

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/ CONTRACTORS



Title of contract/consultancy:	International Consultant - Social Protection Programme Coordinator and Technical Contributor in Belize
Type of engagement:	<input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor
Workplace of Consultancy / Location:	Belize City, Belize, Central America.
Duration:	11 months
Start Date:	February 2022
End Date:	January 2023
Requesting Section:	Programme Section – Social Policy
Supervisor:	Social Policy Specialist

Fields containing an asterisk (*) will be used to advertise the consultancy

BACKGROUND (*)

Country Background:

Belize is challenged with high levels of poverty, exacerbated by the COVID-19 pandemic. Monetary poverty increased from 41% in 2009 to 52% in 2018, with the highest levels found in Toledo, Corozal and Orange Walk. In 2018, 60% of the children aged 0-14 were living in poverty.¹ In multidimensional terms (lack of access to essential services), 58% of children under 18 years were recorded as living in poverty in 2011² meaning that children were confronted with multiple deprivations³. Geographical disparities were significant, with 70% of children living in poverty in rural areas. The pandemic significantly impacted households' livelihoods and disrupted access to essential services causing a multiplier effect on an already dire situation. According to a rapid survey conducted in 2020⁴, disruptions in livelihoods affected three out of five respondents. Three out of four respondents reported job loss or decline in salaries in their households, and one out of ten respondents expressed the need to resort to secondary or alternative activities. Amidst COVID-19, the availability of fresh food items and essential medicine remained low, food security deteriorated, and approximately 100,000 children remained out of school for more than a year.

Belize is also highly vulnerable to natural disasters and the effects of climate change. In 2020, Belize was impacted by Hurricanes Nana, Eta and Iota. As the result of anomalous levels of flood waters in decades, tens of thousands of families were affected. The floods caused damage to residential property, utilities, farms, and road infrastructure and further added to the vulnerabilities due to COVID-19.⁵ Such hazards are a major challenge to sustainable development and the survival and well-being of communities, and particularly children. Because they impact households' livelihood and access to essential services,

1 Statistical Institute of Belize (SIB). Country Poverty Assessment (2009) and Poverty Study (2021).

2 ECLAC-UNICEF 2014. This analysis is based on the 2011 Multiple Indicator Cluster Survey (MICS).

3 Ibid.

4 WFP, 2020. Caribbean COVID-19 Food Security & Livelihoods Impact Survey, BELIZE Summary Report.

5 IFRC, 2021. DREF Operation Update.

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natural disasters and climate change reinforce multidimensional and economic poverty, putting children, and especially the most vulnerable, at risk of falling into poverty, and perpetuating intergenerational poverty.

Though poverty is alarming and aggravated by COVID-19, social protection remains low, especially for children. In 2018, only 43% of the population received social protection benefits⁶. Young children were the most impacted: less than 10% of children 0-4 years old had access to the National Health Insurance (NHI) in 2018. In total, only about 11% (20,000 children) of the total children population was covered by a social protection programme (incl. BOOST, school subsidies, food pantry).

The legislative and policy framework is limited to support a comprehensive social protection system, especially for children. In general, there are no specific legislation to guide social policies and social protection in Belize. The social protection system remains fragmented, with 38 service delivery activities. There is an urgent need to establish the conditions for an enabling environment and governance mechanisms that will provide for the adequate policies, regulations, and action plans to guide the sector, starting with a National Social Protection Strategy, providing a social protection floor, progressive universal coverage and shock-responsiveness.

UNICEF Social Protection Agenda: SDG Fund & Human Security Trust Fund

In collaboration with ILO and WFP, UNICEF is part of the SDG Small Islands Developing States (SIDS) Fund Initiative, which will start in January 2022. UNICEF Belize will be the lead agency in the implementation of the Joint Programme (JP). The JP aims to support a stronger, coordinated, integrated, shock-responsive, and resilient social protection system in Belize that reaches the most vulnerable, women and children through the development and implementation of the National Social Protection Strategy, inclusive of the Social Protection Floor (SPF). The main results are centered on two interconnected outcomes, both of which are articulated in Plan Belize and the Government's Medium-Term Development Strategy Priority Areas: Poverty reduction and Economic growth. Simultaneously, the three agencies have also submitted a proposal as part of the UN human security initiative, which will link with the SDG Fund by providing a unique opportunity to leverage additional funding to establish the foundation for strengthened social protection and economic development.

