

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Emergency Response Roster for Rapid Deployment in Malawi

PURPOSE AND VALIDITY OF THE EMERGENCY ROSTER	<ul style="list-style-type: none"> • This generic advertisement facilitates the sourcing and selection of qualified and eligible (pre-vetted) national and international candidates for inclusion in the UNICEF MALAWI Emergency Consultancy Roster ONLY. • Candidates maintained in any roster must be screened for qualifications, references, prior work experience, and separation of good standing • The Roster will remain valid for 36 months. • Selection from the Roster: when the emergency need arises, the office will invite candidates from the Roster to express their interest and availability as well as submit their financial proposals based on an all-inclusive fee for the specific assignment and terms of reference. • Selected consultants will provide expert technical services and support the emergency activities against the terms of reference and scope of work below. • These assignments will be for rapid deployment.
Title of Assignment	District Emergency Coordinator
Requesting Section	Humanitarian Action and Resilience
Location	<ul style="list-style-type: none"> • This assignment will be based in Blantyre or Lilongwe (<i>to be confirmed at the time of recruitment</i>), or any district as dictated by the relevant emergency. • It will be expected of the consultant to travel to the various affected districts across Malawi for field monitoring and attend required meetings/events. • The consultancy is not office-based; however, the consultant will be expected to attend related and scheduled meetings and briefing sessions at the office or online or at any agreed location.
Contract Duration	<ul style="list-style-type: none"> • Consultants will work on specific deliverables and timeframes determined by the office during engagement and based on emergency needs. • The contract duration will depend on the scale of the emergency and assignment needs – the consultancy duration will thus be confirmed at the time of engagement against the specific assignment's terms of reference.

BACKGROUND

Malawi's new Country Programme (2024-2028) includes three components: (1) child survival and development; (2) learning, skills development and protection; and (3) social policy. All components are supported by the programme and operational effectiveness and efficiency imperatives. All UNICEF programmes focus on risk-informed programming across the humanitarian and development nexus in all the above three outcome areas. Risk-informed programming across the humanitarian and development nexus in all three outcome areas will contribute to strengthened disaster preparedness, enhanced climate adaptation/mitigation and response, and

increased resilience capacity of institutions, communities, and young people. Programming aligns with UNICEF Core Commitments for Children in Humanitarian Action and the Inter-Agency Standing Committee's Transformative Agenda.

Malawi is ranked fifth in the 2021 Global Climate Risk Index¹. According to the Children's Climate Risk Index (UNICEF, 2021), Malawi is among the top forty countries with high climate risk for children and the most vulnerable communities. Malawi is highly susceptible to climate and environmental shocks, including flooding, drought, cyclones, and extreme heat. Such shocks have recently increased in frequency and magnitude and are among Malawi's children's greatest threats. As per UNICEF, 'Climate Landscape Analysis for Children in Malawi' report (CLAP) 2022 that climate-related hazards have resulted in the loss of life, displaced thousands of people, and damaged or disrupted roads, health facilities, schools, and power supplies across the country. Malawi also faces frequent outbreaks of cholera, endemic malaria, and the re-emergence of vaccine-preventable diseases such as polio, contributing to a need for a programme response fully responsive to an increased poly-crisis environment.

JUSTIFICATION

Malawi has a history of both public health and climate change-related emergencies. Climate-related, encompassing droughts, floods (often caused by cyclones or tropical storms and heavy rains), food insecurity, and infectious disease outbreaks. Cholera, Polio, Measles, Malaria, COVID-19, Schistosomiasis, and other infectious diseases create public health emergencies with devastating consequences in Malawi; there are also emerging Scabies outbreaks reported from schools in some districts. A cholera outbreak was reported in March 2022, which has been ongoing to date, with cases reported across all districts. On 13 March 2023, Tropical Cyclone Freddy affected at least 2.5 million people¹ (including 51 per cent female and 56 per cent children), left 659,278 displaced, injured 2,186 people, and killed 679. The 659,278 displaced were housed in 776 camps.

With protracted poly-crisis specially Cholera, Malawi Government and relevant agencies continued to respond to the situation. As humanitarian partner, UNICEF continuously supports the Government of Malawi in responding to multiple emergencies in a coordinated and effective manner to reach more children and families affected by humanitarian crises. At the heart of UNICEF's response is the Core Commitments for Children in Humanitarian Action (CCCs). The CCCs call for the rapid provision and deployment of qualified personnel to act in the first eight critical weeks of humanitarian response and provide guidance for action beyond that, moving towards defined benchmarks. Therefore, UNICEF is seeking dedicated individuals willing to work on emergency response and preparedness, risk-informed and resilience programming, and operations and programme activities in various fields to ensure the survival and well-being of children, women, and affected communities in an emergency.

