

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	<i>International Consultancy: Child centered analysis of Malawi's Climate Change and Community Resilience Agenda</i>	
Requesting Section	Office of the Deputy Representative	
Location	Place of assignment: remote	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
Contract Duration	3 months	
Number of working days	66	
Planned Start and End Date	From: 16 Aug	To: 15 Nov

BACKGROUND

Malawi is classified as a least developed country and considered a climate change “hotspot”, with over half of its districts being disaster prone. Future climate change scenarios suggest that Malawi will see increasing climatic variability. Average temperatures may increase by 0.50 to 1.50 Celsius by 2040¹, and rainfall is predicted to become more unpredictable, with lower mean number of rainfall days and higher amounts of rainfall per day. This will affect agriculture, the environment, water availability, energy provision, health and thereby the livelihoods of Malawians, especially the most vulnerable.

The Government of Malawi (GOM) has recognized the challenges of climate change and its consequences, and included priorities and actions towards enhanced community resilience in the national overarching new “Vision 2063” and the (draft) 10-year Implementation Plan currently being finalized by Government, soon replacing the “Malawi Growth and Development Strategy” (MGDS III, 2017-2022). Other National Policies also address different elements of climate change, vulnerability and resilience, either directly through the National Climate Change Policy, Disaster Risk Management Policy, National Resilience Strategy, Meteorological Policy, National Framework for Climate Services, the new Nationally Determined Contributions (NDCs) and National Adaptation Plan (both in development), or through sector based policies and strategies in resilience, agriculture, energy, forestry, fisheries, social support, health, nutrition, etc.

As indicated in the 2017 UNICEF Malawi CLAC (Climate Landscape Analysis for Children in Malawi), climate change and its impact not only involve the natural ecosystem, but have severe implications for community resilience, child rights, threatening to undo the major gains made in recent years and impede realization of the rights of children as captured in the United Nations Convention on the Rights of the Child (CRC).

JUSTIFICATION

As UNICEF Malawi Country Office (MCO) is preparing for the development of the new Country Programme Document (CPD) 2024-2028, the Climate Change and Community Resilience agenda becomes a key programmatic pillar to be mainstreamed across the different social sectors and areas of intervention.

It is therefore of strategic importance to review existing GOM policies, related strategic documents and ongoing or planned interventions to ensure that a child centered approach and resilience mechanisms are mainstreamed and advocated for as priority focus within the UNICEF MCO and GOM climate agenda.

¹ 2021 NDC draft, Ministry of Forestry and Natural Resources

PURPOSE OF THE ASSIGNMENT

An effective whole-of-systems response is urgently needed to ensure that i) children are a focus in climate/ environmental plans and strategies; ii) opportunities for reducing emissions and pollution are captured; iii) the services that children depend on are made more climate-resilient and the risk from disasters is reduced; and iv) children are not only considered victims but engaged as critical agents of change.

The purpose of the assignment is to support UNICEF MCO to streamline, across the different areas of intervention, the climate change and community resilience agenda and support the alignment of UNICEF CPD 2023-2028 with most relevant GOM and international policies and strategies on Climate Change and Resilience.

SCOPE OF WORK/OBJECTIVES

The objectives of this assignments are:

- 1) review and update the UNICEF Malawi CLAC document and
- 2) Develop a short concept note to inform UNICEF Malawi new CPD on Climate Change and Community Resilience agenda.

These will be achieved through a desk review of the existing climate related policies and strategic documents, UNICEF's related policies and programmatic documents and limited online interviews.

The consultant is expected to assess the extent to which ongoing or planned interventions on Climate Change and Community Resilience mainstream the child-centred approaches to address climate related vulnerabilities and risks in ongoing and future programmes. Although this work focuses on the analysis and production of UNICEF's strategic documents, the intended audience benefitting from this consultancy is border, including Government, Development Partners, Civil Society, Private Sector and communities.