PURPOSE/SCOPE OF ACTIVITY/ASSIGNMENT (*)

Overview of the consultancy

The consultancy will focus primarily on supporting the **Social Policy Programme Section in Belize**, in the framework of the new Country Programme Document (CPD). The consultancy will include two components:

1. Technical support to the areas of work of UNICEF's Social Policy agenda, and especially as part of the implementation of the SDG Fund. As part of year 1, UNICEF key activities will include: development of SP national strategy and action plan, coordination mechanism, capacity building, costing the the Social Protection Floor.
2. Programme coordination of the implementation of the SDG Fund.

⁶ MHD, ILO, UNICEF, 2020. Social Protection Expenditure Review.

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As part of the component 1, **technical expertise** will be provided in the areas as follows:

- i. social protection and shock-responsive social protection (SRSP), including establishment of a comprehensive and sustainable Social Protection Floor, this area of work will include the contribution to/ coordination of the SDG SIDS Fund as presented below;
- ii. poverty measurement and MPI development, including contribution to the continuation of the national Multidimensional Poverty Index development process;
- iii. public finance for children, including support to public finance activities;
- iv. general support as part of the Social Policy agenda as requested by supervisor

As part of component 2, the consultant will act as programme coordinator for the implementation of the SDG SIDS Funds. As a **programme coordinator**, activities will include:

- v. Planning and monitoring of programme implementation: in collaboration with technical teams, including focal points in WFP and ILO, and focal points at government level, lead the development and follow-up on programme implementation, with the support of Resident Coordination Office.
- vi. Work closely and collaboratively with colleagues and partners (technical working group) to discuss implementation issues, provide solutions, recommendations and/or to alert appropriate officials and stakeholders for higher-level interventions and/or decisions
- vii. Coordinate teams and activities, as per anticipated workplan: ensure effective implementation of activities, and follow-up on results;
- viii. Communication: Inform accordingly and maintain communication flows with Resident coordinator, UN Agencies, and stakeholders;
- ix. Schedule and organize meetings/events and maintain agenda in coordination with Resident Coordinator;
- x. Liaise with WFP to ensure proper coordination between SDG and Human Security proposals;
- xi. Support recruitment and administrative processes as required as part of programme implementation;
- xii. Provide support to ensure integration of outcomes and results;
- xiii. Liaise with ILO, and WFP for key technical inputs as relevant;
- xiv. Track budget expenditures and, timelines;
- xv. Liaise with relevant stakeholders for SDG visibility/ communications purposes;
- xvi. Act as focal point for reporting. Prepare data and evidence for reporting purposes as per SDG Secretariat, or required programme documentations, materials and data to facilitate the programme review and approval process;
- xvii. Provide inputs for communication material as relevant;
- xviii. Update SharePoint.
- xix. Any other support as part of JP implementation as relevant

The contract will have a duration of 11 months. The contract could be extended depending of confirmation of need, satisfactory performance, and availability of funding. Full-time consultancy supervised by **UNICEF Belize Social Policy Specialist**. The consultant will work with their own ICT equipment.

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KEY EXPECTED RESULTS (*)

Key Activities/Responsibilities/ Tasks (*):	Deliverables/Outputs (*):	Date
Technical Support (outcome 1- social protection)		
Programme Launch; Social Protection Strategy of Belize / Action plan	Workplan for the consultancy for validation <input type="checkbox"/> Preparation of a draft blog post for social media communication on the launch <input type="checkbox"/> Desk review of Social Protection Strategies/ Action plan/ SP experiences to identify good practices (draft)	By end of month 1
Coordination mechanism for the SP Sector	Outline and initial inputs for the establishment of National coordination mechanism under MOU <input type="checkbox"/> TOR for the social protection officer under Ministry of Human Development	By end of month 2
Social Protection Strategy of Belize / Action plan Capacity building/ Trainings in key areas of SP	<input type="checkbox"/> National Social Protection Strategy/ Action plan initial development (draft outline); <input type="checkbox"/> Draft Plan/ concept note for 4 trainings in key identified areas with line ministry leader (MHD): <input type="checkbox"/> Agenda, Content, List of Participants	By end of month 3
Capacity building/ Trainings in key areas of SP Coordination mechanism for the SP Sector Social Protection Strategy of Belize / Action plan	Support training preparation (recruitments..., mobilization of experts..) <input type="checkbox"/> MOU for the establishment of National coordination mechanism (first draft) <input type="checkbox"/> National Social Protection Strategy/ Action plan initial development (first draft)	By end of month 4
Capacity building/ Trainings in key areas of SP	Two trainings among the identified areas (M&E, programme management, social budgeting, <input type="checkbox"/> introduction to SP for the poor, MPI), participate in training Report from Training (overview, agenda, expected results, results and highlights, conclusion/ <input type="checkbox"/> recommendations)	By end of month 5

