

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Revision of National Social Protection Policy		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Lusaka, Zambia CO
Purpose of Activity/Assignment: Facilitation of and support to the Revision of the National Social Protection Policy and review of cross-cutting themes for social protection in Zambia			
Background: <p>Though having reached lower-middle income status in 2011, Zambia continues to face high levels of poverty, vulnerability and inequality, which have increased since 2015 as a result of declining growth as well as the compounded negative effects of climate change-related adversities, HIV/AIDS, and most recently the implications of the COVID-19 pandemic among others. Even in times of economic expansion, it has become clear that growth alone is not able to deliver significant reduction in poverty levels and that redistributive policies are required to address and eventually alleviate poverty and inequality in Zambia. In this context, social Protection is a crucial instrument to address poverty and vulnerability and to work towards a more equal society in Zambia.</p> <p>In 2014, the Government of the Republic of Zambia (GRZ) officially recognized its “fundamental responsibility of safeguarding the well-being of its citizens [...] through the provision of a policy framework to guide all stakeholders in the delivery of social protection services in order to ensure that the quality of life of many Zambians improved” (National Social Protection Policy, 2014) by putting in place a National Social Protection Policy (NSPP) with its Implementation Plan running from 2014 until 2019. Tied to the Poverty and Vulnerability Reduction Pillar in the 7th National Development Plan (7NDP), the NSPP is the blueprint guiding the implementation of social protection programmes through which Government aims to ensure a better coordinated, adequately resourced, and effectively evaluated social protection sector. The policy’s transformative paradigm centres around protection, prevention, promotion, and transformation which are operationalized under four pillars, namely (1) Social Assistance, (2) Social Security/social insurance, (3) Livelihoods & Empowerment, (4) Protection, and a cross-cutting theme on disability. The Ministry of Community Development and Social Services (MCDSS) plays a role of coordination and is responsible for spearheading the implementation of the Policy in collaboration with other stakeholders. MCDSS through its Monitoring and Evaluation (M&E) unit coordinates and leads on NSPP M&E, while the implementation of the NSPP is overseen by the Social Protection Cluster Advisory Group (SP CAG).</p> <p>One of the proposals made within the NSPP’s legal framework was the enactment of the Social Protection legislation. The National Social Protection Bill was then drafted proposing to establish a Basic Social Protection Coordination Unit to oversee and coordinate the design and implementation of SP programmes in the future.</p> <p>The NSPP is further complemented by an Integrated Framework of Basic Social Protection Programmes (IFBSP).</p> <p>Progress within the four pillars and cross-cutting pillar of the NSPP was assessed in 2019 against its 7-NDPP informed monitoring framework and documented in a Progress Report. Key findings of the review include the following.</p> <ul style="list-style-type: none"> - Limited fiscal space towards the end of the policy cycle resulting in underfunding or non-release of funds for most social protection programmes. This affected coverage of some programmes and non-remittance of benefits to beneficiaries. - Even though efforts were made to have communication strategies for each programme, an integrated social protection communication strategy for effective awareness raising on social protection is lacking and its development should be considered for the next policy cycle. - Although efforts were made to develop and operationalise the Social Cash Transfer (SCT) and Supporting Women’s Livelihoods (SWL) Grievance Redress Mechanisms (GRMs) towards the end of the policy cycle, it was observed that an integrated mechanism would be crucial and more cost effective than two separate mechanisms. 			

- Although an effort had been made to develop a Single Registry of Beneficiaries MIS to address some of the targeting issues, targeting and payment systems were still implemented in silos. Moreover, the Single Registry of beneficiaries was not fully implemented, while instead another system was being developed called the Zambian Integrated Social Protection Information System (ZISPIS).

Since the official expiry of the NSPP and subsequent conducting of the earlier-mentioned progress review, Zambia's social protection sector has continued to develop and adjust, for instance as a result of multiple emergencies leveraging and strengthening a number of key system components to rapidly cater for the most vulnerable, expansion of linkages between various social protection programmes, cash plus initiatives becoming more prominent, additional financing being secured from the World Bank and the Multi Donor Trust Fund (MDTF) for the SCT programme among others.

In view of the aforementioned, MCDSS through the Department of Planning and Information, has commenced the process to revise and update the NSPP. The revised NSPP will be drafted based on the findings and recommendations of an ongoing review of the existing NSPP and of the earlier-mentioned NSPP progress report. Furthermore, in order to shed more light on themes that cut across the different pillars of social protection, such as disability, gender, HIV, nutrition, youth and protection, the review will be complemented by an assessment of cross-cutting themes. The latter will help identify which cross-cutting areas should (more) prominently be featured in the new policy as well as to inform how they should be optimally embedded.