PURPOSE OF THE ASSIGNMENT

To respond to Poly-crisis events, including cholera outbreak, UNICEF has been on the ground ever since, supporting the Government of Malawi's response activities in providing essential interventions. With extensive damage across districts, emerging issues related to protection and violence, and a potential increase of cholera cases, other waterborne diseases, and malaria, it's important to closely coordinate at the district level and support multisectoral district-level action plans. Guided by the Emergency Response Plan and mandate of

¹ Germanwatch (2021), *Global Climate Risk Index 2021*, p.8.

UNICEF as captured in the Core Commitment to Children (CCC) during an emergency, taking the specific situation of Malawi, UNICEF would deploy Emergency District monitors to fill critical gaps in the humanitarian needs of the affected population as the position requires increasing UNICEF’s presence at the district and Traditional Authority level.

SCOPE OF WORK/OBJECTIVES

The district emergency coordinator is expected to coordinate UNICEF’s multisectoral responses at district level and provide technical support to district authorities on emergency preparedness and response as part of the emergency team under the direct supervision of Humanitarian Action and Resilience and in partnership with counterparts and partners with a specific focus on the following elements:

- Establish strong and close relationships with the District Commissioner and other line departments to strengthen the coordination and monitoring of multisectoral interventions.
- Actively coordinate UNICEF-supported activities with districts, WHO and other partners engaged in the flood and cholera preparedness and response activities.
- Participate in health, WASH, education and Child protection coordination and working group meetings and engage with key partners to promptly deploy in those districts newly affected, increase the effectiveness and efficiency of response activities, and share relevant updates to ensure the effective application of relevant Health and Nutrition in Emergency programming and tools.
- In collaboration with other sector partners, support districts with effective planning, implementation, monitoring and reporting on Infection Prevention and Control (clinical, community and prevention activities).
- Coordinate and monitor the implementation of the district response plans, focusing on Health, Nutrition, and overall coordination.
- Strengthen the district-level data (Camps, community, and Institutions) for prompt decision-making in close coordination with District Commissioner (DC).
- Supportive supervision of the ongoing response activities focusing on end-user monitoring.
- Regularly manage and share information with the Blantyre- and Lilongwe-based colleagues.
- Prioritization of activities and supplies through constant contact with Implementing Partners and site visits.
- Participate at district cluster-level meetings of WASH, Education, protection, RCCE, Nutrition, and other relevant forums.
- Capacity building of the government entities in the needed area.
- Supportive supervision of the ongoing response activities with a focus on end-user monitoring.

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/communication lines):

- The consultant will report to the Chief of HAR with frequent coordination with the Emergency Specialist and other sectors like health, SBC and Nutrition based on the emergency situation at the time of recruitment.
- The consultant will coordinate and work closely with the Government and the emergency technical focal points at UNICEF.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

- Daily, weekly and/or monthly monitoring reports on the situation on the ground, reports on people in need and the reach of the response and progress and final report as agreed with the supervisor.
- Rapid and regular updates on the progress, especially input to Humanitarian Situation Reports and data requests is essential and critical.
- Regular discussions will be held face-to-face and virtually, and the consultant is expected to stay in touch via telephone, emails, and other online platforms.

How will the consultant consult and deliver work, and when will reporting be done:

- The consultant will be field-based with regular presence in the emergency-affected districts.
- The consultant will provide monthly deliverables based on an agreed work plan and results-based schedule.
- In the first week of the month, the consultant will produce a work plan outlining the key deliverables in consultation with the contract supervisor. Where amendments arise during the month, a formal email will be shared and attached to the monthly report.
- Note that the consultant may be required to work irregular hours.
- The consultant will present the draft documents and the final report to UNICEF as agreed during the time of engagement and as per the work plan.