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<p>Social Protection Strategy of Belize / Action plan</p> <p>Coordination mechanism for the SP Sector</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Desk review of Social Protection Strategies/ Action plan / SP experiences to identify good practices (advanced) <input type="checkbox"/> National Social Protection Strategy/ Action plan (advanced) <input type="checkbox"/> MOU for the establishment of National coordination mechanism (advanced) 	<p>By end of month 6</p>
<p>Costing the SPF and the Social Protection Strategy for Belize</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Inputs and comments to the draft report on SPF definition and costing, ensuring the linkages with SP strategy <input type="checkbox"/> Updated workplan for the consultancy <input type="checkbox"/> Concept note for Annual Social Protection Conferences And One children and Youth conference: Agenda, Content, List of Participants 	<p>By end of month 7</p>
<p>Capacity building/ Trainings in key areas of SP</p> <p>Coordination mechanism for the SP Sector</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Support training admin and logistics (TORs for recruitments..., mobilization of experts from agencies..) <input type="checkbox"/> MOU for the establishment of National coordination mechanism (advanced) 	<p>By end of month 8</p>
<p>Social Protection Strategy of Belize / Action plan</p> <p>Annual Social Protection Conference + Youth conference (mid-JP)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> National Social Protection Strategy/ Action plan (advanced) <input type="checkbox"/> Annual Social Protection Conference <input type="checkbox"/> One children and Youth conference (virtual on Nexus) 	<p>By end of month 9</p>
<p>Annual Social Protection Conference + Youth conference (mid-JP)</p>	<p>Report from Annual Social Protection Conference And children and Youth conference:</p> <ul style="list-style-type: none"> <input type="checkbox"/> End of consultancy report (draft) 	<p>By end of month 10</p>
<p>Costing the SPF and the Social Protection Strategy for Belize</p> <p>Social Protection Strategy of Belize / Action plan</p> <p>Coordination mechanism for the SP Sector</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Quality assurance of final draft report on SPF definition and costing, ensuring the linkages with SP strategy; <input type="checkbox"/> National Social Protection Strategy and Action plan (final draft for endorsement) <input type="checkbox"/> MOU for the establishment of National coordination mechanism (final for endorsement) 	<p>By end of month 11</p>

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SDG Joint Programme Coordinator	
<ul style="list-style-type: none"> ☐ Creation of a dashboard to monitor programme implementation as per JP workplan (both outcomes 1 and 2); M&E framework and SDG related indicators to update monthly; ☐ Monthly update on programme implementation; ☐ Shared drive for technical working group; 	By end of month 1
<ul style="list-style-type: none"> ☐ <i>Monthly update on programme implementation;</i> ☐ Quarterly report as per SDG Secretariat Guidelines and templates; ☐ Meeting notes, timelines and key actions uploaded on drive; ☐ Terms of Reference (TOR) for technical Working group 	By end of month 2 (March)
<ul style="list-style-type: none"> ☐ <i>Monthly update on programme implementation;</i> ☐ Meeting notes, timelines and key actions uploaded on drive; ☐ Communication material 	By end of month 3
<ul style="list-style-type: none"> ☐ <i>Monthly update on programme implementation;</i> ☐ Meeting notes, timelines and key actions uploaded on drive; ☐ Mid-year Report (draft); 	By end of month 4
<ul style="list-style-type: none"> ☐ <i>Monthly update on programme implementation;</i> ☐ Meeting notes, timelines and key actions uploaded on drive; ☐ Mid-year Report as per SDG Secretariat Guidelines and templates (final for submission); ☐ Mi-year Financial report and preparation of second tranch request 	By end of month 5 (June)
<ul style="list-style-type: none"> ☐ <i>Monthly update on programme implementation;</i> ☐ Meeting notes and key actions uploaded on drive; ☐ Communication material; 	By end of month 6
<ul style="list-style-type: none"> ☐ <i>Monthly update on programme implementation;</i> ☐ Meeting notes, timelines and key actions uploaded on drive; ☐ Quarterly report to Secretariat (first draft); 	By end of month 7
<ul style="list-style-type: none"> ☐ <i>Monthly update on programme implementation;</i> ☐ Meeting notes, timelines and key actions uploaded on Sharepoint; ☐ Quarterly report to Secretariat for submission (final); 	By end of month 8 (Sep)
<ul style="list-style-type: none"> ☐ <i>Monthly update on programme implementation;</i> ☐ Meeting notes, timelines and key actions uploaded on Sharepoint; ☐ Communication material; 	By end of month 9
<ul style="list-style-type: none"> ☐ <i>Monthly update on programme implementation;</i> ☐ annual reporting as per SDG Secretariat Guidelines and templates (first draft); Inputs for communication material as relevant. 	By end of month 10
<ul style="list-style-type: none"> Annual reporting as per SDG Secretariat Guidelines and templates, (final) Progress against M&E framework and SDG related indicators by end of year 1 	By end of month 11

