

Reporting and proposal-writing consultant

(home based)

Background and justification: UNICEF support the efforts of the Government of Senegal to improve the situation of women and children. The country programme focuses on the following intervention axes: health, water, hygiene and sanitation, nutrition, education, child protection, social policy, and adolescents and social norms.

It is crucial that UNICEF Senegal is able to reflect what was achieved in its donor reports. These reports detail what UNICEF Senegal achieved with the generous contribution of donors, working with diverse partners at the country level, and examine the impact of these accomplishments on the lives of children and families.

In addition, the impact of Covid-19 still threatens to undo the major development gains made in recent years and undermine the realization of children's rights. UNICEF Senegal recently released the Humanitarian Action for Children Appeal (HAC) for 2021 to accelerate our efforts to the most vulnerable and build back better. In the latter, UNICEF is appealing USD\$16.2 million to donors to continue to provide additional timely support to maintain life-saving and social basic services for children and vulnerable populations. Flexible funds are invaluable in fulfilling the vital mandate of the organization.

Considering the number of high quality donor reports to submit in the coming months and the critical importance to develop funding proposals to make the right interventions at the right time, with maximum impact for children and be able to timely respond to the impact of COVID-19 pandemic, the Partnerships, Advocacy and Communication section is seeking the service of a skilled and motivated consultant to support the following tasks:

Objectives, Purpose & Expected results: The purpose of this consultancy is to support the UNICEF Senegal Country Office on quality assurance of donor reporting and proposals development in line with the donors' guideline as well as support with writing/editing communication and advocacy briefs.

Description of the assignment: Under the supervision of the Partnerships and Resource Mobilization Specialist, the consultant is expected to undertake the following tasks:

Reporting

- Works with programme staff and the Partnerships Specialist to ensure quality and results-based donor reports including background situation, overall UNICEF experience in relevant sector, objectives of specific donor contribution, target groups, results, constraints, appropriate financial statements, including relevant human-interest stories, and photography to illustrate UNICEF supported activities by the specific donor;
- Compile UNICEF staff inputs and other materials and draft, copy-edit and fact-check the overall reports; ensure that donor reports are in line with donor conditions and original proposals;
- Ensure timely submission of high-quality donor reports and follow up in case of donors' feedbacks on the reports sent;
- Participates in other report writing functions such as Review Reports and Project reports in the Office;
- Update and maintain guidance and Standard Operating Procedures (SOPs) of donor reporting, based on global guidance and country needs;
- Contributes to the quality of different management documents;
- Organizes trainings to improve staff capacity on donor reporting.

Fund Mobilization

- Contribute to the quality assurance of proposals for donors including background on the situation in the country and in the relevant sectors, action to date by UNICEF in this area, proposed activities, objectives, target groups, expected results, indicators, timeline for implementation and budget;
- Support editing, writing and lay-out of fundraising materials (e.g. advocacy briefs, 2-pagers, Sitreps etc);
- Act as a member of the Senegal CO Resource Mobilization and Partnerships Reference group;
- Reports and project proposals will have to meet quality standards and will be submitted on time. The target delivery date will be specific to each document, as the start date will depend on the availability of internal inputs and as the volume of work needed will vary with each document. The work will be carried out over 70 working days between March and July 2021. The number of working days will be revised if needed, depending on different factors including the quality of drafts to be passed on to the consultant or additional workload. Based on current foreseen reporting workload, it is estimated that the number of days may be approximately distributed as follows:

Deliverables

#	Deliverable	Expected number of days	Deadline
1	Project Chronogram (orientation, desk review, planning)	2 days	March
2	Donor Report meet quality standards and are submitted on time	3 days	March
3	Donor Report meet quality standards and are submitted on time	4 days	March
4	Donor Report quality standards and are submitted on time	3 days	March
5	Donor Report meet quality standards and are submitted on time	3 days	March
6	Donor report meet quality standards and are submitted on time	6 days	March
7	Donor Report meet quality standards and are submitted on time	3 days	March
8	Donor Report meet quality standards and are submitted on time	3 days	March
9	Donor Report meet quality standards and are submitted on time	5 days	March
10	Donor Report meet quality standards and are submitted on time	5 days	March
11	Donor Report meet quality standards and are submitted on time	5 days	March-April
12	Donor Report meet quality standards and are submitted on time	3 days	March-April
13	High standards proposals meet donors requirements and are submitted on time	15 days	May-June
14	Policy/Advocacy briefs/Sitreps writing/editing	10 days	May-June

Reporting requirements

The consultant will report to the Partnerships Specialist and work closely with the Deputy Representative and program staff. The consultant will provide an update on a bi-weekly basis (by email and/or Zoom as required) with regards to progress, challenges encountered, support required and proposed solutions.

Methodology reports: monitor reporting deadlines, solicit and receive timely inputs from relevant sections and colleagues, review and/or compile first draft (narrative and financial reporting), collaborate with programme colleagues to assure high quality, share with Th Partnerships Specialist and Deputy Representative Programme for comments, finalize document according to feedback and archive;

Proposals: discuss resource needs and project ideas with interested sections and colleagues, receive a first draft (if one sector) or inputs from different sectors (if multisectoral), discuss with colleagues to ensure coherence (across sections as well as with strategic programme documents such Country Program Documents, Key Results for Children, Covid-19 Situation reports (Sitreps), HAC), finalize draft (narrative as well as financial aspects) and share with Deputy Representative Programme for comments, finalize document according to feedback and archive;

Location and Duration : This assignment is home-based from March to July 2021. This is a remote consultancy; no travels or missions are required.

Qualification requirements:

Consultants must offer the following demonstrated experience, knowledge and competencies:

Education: An advanced university degree in social sciences or another related field

Experience: At least 5 years of professional work experience in a relevant field; Previous results report and proposals writing experience; Knowledgeable in results-based management and results oriented approach to project implementation;

Persistence in follow up, tact and diplomacy to work with personnel;

Good time management and ability to work under tight deadlines

Familiarity with/experience in international development and humanitarian affairs an asset

Strong communication and interpersonal skills, ability to quickly establish trusted relationships

Demonstrated ability to meet deadlines;

Familiarity with the UN and UNICEF programmes;

Experience working in Sub-Saharan Africa will be considered as an asset.

Previous experience in copy-editing and fact-checking;

High level proficiency in standard computer software, in particular, Microsoft word;

Language: Excellent written skills in both English and French

Payment Schedule

30% upon completion and validation of deliverables #1 to #5

40% upon completion and validation of deliverables #6 to #12

30% upon completion and validation of deliverables #13 and 14

Application requirement

Candidates are invited to send:

- Cover letter/application/updated CV
- A technical proposal with the proposed methodology/approach to managing the project, showing understanding of tasks
- An all-inclusive financial quote in *USD* per deliverable, stating also the timeframe for completion of deliverable

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:

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

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.