Quality in the Western Balkans) | **Funding Code**  SC220560   575R/A0/11/880/004/003 | **Type of engagement**  Consultant | **Duty Station:**  Home based with field travel |
| **Purpose of Activity/Assignment:**   1. Support the project, Senior Programme Specialist, in managing and overseeing all activities/works of the project and donor reporting 2. To liaise with Swedish Environment Protection Agency (SwEPA) on project implementation and provision of Technical Assistance support to UNICEF Country Offices (COs) in the Western Balkans in accordance with the work plan 3. To support UNICEF regional work on leveraging opportunities for scaling up environment and climate change, integration into the UNICEF climate and environment programming and to coordinate and provide oversight on the dedicated work on youth engagement and education in the UNICEF Sustainability and Climate Action Plan (SCAP) | | | |
| **Scope of Work:**  UNICEF and the Swedish Environment Protection Agency (SwEPA) are implementing a joint regional program focusing on air quality in the Western Balkans funded by the Swedish International Development Cooperation Agency (Sida).  The overall objective of the programme is to support Albania, Kosovo, Bosnia & Herzegovina, Serbia, North Macedonia and Montenegro by strengthening national and local government capacities as duty bearers with respect to air quality governance and air quality data, whilst also facilitating the voices and recommendations of children and youth as rights holders, to improve air quality policy and change social norms. This will ultimately lead to cleaner air and better health for the population living in the Western Balkans.  The outcomes of the project related to youth engagement and education are in line with the UNICEF Sustainability and Climate Action Plan (SCAP), Area of Acceleration: “Pathways for young people to be more effective champions for sustainability” and a successful integration and implementation of the project will contribute to implementation of the SCAP on regional and country level.  UNICEF is looking for someone with extensive experience of work in the Western Balkans on air quality, environment and climate change and its impact on children and youth, and youth eco-engagement and environment education.  The successful candidate will:  *Project Coordination*   * Co-develop detailed work plans and budget with UNICEF Country Offices (COs) based on the approved overall work plan, aligned with the regional climate and environment programme and the SCAP. Support development and timely submission of work plans and budgets from COs. * Make schedules for project activities listed in the work plans to ensure all activities are completed on time; ensure timely and duly management of the project and implementation of all activities in accordance with the rules and regulations of UNICEF and agreement with Sida. * Organize monthly regional team meetings to review and plan project activities * Liaise with relevant regional organisations and stakeholders and identify relevant regional initiatives for UNICEF to join or partner. * Support fundraising for scaling up work on air quality, climate change and environment. * Travel to the six UNICEF COs and other related places of the project. * Compiling and maintaining project reports and minutes of meetings * Coordinate and support project advocacy and communications     *Reporting*   * Coordinate and consolidate project reporting with six country offices. Review all deliverables and reports of contracted consultants/partners from country offices in line with donor requirements and UNICEF quality control. * Develop narrative and financial reports and ensure the accuracy and timely submission of these reports to the Team Leader at UNICEF in accordance with the donor reporting requirements stipulated in the agreement with the donor. * Support UNICEF COs in the annual reporting for the indicators related to the “Air Quality” project     *Technical Assistance*   * Liaise with six UNICEF country offices in the Western Balkans and provide technical assistance in accordance with specific needs. * Liaise with SwEPA project coordinator based in Skopje, North Macedonia, and identify areas and scope for technical support from SwEPA to six country offices and other regional project materials in accordance with the agreed time input from SwEPA to UNICEF. * Contribute to regional UNICEF Environment and Climate Change programming and advocacy * Any other tasks assigned by the Senior Programme Specialist to achieve the environment and climate change goals of UNICEF. | | | |
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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:** | **Requesting Section/Issuing Office:** | | **Reasons why consultancy cannot be done by staff:** | | |
