

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
International Child Protection and Social Policy Consultant	Funding source: USAID 210474 / WBS: 1620/A0/06/803/010/003 WBS: 1620/A0/06/805/016/005 Grant: Non-Grant	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time * *maximum end date 30 June 2023	Accra, Ghana

Purpose of Activity/Assignment:

The International Child Protection and Social Policy Consultant will provide technical support to the UNICEF Ghana Child Protection (CP) and Social Policy and Inclusion (SPI) teams in the implementation of the Integrated Social Services (ISS) approach and the Social Welfare Information Management System (SWIMS) in the current 160 MMDAs and support scaling up to additional MMDAs in 2023 and 2024. In addition, the consultant will be working with the Government of Ghana ISS technical working group, especially the Ministry of Gender, Children and Social Protection, Ministry of Local Government, Decentralization and Rural Development, and the Office of the Head of Local Government Service, as well as the Ministry of Employment and Labour Relations, the Regional Coordinating Councils and District, UNICEF HQ & Primero team and other partners, such as IOM and UNHCR.

Scope of Work: The consultant will be responsible to support the UNICEF Child Protection (CP) and the Social Policy and Inclusion (SPI) teams in the implementation of the Integrated Social Services (ISS) and the Social Welfare Information Management System (SWIMS) in 170 districts. The consultant will work under the direct supervision of the Child Protection Specialist (P3) and in collaboration with other relevant staff members from the SPI team and PME team. Particularly, the consultant will provide IT and M&E technical support to:

- (1) Develop a certified SWIMS training package
- (2) Develop a guidance on emergency case management data collection and management
- (3) Develop a national child protection monitoring and evaluation framework
- (4) Conduct a SWIMS data review exercise and simplification exercise
- (5) Set up and test a care reform database leveraging SWIMS
- (6) Strengthen system interoperability between SWIMS and the Ghana Child Labour Monitoring System (GCLMS)
- (7) Produce recommendation papers to improve SWIMS with other systems like the Single Window Citizen Engagement Service (SWEC)
- (8) Conduct bi-annual ISS data analysis and review
- (9) Train districts as a SWIMS training facilitators
- (10) Develop at least four concept notes and two proposals on social protection

For details, please see the deliverable section.

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: 2023	Requesting Section/Issuing Office: Child Protection	Reasons why consultancy cannot be done by staff: The purpose of the assignment described above goes beyond the capacity of the current UNICEF CP and SPI teams as it will require a more dedicated and technical expertise.
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input type="checkbox"/> <input checked="" type="checkbox"/> International Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/>		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Young Joo Lee Child Protection Specialist	Start Date: 15 September 2023	End Date: 31 August 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	
Support the social service workforce capacity building initiative in relations to SWIMS and case management data collection/sharing	Deliverable 1: A certified social welfare information management system (SWIMS) training package prepared and submitted. Deliverable 2: A guidance note on emergency case management data collection and management for district social service workforce in collaboration with IOM, UNHCR and UNFPA on emergency case management data prepared and submitted	By 15 Dec 2023 By 15 Nov 2023	
Support IT, data analysis and visualization support	Deliverable 3: Submission of draft national child protection monitoring and evaluation framework document Deliverable 4: SWIMS data review exercise is conducted and report prepared and submitted	By 15 Feb 2024 By 15 Jan 2024	

	Deliverable 5: SWIMS system simplification exercise is conducted and report submitted	By 15 Oct 2023
	Deliverable 6: Care reform initiative database trial and testing through SWIMS registry set-up and report submitted	By 15 Oct 2023
	Deliverable 7: SOPs for system interoperability between SWIMS and the Ghana Child Labour Monitoring System (GCLMS) are established and report provided	By 15 Aug 2024
	Deliverable 8: Recommendation paper and consultation workshops with stakeholders prepared to strengthen the interoperability between the SWIMS and other information management systems and hotlines, i.e. the Single Window Citizen Engagement Service (SWEC)	By 15 Feb 2024
Contribute to research and knowledge management to document and showcase success	Deliverable 9: Bi-annual ISS data analysis and review is conducted and recommendations provided to the UNICEF ISS Team and MLGDRD	By 15 Nov 2023 and 15 June 2024
	Deliverable 10: At least 2 SWIMS coaching visits (total 2 weeks) and 2 ISS training/monitoring visits (total 2 weeks) conducted as a facilitator and recommendation papers are generated and submitted, particularly on strengthening the role of regions and communities for identification, reporting and referrals	By 15 Apr 2024 and 15 Aug 2024 (TBD)
CP sub-total		
Support fund raising activities focusing on development of grant proposals and concept notes on specific themes including engagement with relevant sections/sectors on entry points and identification of opportunities	Deliverable 11: Four concept notes developed and submitted based on themes to be agreed on with the team	30th Sept 2023
	Deliverable 12: Two fully developed priority proposals based on engagement with relevant sectors and teams.	30 th Nov 2023

Estimated Consultancy fee			
Travel International (if applicable)	n/a		
Travel Local (please include travel plan)	at least 2 SWIMS coaching visits (total 2 weeks) and 2 ISS training/monitoring visits (total 2 weeks) conducted as a facilitator and recommendation papers generated	Travel plan (date / destination) TBD – to be confirmed (max 4 weeks)	(deliverable 9)
DSA (if applicable)	No separate payment. It should be inclusive of the travel cost in the deliverable 9 cost		
Total estimated consultancy costsⁱ			
Minimum Qualifications required*: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Advanced university degree in social work, social development, social sciences or relevant fields	Knowledge/Expertise/Skills required*: <u>Experience</u> <ul style="list-style-type: none"> - Minimum five years of work experience in child protection and social policy. Experiences should include social service workforce strengthening and child protection information management systems, such as Primero. - Professional work experience in the management of programmes/projects, planning, monitoring, and evaluation, of which a significant share should be in developing countries - Proven experience in drafting analytical programme documents, reports and policy advocacy materials <u>Languages</u> <ul style="list-style-type: none"> - Fluent in written and spoken English. <u>Competencies</u> <ul style="list-style-type: none"> - Excellent project management, interpersonal, planning, and writing skills - Demonstrated ability to establish harmonious and effective working relationships internally and externally, including with Government partners and UN - High-level communication skills, particularly in the writing and editing of reports for publication - Knowledge of Ghana's political and socioeconomic context is a strong asset. 		
*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 (for clarification see Guidance))			

A) Technical Evaluation (e.g. maximum 75 Points) - Education background (20) - Relevant work experience (35) - Competencies (20)		B) Financial Proposal (e.g. maximum of 25 Points)	
Administrative details: Visa assistance required: <input checked="" type="checkbox"/> <input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:		If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>	
Request Authorised by Section Head Name Title: Date: Signature: Name: Title: Date: Signature:		Request Verified by HR: Name: Title: Date: Signature:	
<i>Approval of Deputy Representative (if Operations):</i> _____		<i>Approval of Deputy Representative (if Programme)</i> _____ Name: Ramesh Bhusal Title: Deputy Representative OiC, Programme Date:	
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>			

¹ 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.