The detailed tasks for this assignment are listed below:

1- Deliverable #1 → update UNICEF Malawi CLAC document

The consultant is requested to review and update the UNICEF Malawi - Climate Landscape Analysis for Children in Malawi, dated 2017 and identify/summarize key vulnerabilities, projected impacts and recommendations for UNICEF Malawi shaped around social sectors by:

1. Reviewing key legislation, policies and strategic document on Climate Change of the Government of Malawi and assess the mainstreaming of children issues in ongoing and future programmes
2. Reviewing the latest IPCC reports, National Adaptation Plans, Nationally Designated Commitments and other sector specific documents to be gathered and collected during the inception phase
3. Interviewing different sections and teams within UNICEF Malawi as well as key government stakeholders, partners

2 – Deliverable #2 → develop a short concept note to inform UNICEF new CPD on Climate Change and Community Resilience agenda

The consultant is requested, based on / and through the same steps outlined for deliverable #1, to develop a short strategic document that will provide strategic inputs for the formulation of a “narrative” of UNICEF Malawi on climate action and community resilience. The consultant is also expect to provide analytical inputs and facilitate discussions among the different UNICEF MCO's teams, leading to the articulation of: a) theory of change, b) analysis of the different programmatic areas around climate change and community resilience

focusing on ideas and options on programmatic convergence, c) CPD roadmap considering the different prioritized macro-areas by UNICEF:

- 1- Energy efficiency and social services: scaling up the use of renewable energies for social infrastructures (schools, educational centers, CBCCs, health posts, nutrition centers, child corners, prisons and reformatories) as source of power for lightening, ventilation, cold chain, water supply (also for communities)
- 2- Community resilience and DRR, including shock sensitive social protection mechanisms and youth engagement/skills and job creations
- 3- Climate education, targeting educational curricula to improve skills and opportunities around climate change and environment
- 4- Climate programming for Nutrition and Health, to enhance service delivery
- 5- Evidence generation, including among others: analysis of climate migrations, climate financing and climate budgeting

As indicated the above deliverables, besides desk review and interview of key informants, the consultant is expected to facilitate some internal workshops and discussions with UNICEF MCO in order to produce the expected deliverables. The timing and agendas for such events will be discussed and agreed upon during the inception phase. Relevant provisions should be then included in the bidders' proposals.

REPORTING REQUIREMENTS

To whom will the consultant/ individual contractor report (supervisory and any other reporting/communication lines): The consultant will report directly to the Deputy Representative and to the Coordinator of the Climate Change and Community Resilience task team of UNICEF MCO.

What type of reporting will be expected from the consultant/ individual contractor and in what format/style will the submissions of reports/outputs be done: Written reports in English are expected by the consultant for both deliverables as listed in this TOR.

How will consultant/ individual contractor consult and deliver work and when will reporting be done: The Consultant will work remotely, engaging with the different key informants as listed in this TOR via conference calls. All deliverables will be submitted in a draft form and, following revision and approval from UNICEF, final submissions will be made.

During the start-up phase scheduling of the different interviews and revision of key documents will be discussed and agreed upon.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
1. Update UNICEF Malawi CLAC document	Revised CLAC (draft)	30	24 sept	35%
2. Produce final updated CLAC incorporating feedback from UNICEF and partners	Revised CLAC (final)	15	15 oct	25%
3. Develop a short concept note to inform UNICEF new CPD on Climate Change and Community Resilience agenda	Short concept note (<10 pages) to inform UNICEF new CPD on Climate Change and Community Resilience Agenda (draft)	15	5nov	10%
4. Produce final short concept note to inform UNICEF new CPD on Climate Change and Community Resilience agenda incorporating feedback from UNICEF and Partners.	Short concept note (<10 pages) to inform UNICEF new CPD on Climate Change and Community Resilience Agenda (final)	6	15 nov	30%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant/ individual contractor and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work (per UNICEF guidance for CLAC and required quality standards)
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

No travel nor in-country presence will be expected for this assignment.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification: at least a Masters University degree in social sciences or related field with strong educational background on climate change.

Work experience: at least 8 years of work experience in climate related programming, development of related policies and strategic documents. Previous working experience with UNICEF is considered as added value.

Technical skills and knowledge: track record of work experiences in climate change policies and related global processes, climate resilient programming, knowledge of programmatic cycles, excellent written skills in English that needs to be demonstrated through previous work experience in the area of climate change.

Competencies: strong report writing and communication skills and networking, ability to effectively working from home/remote.

Languages: English

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer. Prior to the issuance of the official contract, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

This assignment will be conducted remotely, home-based. Hence all resources/facilities/data and equipment required for the delivery of the assignment shall be borne by the consultant. The consultant should ensure good connectivity at all times.

CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be home based.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- There will be no travel undertaken for this assignment.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.

- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- 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 assignment is an off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant’s understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.
4. Evidence of previous similar working experiences



Financial
Proposal.xlsx

5. References details