EXPECTED DELIVERABLES

In alignment with the scope of work described above, the consultant will be expected to carry out emergency response activities which may be similar in output across the months, for which there will be monthly payments based on satisfactory performance-service delivery. In alignment with the nature of the assignment, a detailed work/implementation plan will be jointly prepared between the consultant and the contract supervisor, defining the delivery timelines and dates, outlining the planned tasks and concrete steps to be undertaken to successfully accomplish the assignment within the scheduled contract period as per broad outline below;

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% and amount of total fee payable
Develop District emergency response plan/preparedness plan of action on monthly/ and Quarterly basis	Workplan		Monthly	20
Develop a multisectoral data hub of the district and technical support to the Government/line ministries for strengthening data management.	Progress Report		Monthly	10
Support the activation of district-level cluster coordination and Report on cluster which UNICEF co-led cluster,	Progress Report		Monthly	15

namely Nutrition, WASH, Education and Child Protection.				
Monitor the humanitarian situation and obtain all required humanitarian information/updates from the Government and humanitarian actors from the district, focusing on health in case of public health emergencies.	Progress Report		Weekly	20
Facilitate training on emergency preparedness and UNICEF procedures for implementing partners.	Workshop report		Monthly	15
Summary of key achievements, challenges, lessons learnt and recommendations for the response	Final report		End of contract	20
TOTAL				100%

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 and the supervisor upon contract signature and which will be updated on a regular basis as needed.

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
- Demonstrating high standards in cooperation and communication with UNICEF and counterparts
- Satisfactory quality completion of each deliverable
- Adherence to UNICEF's child safeguarding policy

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract of the satisfactory and quality completion and submission of deliverables and upon receipt of the respective and approved invoice. Once the supervisor approves and signs monthly reports, the consultant will issue a receipt for payment against the approved monthly report. 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

The consultancy cost will be based on an all-inclusive fee basis, including professional fees, travel and living costs, transportation costs (fuel, car hire, etc), stationary, communications, etc. No other costs are payable under this consultancy.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

Essential:

- Master's degree in one of the following fields is required: Social Science, Economics, public health or another relevant technical field.

Work experience:

- At least five (5) years of related experience at the district-level Emergency response.
- Experience working with government agencies, local authorities, international organisations, NGOs and communities in the disease and disaster emergency response environment.
- A minimum of 2 years of experience working or collaborating with either UNICEF or other UN and NGOs.
- Experience working within the health, WASH and Nutrition or other sectors.
- Technical experience and health knowledge in emergency response, including monitoring and evaluation, supply management and partnership coordination.

Technical skills, knowledge and strength areas:

- Demonstrated knowledge and experience in emergency fieldwork.
- Familiarity with Government programmes in Malawi is an advantage.
- Strong coordination and collaborative abilities within the health sector and other sectors.
- Demonstrated knowledge and experience in public health fieldwork with a focus on cholera and other diarrheal diseases would be an asset.
- Good interpersonal skills, ability to build and maintain partnerships across government and NGOs, ability to work in multi-cultural settings and culturally sensitive communities.
- An innovative and resourceful mindset to make solutions work in adverse conditions and the ability to perform under stressful conditions and have a flexible approach in undertaking assignments, maintaining a sense of professionalism.
- Essential knowledge of Microsoft Office applications, working knowledge of online data collection applications, and statistical analysis packages (SPSS, Stata etc)

Languages:

- Fluency in written and verbal English is required, familiarity with Chichewa will be asset.

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, 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 acknowledgement upon acceptance of the offer.

Before the issuance of the official contract, the individual consultant is requested to:

- complete the applicable mandatory trainings.
- ensure that the visa (where applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. The consultant is solely responsible for both the visa and own health insurance.
- the selected consultant is subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts

The consultant must ensure the use of his/her own computer and be able to communicate using direct calls/WhatsApp, and any other approved electronic communication. Where approved, for work efficiency, the consultant will be provided a UNICEF email and ID only during the contract period.

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 paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- 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.
- The consultant 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. Consultants 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.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage candidates to disclose their disability during their application in case they need reasonable accommodation during the selection process and afterwards in the assignment.

HOW TO APPLY FOR THE ROSTER PURPOSE

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five (5) pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment.
3. Specify if the person has specific technical skills and Experience in one or more Sectors below apart of emergency coordination. 1) Health and Nutrition 2) Education 3) Social Behaviour Change 4) Education 5) Child Protection
4. Certified reference letters from at least three (3) previous supervisors (full reference checks will be conducted at the time of recruitment against a specific emergency need and prior to engagement)

Note:

- Only shortlisted candidates will be contacted and advance to the next stage of the selection process.