| *2024* | *Emergency Section* | | *RO team is fully committed and there is limited capacity on air quality and the Western Balkans Green Agenda in RO* | | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify:  Activity 5.5 Scale up work on air pollution in the Western Balkans region  Output indicator: # of COs that receive technical and financial support to develop and mainstream CCA and environment degradation in country programming | | | | | |
| **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:** *Maria Osbeck, Senior Programme Specialist Environment and Climate, Europe and Central Asia Regional Office* | | **Start Date:**  22 January 2024 | | **End Date**:  30 September 2024 | |
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| Work Assignments Overview | Deliverables/Outputs | Delivery deadline | Estimated Budget |
| Develop a detailed project work plan and budget for RO, aligned with regional climate and environment programme and UNICEF Global Sustainability and Climate Action Plan (SCAP) | Detailed work plan and budget developed for RO, aligned with regional CEED programme and Global SCAP | 31 Jan 2024  8 days | 2,400 |
| Support COs in developing detailed work plan in accordance with the decided outcomes in the project document and regional climate and environment programming | Detailed work plans developed by 6 COs in line with regional climate and environment programming | 29 Feb 2024  6,5 days | 1,950 |
| Develop a system for CO input to project reporting. | Detail system for project reporting established | 29 Feb 2024  2 days | 600 |
| Provide TA support to COs | Focal points in COs confirm input | 29 Feb 2024  7,5 days | 2,250 |
| Draft monthly report | Monthly report submitted | 29 Feb 2024  2 days | 600 |
| Organizing monthly regional team meetings to review and plan project activities | Monthly report submitted | 29 Feb 2024  2 days | 600 |
| Liaise with relevant regional organizations and stakeholders. | Meetings held | 29 Feb 2024  2 days | 600 |
| Coordinate and support project advocacy and communications | Advocacy materials available | 31 March  2 days | 600 |
| Prepare UNICEF input to regional project meeting organised by SwEPA. | Agenda, presentation, materials, and list of participants from UNICEF finalised. | 31 March  4 days | 1,200 |
| Liaise with SwEPA reg coordinator based in UNICEF North Macedonia CO | Concrete TA support by SwEPA for UNICEF COs identified | 31 March  4 days | 1,200 |
| Support preparation and planning for ECAR CEED Network meeting | Meeting materials prepared. | 31 March  2 days | 600 |
| Provide TA support to COs | Focal points in CO confirm input | 31 March  4 days | 1,200 |
| Draft monthly report | Monthly report submitted | 31 March  2 days | 600 |
| Liaise with relevant regional organizations and stakeholders in the Western Balkans | Meetings held | 31 March  4 days | 1,200 |
| Organise meetings with stakeholders | Meetings held | 30 April  2 days | 600 |
| Support the knowledge management and consolidate the Air Quality, Climate and Environment work in the Western Balkans | Materials available | 30 April  4 days | 1,200 |
| Draft monthly report | Monthly report submitted | 30 April  2 days | 600 |
| Consolidate UNICEF work on youth engagement and climate change education | Plan for action prepared | 30 April  3 days | 900 |
| Provide TA support to COs | Focal points in CO confirm input | 30 April  4 days | 1,200 |
| Organizing monthly regional team meetings to review and plan project activities | Monthly report submitted | 30 April  2 days | 600 |
| Liaise with relevant regional organizations and stakeholders. | Meetings held | 30 April  2 days | 600 |
| Coordinate and support project advocacy and communications | Advocacy materials available | 30 April  3 days | 900 |
| Organizing monthly regional team meetings to review and plan project activities | Monthly report submitted | 31 May  2 days | 600 |
| Liaise with relevant regional organizations and stakeholders. | Meetings held | 31 May  2 days | 600 |
| Consolidation of COs results and drafting of the annual report | Draft annual report submitted | 31 May  8 days | 2,400 |
| Draft monthly report | Monthly report submitted | 31 May  2 days | 600 |
| Provide TA support to COs and the youth networks | Focal points in COs confirm input | 31 May  4 days | 1,200 |
| Coordinate and support project advocacy and communications | Advocacy materials available | 31 May  4 days | 1,200 |
| Compiling and maintaining project reports and minutes of meetings | Monthly report submitted | 30 June  2 days | 600 |
| Consolidate UNICEF work on youth engagement and education on climate change and AQ | Plan developed with ADAP and Education team | 30 June  4 days | 1,200 |