As the TORs is split into two parts, the monthly Payment will include 2 components with specific deliverables as per tables above: technical expertise and programme coordination.

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TRAVEL REQUIREMENTS*

The consultant is responsible for arranging his/her own travel, including bearing the costs visas and travel insurance.
Accommodation, meals and incidentals costs must not exceed the UN daily subsistence allowance rates. The costs for approved travels will be reimbursed by UNICEF Belize upon submission of receipts and based on applicable UN DSA rates. All approved travels to be conducted in accordance with UNICEF travel rules and regulations.

MINIMUM EXPERIENCE / QUALIFICATIONS (*)	
<p>Education: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines:</p> <ul style="list-style-type: none"> • Master's Degree in Social Studies, Economics, Public Finance Management, Public Policy and/or Administration, Social Sciences or other relevant disciplines 	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Knowledge of social protection (including applied to emergencies), poverty measurement, and/or public finance • Previous relevant experience with the United Nations, international cooperation agencies or government institutions is an asset • Work experience in Belize or the Caribbean region is an advantage • Experience in joint programme implementation; • Knowledge of SDG Fund is an asset; • Experience in interacting with/coordinated work between government institutions, international cooperation and civil society

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- Experience/knowledge of social policy research and analysis
- Ability to write high quality technical documents
- Capacity to work in a team, and to adequately juggle with competing priorities
- Excellent spoken and written English

- **Years of Experience:** Minimum of 5 years of relevant experience in social development, socio-economic analysis, and social protection. Experience in child related policies is an asset

CONDITIONS OF SERVICE (*)

Before commencing work, a consultant or individual contractor shall submit a statement of good health and take full responsibility for the accuracy of that statement, including confirmation that he or she has been informed of the inoculations required for the country or countries to which travel is authorized. Consultants and individual contractors shall assume all costs that may occur in relation to the statement of good health.

Consultants and individual contractors are required to certify that they are covered by medical/health insurance.

RECOURSE (*)

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

PROPERTY RIGHTS

UNICEF shall hold all property rights, such as copyright, patents and registered trademarks, on matter directly related to, or derived from, the work carried out through this contract with UNICEF.

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TRAININGS

Consultants and Individual contractors, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract.

- [Ethics and Integrity at UNICEF](#)
- [Prevention of Sexual Harassment & Abuse of Authority](#)
- [Sexual Exploitation Abuse \(PSEA\)](#)

Consultants and Individual Contractors must complete the following course before commencement of any travel on behalf of UNICEF.

- [BSAFE Security Training](#)

Any consultant or individual contractor who is issued a UNICEF email address must complete the following courses no later than 30 days after signature of contract.

- [UN Human Rights and Responsibilities](#)
- [UNICEF Information Security Awareness Course](#)
- [Fraud Awareness](#)

HOW TO APPLY (*)

Prospective consultants should apply through UNICEF jobs website using the link provided No later than 9th January 2022. The application package should include the following:

- a) A cover letter;
- b) Detailed Curriculum Vitae
- c) A proposal stipulating all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

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, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles