**TERMS OF REFERENCE**

**Purpose of the Assignment:** Support Coordination & Communication of UN Joint Programme on Social Protection (Child Grant 0-2 years)

1. **Purpose and Objective:**

UNICEF Mozambique is requesting technical and financial proposals from individual consultants to provide administrative and technical assistance within the UN Joint Programme on Social Protection (2017 – 2020), in support of (a) The management of the UNJP, including developing Annual report 2019 and (b) Communication activities at programmatic level including developing communication materials for the Child Grant on programme components, behavioral change communication and gender communication materials.

The consultant will provide support to the management of the UNJP on Donor annual report 2019, in the following specific objectives and tasks:

1. **Provide technical assistance in the implementation of UNJP in its Output 2.3 (Communication)**. A key aspect within the UNJP (Outcome 2: *Robust Evidence and Clear Advocacy for Social Protection)* includes the development and dissemination of innovative communication products of social protection programmes. The consultant will work in close collaboration with the Social Policy, Child Protection and CAP sections within UNICEF, together with communication teams at MGCAS and INAS, to deliver:
	* Develop and implement a communication plan and materials for the Child Grant 0-2; including its dissemination to key actors and events;
	* Support roll out of SBCC Strategy (led by Health & Nutrition/WASH sections) in Child Grant 0-2 districts and gender-related communication materials.
	* Supporting the GoM in the dissemination of the Child Grant 0-2 to key social protection actors, including participation in key social protection events.
2. **Support preparation of the annual UNJP report**, in coordination with UNJP staff within UNICEF, ILO and government.
3. **Methodology and Technical Approach:**

The Consultant will be based in Maputo working closely with the Social Policy section and the Social Protection Specialist. The consultant will be in permanent contact with other Unicef Sections (Child Protection and Health) , partners (ILO and World Bank) and related government officials (MGCAS and INAS)

1. **Activities and Tasks:**
* Support the Social Policy section and Social Protection team in the development of the communication materials for the Child Grant 0-2
* Liaise with Ministry of Gender and National Institute of Social Action in required meetings to agree on the communication messages for each target groups and defined communication methods.
* Support Social Protection Specialist in preparation of the UNJP report
1. **Deliverables and Payments:**

|  |  |
| --- | --- |
| Report that includes developing communication plan for developing and dissemination materials for the Child Grant 0-2 years.  | 30 September 2019 |
| Progress report on developing and dissemination of Child Grant materials at national provincial and district level  | 30 October 2019 |
| Progress report on developing adapting and disseminating of SBBC communication and gender communication materials for Child Grant beneficiaries.  | 30 November 2019 |
| Final report on support provided on developing and dissemination of Child Grant materials  | 30 December 2019 |
| Final draft of the 2019 Annual Report to be shared with donor partners for their inputs | 30 January 2019 |

Payments will be processed upon acceptance of the corresponding deliverable and against an invoice that will make reference to the contract reference and deliverable number. Payments will be approved by the respective section chief.

*Deliverable 1:* Report that includes developing communication plan for developing and dissemination materials for the Child Grant 0-2 years.

Delivery timeframe (specify weeks, months or working days): 30 August to 30 September 2019

Deliverable/product(s): Progress Report

Payment (indicate amount or %): 20%

*Deliverable 2:* Progress report on developing and dissemination of Child Grant materials at national provincial and district level

Delivery timeframe (specify weeks, months or working days): 30 September to 30 October 2019

Deliverable/product(s): Progress Report

Payment (indicate amount or %):20%

*Deliverable 3:* Progress report on developing adapting and disseminating of SBBC communication and gender communication materials for Child Grant beneficiaries.

