Issue Date: <u>23 September 2020</u>   **Closing Date:** <u>6 October 2020</u>

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Consultancy - Documenting Programme Monitoring in East Asia and the Pacific Region

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UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfilling their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child, *a better future*

UNICEF works to ensure the rights of all children in the East Asia and Pacific Region. This means the rights of every child living in this country, irrespective of their nationality, gender, religion or ethnicity, to:

- **survival** – to basic healthcare, peace and security;
- **development** – to a good education, a loving home and adequate nutrition;
- **protection** – from abuse, neglect, trafficking, child labour and other forms of exploitation; and
- **participation** – to express opinions, be listened to and take part in making any decisions that affect them

How can you make a difference?
The Programme and Planning, UNICEF East Asia and Pacific Region Office (EAPRO) is seeking an individual consultant to documenting good practices on monitoring, which enable UNICEF to further improved risk management, programme performance and financial assurance monitoring.

Background:
In response to the COVID-19 pandemic, UNICEF EAPRO has continued to support the 14 UNICEF Country Offices (COs) in East Asia and the Pacific Region (EAPR) in implementing remote monitoring of programme performance to improve its outcomes, and ultimately, to reach all vulnerable children.

<u>UNICEF Emergency Procedures for Coronavirus (COVID-19)</u> and other new guidance notes/ instructions issued by UNICEF HQ and have been used by UNICEF Regional Offices (ROs) to guide COs in managing and monitoring UNICEF programmes with Implementing Partners (IPs). Below are some of the key guidance/ instructions;

- Guidance on Managing Implementing Partnerships during COVID-19 to provide suggested approaches and consideration on implementing partnerships for UNICEF ROs and COs related to the challenges during the COVID-19 pandemic that impact country programme delivery;
- Programme documents on Programme Monitoring (including HACT) during COVID19 to conduct programmatic assurance and assess the possibility to utilize alternative and/or remote methods by using remote HACT programmatic visits;
- Remote spot-check instructions to assist UNICEF staff or service providers to complete the spot checks remotely, complementary to the UNICEF Sport Check Guidance; and
- Guidance on Approaches to Programme Performance Monitoring in the context of COVID-19 on remote monitoring to provide a list of actions that UNICEF ROs and COs can take in the areas, to bolster the management and implementation of monitoring programme performance with suggested options for remote monitoring methods.

Monitoring unearthed some challenges about accessibility and capacity at the beginning of the COVID-19 pandemic. Government and business closures and movement restrictions limited the access to programme documents, intervention areas, and beneficiaries, while the capacity of institutional technical resources, technology infrastructure and the network was limited for executing programme monitoring. The 2020 Mid-Year Global Harmonized Approach on Cash Transfer (HACT) Overview revealed that the overall implementation rate of EAP country programmatic visits and spot checks during the first six-months in 2020 decreased compared to the same period in 2019. It indicated that the EAP region completed 52% of the minimum required programmatic visits (73% in 2019 mid-year performance) and 18% of the minimum required spot checks (55% in 2019 mid-year performance).

Meanwhile, all UNICEF COs in the region have developed new programme activities in response to the pandemic, prioritized existing regular activities, and adapted programme implementation to the new context. Many offices have successfully utilized technology to remotely conduct programme monitoring and financial assurance activities such as conducting online surveys, meetings, and interviews; use of photo, video, and digital images to review documents and/or monitor programme activities. Some country offices have further strengthened the Third-Party Monitoring (TPM) such as Civil Society Organizations (CSOs) who are able to reach partners, stakeholders, and beneficiaries, and some have begun to work with the TPM.

UNICEF EAPRO- COVID-19 Situation report number 10 revealed that "most countries in the region continue to see a steady decline in the number of new cases, except Indonesia and the Philippines. Almost all countries in the region have eased their lockdowns and are implementing protocols for their new normal; however, public gatherings are still restricted in countries across the region. Restrictions on border crossings and flight operations remain in effect".

As a result of the easement, an average of the implementation rate of programmatic visits has increased from 52% in June to 84% in August, and spot checks from 18% to 25% in the same period. The majority of the countries in the region have achieved the minimum requirement of programmatic visits and spot checks, but a few countries are catching up.

Given the current and future operating environment with the COVID-19 pandemic, remote monitoring is no longer seen as a temporary measure, but an essential part of UNICEF's programme monitoring. Much has been done in the 14 UNICEF COs on remote monitoring; this is an opportunity to document practices across the COs, identify good practices as well as risks, bottlenecks and challenges, in order to facilitate replication and/or scale up of approaches to fit other contexts.