The review of the existing NSPP will be conducted by an international consultant, while the review of cross-cutting themes and the drafting of the new NSPP under this consultancy will be conducted by the national consultant. Both consultants will work in tandem.

Objectives of the assignment

The objectives of this consultancy are to: (a) conduct a review of cross-cutting thematic areas in the social protection arena; and (b) facilitate the drafting of the revised NSPP document.

It is expected that the consultant will work together with the NSPP Core Drafting Team (CDT) to facilitate the drafting of the revised NSPP; and in close collaboration with the Technical Working Group (TWG) tasked with overseeing the NSPP review and revision process.

The national consultant will also collaborate with the international consultant tasked with the review of the 2014-2019 policy document for quality assurance. The Department of Planning and Information within MCDSS will provide overall guidance and approvals during the process of policy review and revision. UNICEF supports the review process technically and financially.

To achieve the above, the consultant will embark on the following Tasks:

(a) Review of cross-cutting thematic areas to inform the revised national social protection strategy

The consultant will conduct an operational review of cross-cutting themes in Zambia's social protection arena to identify the potential gains for social protection that can be generated by systematically exploiting the synergies within and across thematic areas such as disability, gender, HIV/AIDS, child protection, climate change, nutrition, food security, youth and potential other themes arising from ongoing discussions with stakeholders involved in the review process.

For the thematic review, the consultant will conduct the following tasks:

I. Develop an Inception Report which shall include:

- Desk review of relevant literature
- Scope and the timeline for the thematic review (gender, disability, HIV/AIDS/ child protection/nutrition, and potential other themes)
- Conceptual framework on which the review will be based
- A proposed methodology
- A proposed selection of key informants and proposed Focus Group Discussions. T
- The inception report shall include the key questions to be asked during the interviews and FGDs

- II. **Conduct Key Informant Interviews with Govt, communities, Civil Society Organizations, Faith Based Organizations, UN agencies and Cooperating Partners (CPs)**
- III. **Conduct Focus Group Discussions at community level** (government officials as well as volunteer cadres), beneficiaries, village headmen and other local leaders)
- IV. **Draft report, including findings and recommendations for consideration in the R-NSPP**
- V. **Present draft report in TWG meeting**
- VI. **Finalise the report incorporating inputs from UNICEF, MCDSS and the TWG**

(b) Facilitating the Drafting of the revised National Social Protection Policy:

The consultant will facilitate the R-NSPP drafting and review process. To do so, the consultant will work together with the NSPP Core Drafting Team to facilitate the drafting of the revised NSPP and in close collaboration with the Technical Working Group tasked with the quality assurance of the NSPP. The consultant will also collaborate with the international consultant tasked with the quality assurance review of the revised policy document. Throughout the drafting process, the consultant will make sure that the R-NSPP becomes the bedrock of social protection delivery that is

- rights-based
- sustainable,
- feasible,
- equitable,
- lifecycle-based; and
- inclusive, leaving no one behind.

As part of the drafting process for the R-NSPP, the consultant will embark on the following tasks:

- I. **Develop an inception report. The inception report shall include:**
 - a conceptual framework and outline of the NSPP
 - a comprehensive work plan for policy development processes and engagements in collaboration with social protection relevant stakeholders and the MCDSS
 - a proposed selection of stakeholder consultations at the national, provincial and district level
 - a proposed selection of key informant interviews
 - timelines for the document review, consultation, drafting of the policy, finalization of the document.
- II. **Develop an annotated outline (AO) of the R-NSPP.**
 - The AO should be developed based on the literature review findings, the review report of the NSPP 2014, NSPP implementation progress review 2019 and cross-cutting thematic analysis. In addition, the AO should consider Zambia's overall policy and legal environment.
 - The AO, among other things, shall provide the following: (a) context analysis (global and national); (b) Policy objectives; (c) key strategic areas and interventions of the new NSPP. It will also provide a chapter structure of the NSPP document.
 - The AO should be developed in collaboration with the international consultant. However, the role of the international consultant will be limited to reviewing the AO and providing inputs for quality assurance purposes.
- III. **Facilitate drafting of the revised National Social Protection Policy. The policy document should include, at minimum, sections on:**
 - Constitutional/ legal policy context
 - National challenges: inequality, poverty and vulnerability and adequacy of the existing policy framework
 - Mapping of existing social security interventions against lifecycle risks and vulnerability
 - Global evidence and experience of social protection
 - Zambia's experiences of social protection and lessons learnt
 - Policy approach, strategic priorities, measures and expected results. The strategy should include both contributory and non-contributory programmes across the life cycle

- Implementation arrangements and coordination mechanism
- M&E framework.

