

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Social Welfare Fund Capacity Building Consultant	WBS: 4920/A0/07/006/002 Grant: SC230199	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	Sana'a, Aden Yemen
Purpose of Activity/Assignment:			
<p>Under the supervision of the Social Policy Specialist, the Social Welfare Fund (SWF) Capacity Building Consultant will lead the implementation of the capacity building plan that is targeting SWF. The plan which has been developed in partnership with SWF and Social Fund for Development (SFD) comes as part of system strengthening to national SP systems. The aim is to ensure that the Unconditional Cash Transfer UCT further strengthens national institutions and ensure the SWF have strengthened capacity to support its implementation. The capacity building plan focuses on three areas; Core UCT implementation phases/components, overall Social Protection agenda including cash plus and social protection strategic framework and enhancing SWF key infrastructure to maintain key operations of the fund. The consultancy will focus on the first two components.</p>			
Background/ Scope of Work:			
<p>In July 2022, SWF and SFD with the support of UNICEF and WB completed the roll-out of the thirteenth payment cycle of the Unconditional Cash Transfer (UCT) benefiting 1.4 Million SWF beneficiaries. During the PC, UNICEF continued its support to SFD and SWF to expand their role and strengthen their capacity in the implementation of the UCT. UNICEF and SWF completed an assessment of SWF's operational capacities needed to implement the UCT and charted out areas where enhancement is needed.</p>			
<p>As the largest cash transfer in Yemen with an operationally sound and tested framework and increased engagement of national institutions, the current transition of the UCT back to Yemeni institutions offers concrete entry points to set the foundation for a comprehensive national social protection system. In parallel to the UCT implementation, UNICEF supported social protection sector actors under the leadership of the Ministry of Social Affairs and Labour (MoSAL) to enhance coordination and advance a more comprehensive and strategic social protection agenda. Additionally, UNICEF and SWF started rolling out an integrated approach linking the UCT with services (Cash Plus) supporting poor families in addressing economic barriers and enhancing their access to basic services.</p>			
<p>In a broader look at the social protection sector and humanitarian cash transfer response, key challenges are identified including fragmentation, exclusion of poor households and duplication in benefits, and a tightening funding landscape. These challenges pose a significant threat to the sustainability of cash transfer schemes at large and a loss of important investments made under the UCT in national institutions. Against this backdrop, UNICEF, SFD, and SWF are working to capitalize on the ongoing UCT transition and growing momentum for social protection. In this regards a capacity-building and engagement plan of SWF has been developed aimed to ensure UCT further strengthens national institutions and ensure the SWF have strengthened capacity to support the implementation of the UCT.</p>			
<p>UNICEF is looking for a qualified consultant to support the operationalization of this capacity building plan with focus on components that are related to building SWF capacity on core UCT implementation</p>			

components/phases and overall Social Protection agenda including cash plus and social protection strategic framework.

1. The purpose of the consultant’s assignment

The main objective of this consultancy is to support the operationalization of the SWF capacity building plan during the year 2023. Some of the broad aspects that need to be covered during the consultancy contract period would be, but not limited to, the following:

- Review the final capacity building plan with UNICEF, SWF, SFD and agree on implementation action plan;
- Ensure the plan will identify activities that will be implemented directly by SFD with support from the consultant, activities that will be implemented directly by the consultant, activities that will be tapped into existing social protection capacity building interventions that is provided by UNICEF under the social protection system strengthening agenda
- Work with SFD and UNICEF to implement the capacity building activities as per the above classification and within the agreed timeframe;
- Support and monitor the implementation of the capacity building components that are implemented by SFD and/or UNICEF other resources; and
- Report regularly on the process and share concerns and obstacles with the social policy specialist in due time

2. Scope of work

Within a framework of 150 days/24 weeks, and under the supervision of Social Policy Specialist, the consultant is expected to complete the following tasks:

- **Inception report:** the inception report will include the plan for the consultancy with clear delivery timelines.
- **A finalized Capacity building plan classified by the main capacity building implementer** (SFD, Consultant, UNICEF other rescues) with action plan to implement it;
- **A progress report after 3 months of implementation** with at least 50% implementation of the plan achieved,
- **A comprehensive final report** including achievements, challenges, recommendations and lessons learned; and
- **Regular meetings and updates** with the social policy specialist on the progress made during the consultancy period.

Included in Annual/Rolling Workplan: Yes No, please justify:

Consultant sourcing:

National International Both

Consultant selection method:

Request for:

New SSA

Extension/ Amendment

<input type="checkbox"/> Competitive Selection (Roster)			
<input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
If Extension, Justification for extension:			
Supervisor: <i>Ali Al Agri, Social Policy Specialist</i>	Start Date: <i>1 July 2023</i>	End Date: <i>31 December 2023</i>	Number of Days (working) <i>150 working days</i>

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Submit inception report which includes the plan for the consultancy with clear deliveries timelines.	Final accepted inception report	1 st week of the consultancy	
Submit a finalized Capacity building plan classified by the main capacity building implementer (SFD, Consultant, UNICEF other rescues) with action plan to implement it	Accepted finalized capacity building plan with action plan to implement	2 nd week of the consultancy	30%
Submit a progress report after 3 months of implementation with at least 50% implementation of the plan achieved,	Accepted progress report	13 th week of consultancy	30%
Submit a comprehensive final training and consultancy report including challenges, recommendations and lessons learned	Final training/consultancy report	24 th week of the consultancy	40%
Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	N/A		
DSA (if applicable)	N/A		
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>A university degree in Economics, Public Policy, Social Sciences, International Relations, Political Science, or other relevant disciplines is required.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> - Minimum of seven years of relevant professional work experience in areas related to social protection is required. - Developing country work experience and/or familiarity with emergency is considered a strong asset. - Strong understanding of the social protection context in Yemen. - Previous experience in capacity building and training is required. - Native Arabic speaker with professional fluency skills in English language - Excellent communication skills - Excellent working with people skills 		

	<ul style="list-style-type: none"> - Excellent Planning & Organizing skills - Drive for results - Very good Analysing skills - Applying Technical Expertise
<p>Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/></p>

Application process

Interested qualified and experienced individual consultants must submit; a) recently updated and detailed CV outlining experience in similar assignments and at least 3 references; and b) detailed technical and financial proposals. The proposals will be assessed using Cumulative Analysis Method - technical proposal (70%) and financial proposal (30%).

Financial proposals should be protected by password and in pdf format, then will ask for password only for those applications that obtained 70 points or above in the technical proposal. The financial proposal should specify a total lumpsum amount and payment terms shall be in line with those that are mentioned in the deliverable table below.

Technical proposal evaluation criteria and scores

Criteria	Max score	Weight
Clarity and relevance of the proposed workplan to the local context and to achieve the ToRs deliverables.	25	35%
Feasibility of the proposed work plan in terms of the timeline and suggested activities and approaches	10	15%
Technical capacity of the applicant: relevant qualifications, competencies, relevant experience, and skills as per the ToR.	10	15%
Similar previous experience of the applicant preferably with UNICEF and/or any UN agency	25	35%
Total	70	%100

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