| Draft monthly report | Monthly report submitted | 30 June  2 days | 600 |
| Provide TA support to COs | Focal points in CO confirm input | 30 June  4 days | 1,200 |
| Prepare narrative and financial reports   * Review all deliverables and reports of contracted consultants/partners before submitting them to the donor to ensure the quality of these products are according to the agreement with Sida and internal UNICEF expected standard of quality. * Developing narrative and financial reports and ensuring the accuracy and timely submission of these reports to the Team Leader at UNICEF in accordance with the donor reporting requirements stipulated in the agreement with the donor. | * Narrative report summary in accordance with Sida requirements finalised * Financial report in accordance with Sida requirements finalised | 30 June  10 days | 3,000 |
| Organize and prepare annual meeting with Sida | Meeting realized and materials prepared and available | 31 July  4 days | 1,200 |
| Consolidate UNICEF work on education and climate change | Dev plan with the education team | 31 July  3 days | 900 |
| Liaise with relevant regional organisations and stakeholders. | Meetings held | 31 July  3 days | 900 |
| TA support for country offices | COs confirm input | 31 July  4 days | 1,200 |
| Draft monthly report | Monthly report submitted | 31 July  2 days | 600 |
| Support fundraising for scaling up work on air quality, climate change and environment. | Meetings held | 31 July  6 days | 1,800 |
| Compiling and maintaining project reports and minutes of meetings | Monthly report submitted | 30 Sept  2 days | 600 |
| Coordinate and deliver plan for ECA and Int Day for Clean Air | COs engaged in advocacy | 30 Sept  6 days | 1,800 |
| Provide technical support to COs | Focal points confirm inputs | 30 Sept  4 days | 1,200 |
| Develop COP29 draft framework | COP29 draft framework developed | 30 Sept  4 days | 1,200 |
| Draft monthly report | Monthly report submitted | 30 Sept  2 days | 600 |
| Consolidate results from the COs and provide summary report for UNICEF | Summary report submitted | 30 Sept  4 days | 1,200 |

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| **Estimated Consultancy fee** | **USD 300/daily** | **Total 162 working days** | **USD 48,600** |
| Travel International (if applicable)  Albania (minimum one trip)  Kosovo (minimum one trip)  Serbia (minimum one trip)  Bosnia and Herzegovina (minimum one trip)  Montenegro (minimum one trip) | USD 7,000 |  |  |
| Travel Local (please include travel plan) : North Macedonia (minimum one trip) |  |  |
| DSA (if applicable) | Included in the travel budget on quote basis |  |  |
| **Total estimated consultancy costs[[1]](#endnote-1)** | USD 55,600 |  |  |
| **Minimum Qualifications required\*:** | **Knowledge/Expertise/Skills required \*:**   * A minimum of 5 years of professional experience in a relevant field * Proven ability to coordinate and manage complex project work with a focus on environment, climate change, education, and youth engagement * Experience in working on an international level and support to integrate global and regional programmes into national programmes * Experience in implementing and managing projects on air quality, environment, and climate change * Experience of work with children and youth, and education systems * Experience in project planning, design, follow-up, report writing, monitoring and evaluation of projects * Experience in working with various partners, working with international and national stakeholders to implement project activities * Experience in conducting project reporting in English * Able to work independently or in a team * Fluency in English (written & verbal) is required. * Experience with UNICEF and knowledge of the UN and UNICEF’s system's policies and procedures is an asset. * Experience of work focusing on air quality is an asset. * Proficiency in a Western Balkan language is an asset**.** | | |
| Bachelors  Masters  PhD  Other  An advanced university degree (Master’s or higher\*) in international development or environment climate change or another relevant field. |  | | |
| \*Minimum requirements to consider candidates for competitive process | \*Listed requirements will be used for technical evaluation in the competitive process | | |
| **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)  A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points)  **-** Education (15 points) 25 points  - A minimum of 5 years of professional experience  in a relevant field (30 points)  - Experience with UNICEF and knowledge of the UN and UNICEF’s system's policies and procedures is an asset.  (20 points)  - Experience of work focusing on air quality is an asset. (10 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-1)