The consultancy has the following objectives:
- To review and analyze the practices on monitoring of UNICEF COs programme interventions, programmatic visits, and financial assurance monitoring during the COVID-19 pandemic;
- To identify and document good monitoring approaches, techniques, methods and tools that are being conducted;
- To identify key challenges, bottlenecks and risks;
- To provide recommendations on how to adapt monitoring approaches in the new normal setting and institutionalize it in UNICEF and its IPs.

Work Assignment

Under the direct supervision of UNICEF Regional Monitoring Specialist, the consultant will;

- Conduct a comprehensive desk review of UNICEF guidance about monitoring and interviews with some key informants in UNICEF EAPRO and selected UNICEF COs in the region.
- Based on the desk review and interviews with the key informants, draft an inception report which includes a conceptual framework to be used in the documentation of good practices in remote monitoring, key questions, methodology, and a timeline as well as proposed data collection instruments.
- After 10 days of signing a contract, submit a draft inception report to EAPRO for review and feedback and based on that finalize the inception report.
- Conduct data collection using remote methods e.g. on-line survey, interview with key informants from UNICEF EAPRO, and 14 UNICEF COs in the region as agreed/approved in the inception report. (15 days)
- Within one week of completion of 15-day data collection, prepare and present the 1st draft report to UNICEF EAPRO for feedback and comments which will be collected from the 14 UNICEF COs.
- Make an online presentation to UNICEF EAPRO and COs on the report to validate the findings and receive further inputs that to be incorporated into the final report.
- Submit the final report to UNICEF EAPRO for approval. The report will highlight the current situations, common challenges, good practices, and recommendations on how to adapt remote monitoring in the new-normal setting (during COVID-19 and beyond), how to institutionalize it in UNICEF and its IPs, and case studies

Work Schedule and Deliverables:

The consultancy should provide the following deliverables as per an agreed timeline:
1. Inception report as an output from the desk review and initial consultations submitted to UNICEF EAPRO within the first 10 days of the review commencement with detailed methodology including timeframe and key questions.
2. First draft report submitted to UNICEF EAPRO within one week after completion of a 15-day data collection. It should include all components of the final report.

3. Final report submitted to UNICEF EAPRO within one week after receiving the inputs and comments from UNICEF EAPRO and COs. It should include:
- Executive Summary;
- Background and context;
- Methodology;
- Current status of programme quality assurance monitoring and the key challenges during the COVID-19;
- Good practices on remote monitoring and case studies;
- Recommendations for adaptation of remote monitoring during COVID-19 and beyond;
- Annexes: To include ToR; work schedule; tools; survey records, records of interviews, and others as necessary.

Task	Deliverable	Proposed Dates
1. Desk review and interview with key informants from UNICEF EAPRO and selected UNICEF COs in the region	Inception report with survey questionnaire, data collection methods, tools and timeframe	16 October 2020
2. Prepare 1st draft report and make a presentation on the findings and recommendations to UNICEF EAPRO	1st draft report and PowerPoint Presentation (PPP)	6 November 2020
3. Submit the final draft report to UNICEF EAPRO	The final draft report	13 November 2020
4. Make an online presentation of the report to UNICEF COs to validate the findings and receive further inputs	Power Point Presentation	20 November 2020
5. Submit the final report to UNICEF EAPRO	Final report	27 November 2020

Estimated Duration of Contract: 22 working days within 4 months: Tentative duration: October 2020 – January 2021

Official Travel: The consultant will work remotely from home.

To qualify as an advocate for every child you will have…
- Master's degree or higher in Social Sciences fields with special expertise in RBM, monitoring, and/or evaluation;
- At least 10 to 7 years experienced in conducting studies, research, evaluations and other related fields;
- At least 5 years demonstrated experience in development, management, and implementation of programme/project monitoring and/or evaluation;
- At least 3 years of previous experience working with ICT, web-based applications, social media applications, and/or web development;
- Experience working in emergency programmes could be an advantage;
- Demonstrated experience and excellent skills in administering a survey, conducting an interview and focus group discussion, and other research methodologies;

- Good understanding of ethical issues in research/assessment/ evaluation;
- Demonstrated experience in working with international organizations and multiple stakeholders in various cultures and contexts;
- Good understanding of human rights-based approaches to programme monitoring, and issues around equity in development e.g. gender and other disparities-reduction considerations.

Interested candidates are requested to submit CV or P-11, full contact information of minimum 3 references, availability, and proposed daily professional fee in USD by **6 October 2020.**

For every Child, you demonstrate…

UNICEF's values of Care, Respect, Integrity, Trust, Accountability (CRITA) and core competencies in Communication, Working with People, and Drive for Results.

View our competency framework at

http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

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UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Remarks:

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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.

UNICEF is committed to promote the protection and safeguarding of all children.