Delivery timeframe (specify weeks, months or working days): 30 October to 30 November 2019

Deliverable/product(s): Progress Report

Payment (indicate amount or %): 20%

*Deliverable 4:* Final report on support provided on developing and dissemination of Child Grant materials

Delivery timeframe (specify weeks, months or working days): 30 November to 30 December 2019

Deliverable/product(s): Progress Report

Payment (indicate amount or %):20%

*Deliverable 5:* Final draft of the 2019 Annual Report to be shared with donor partners for their inputs

Delivery timeframe (specify weeks, months or working days): 30 December to 30 January 2019

Deliverable/product(s): Progress Report

Payment (indicate amount or %): 20%

*(insert as many deliverables as applicable)*

1. **Management and Supervision:**

The consultant will be under the supervision of the Social Protection Specialist in the Social Policy Section (SPEAR)

1. **Qualifications and Specialized Knowledge:**
* Academic qualifications: Advanced degree in communication, social sciences and/or administration/project management. Additional qualifications in communication for development or design thinking for social services would be an asset.
* Work experience: A minimum of 5 years of relevant work experience in coordination, administration and/or communication of social programmes, preferably in developing contexts. Previous experience with social protection in Mozambique or in the region would be an asset.
* Specific knowledge, competencies, and skills required: Excellent understanding of programme management requirements and compliance with donors in international cooperation projects, including reporting and budgeting. Understanding of communication for development principles to overview design, production and dissemination of communication for social protection programmes, with a focus on beneficiary/female empowerment. Excellent communication and reporting skills, as well as ability in written and oral presentations to effectively communicate and coordinate multiple programme stakeholders. Previous experience in coordinating/reporting programmes with UNICEF would be an asset.
* Language skills: Fluency (verbal and written) in English. Fluency (verbal and written) in Portuguese.
1. **Conditions of Work:**

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| --- | --- | --- |
| **Condition of work** | **To be arranged by UNICEF** | **Remarks** |
| **Yes** | **No** |
| **International Travel** |  | **X** | Fee should be all inclusive. |
| **Visa for internationally recruited consultant(s)** |  | **X** | Fee should be all inclusive. |
| **Per Diem** |  | **X** | Fee should be all inclusive. |
| **Service incurred death, injury or illness** | **X** |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| **Health Insurance** |  | **X** | Responsibility of the consultant |
| **Office Space** |  | **X** | Subject to availability |
| **Computer** |  **X** |  | Subject to availability  |

1. **In-country Travel.** *Requesting section to choose one option. To be deleted when bidding for lumpsum cost.*

Approved travel within Mozambique will be covered/reimbursed by UNICEF as follows:

Option b. Travel organised by UNICEF through a Travel Authorisation per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

1. **Evaluation Criteria**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. The office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time. The technical evaluation criteria are stipulated below.

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| **Item** | **Technical Criteria/Qualifications**  | **Max. Points** |
| **1** | **Education**  | **20** |
| **1.1** | Advanced degree in communication, social sciences and/or administration/project management.  | 20 |
| **2** | **Work Experience**  | **30** |
| **2.1** | A minimum of 5 years of relevant work experience in coordination, administration and/or communication of social programmes | 10 |
| **2.2** | Previous experience with social protection in Mozambique or in the region  | 5  |
| **2.3** | Previous experience in management  | 5 |
| **3** | **Technical Skills and Knowledge**  | 20 |
| **3.1** | Understanding of programme management requirements and compliance with donors in international cooperation projects, including reporting and budgeting Previous experience in coordinating/reporting programmes with UNICEF would be an asset. | 5 |
| **3.2** | Understanding of communication for development principles to overview design, production and dissemination of communication for social protection programmes, with a focus on beneficiary/female empowerment. | 5 |
| **3.3** | Communication and reporting skills, as well as ability in written and oral presentations to effectively communicate and coordinate multiple programme stakeholders. | 5 |
| **3.4** | Knowledge of English and Portuguese | 5 |
|  | ecblank**Total Technical Score** | **70**  |
|  | **Minimum Technical for pass to financial assessment** | **50** |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* |

1. **Remarks:** *Provide any other comments as necessary.*