IV. **Conduct Key Informant Interviews** with Govt, civil society, UNs, DPs and academia

V. **Facilitate consultations/ workshop with all key stakeholders** to receive feedback/ input on the policy draft. A total of 6 consultations (2 national and 4 provincial) and 2 workshops/retreats (with TWG members) will take place during the contract period.

VI. **Report to the TWG during the meeting** to share on progress and request input and contributions towards developing the revised NSPP. The MCDSS will establish a review mechanism for consultations, task force/ committee inputs, document presentations and validation.

VII. **Incorporate feedback** from the consultations, workshops/ retreat and quality assurance review into a second draft for review by the MCDSS and TWG.

VIII. **Facilitate presenting the draft NSPP document to relevant stakeholders** for the final validation.

IX. **Submit a final draft NSPP to the MCDSS** for pre-validation and quality assurance by the line ministries and the Cabinet.

X. **Support to the MCDSS to consolidate and address comments/** inputs from the relevant ministries and submit the final draft of the R-NSPP to the Cabinet for approval.

The consultancy requires 35 days of field travel outside of Lusaka:

- 20 days travel to conduct the FGDs and KII for the cross-cutting themes.
- 15 days travel for the stakeholder's consultations and retreat/ workshop for finalization of the NSPP document. The date and place of the consultations/ workshops will be finalized in consultation with the MCDSS.

Therefore, applicants for the consultancy should provide all-inclusive budget proposals, which include the costs of travelling to four districts (both urban and rural) with applicable DSA rates following the ICSC entitlement tables. Risks related to travel restrictions due to CORONA shall be borne by the consultant, who is expected to work with UNICEF on finding flexible ways to navigate any travel restrictions and adhere to safety measures. UNICEF will not provide logistical support to the field missions.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" 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](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year:	Requesting Section/Issuing Office: Social Policy and Research	Reasons why consultancy cannot be done by staff: The drafting of Zambia's National Social Protection Policy requires a dedicated expert for it to be completed within available time and of the required quality. The capacity for this is currently neither available within the MCDSS, nor within UNICEF.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor:	Start Date: 28 April 2022	End Date: 27 February 2023	Number of Days (working) 170 days (part time)

Work Assignment Overview			
Tasks/Milestone:	Deliverables	Timeline	Budget
Conduct a review of key documents, draft and present an inception report and workplan. The inception report will include the methodology, and analytical framework of the thematic mapping; and a conceptual framework of the revised NSPP; Address comments on the inception report.	Inception report and workplan	17 June 2022	20%
Fieldwork on site in Zambia for the length of 20 days to gather firsthand information on the cross-cutting themes: submission of a draft report on the thematic mapping	Draft thematic study	17 July 2022	20%
Share the draft thematic mapping with TWG and MCDSS, address comments and submit the final thematic mapping report and Submit an annotated outline and chapter structure of the Revised NSPP	Final mapping Annotated outline of the R-NSPP	17 August 2022	10%
Submit the draft R-NSPP developed together with the NSS Core team and reviewed by TWG and the international consultant	Draft NSPP	1 October 2022	10%
Submit the report of the onsite consultations and retreats on the draft document at the national and provincial level	Submission of the field visit report	1 November 2022	20%
Present the draft policy in the stakeholder consultation, TWG retreats, submit to MCDSS, address inputs from international consultant, submit the second draft policy (15 days field visit including travel time)	Second draft of the NSPP	1 December 2022	10%
Circulate and present the draft report during a validation workshop for relevant technical partners; submit the final policy document	Final draft of the R-NSPP PPT for the MCDSS	15 January 2023	10%

after addressing Ministries and the Cabinet's comments. A Power point of the policy document to be prepared for the MCDSS.

Estimated Consultancy fee			
DSA (if applicable)		DSA for 35 days	
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Social Sciences, Social/Public Policy Management, Economics or related social Protection graduate and/or evaluation studies qualifications.	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> A minimum of 10 years of professional experience in designing, implementing and/or managing social protection interventions or programming, including experiences in the review/evaluation of programmes and policies. Demonstrated expertise and capacity in technical evaluation of social protection delivery systems, related national policies and government operational frameworks. Proven experience with logical framework approaches and other strategic planning approaches, M&E methods and approaches (including quantitative, qualitative and participatory), information analysis and report writing. Excellent communication and interview skills. Excellent report writing skills. Demonstrated ability to deliver quality results within strict deadlines. 		
Administrative details: Visa assistance required: No <input type="checkbox"/> Transportation arranged by the office: No <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based with 35 days field travel <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		
Request Authorised by Section Head	Request Verified by HR:		
Representative			