TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT - LONG-TERM AGREEMENT

Title: Long Term Agreement (LTA) for Engagement of Social Protection Individual Consultants in Latin America and the Caribbean

Duty Station: Home based consultancy contracts

Duration of LTA: 36 months

Closing Date: One month after publication date

1. BACKGROUND / RATIONALE

UNICEF promotes the rights and welfare of all children and adolescents in everything we do. Together with our allies, we work in 190 countries and territories to transform this commitment into practical actions that benefit all children, especially focusing our efforts on reaching the most vulnerable and excluded, worldwide.

In Latin America and the Caribbean (LAC) , UNICEF is present in 36 countries and territories through 24 national offices spread throughout the region and a regional office based in Panama City. Efforts are aimed at UNICEF putting the rights and well-being of the most disadvantaged children at the heart of the social, political, and economic agenda, in line with our equity focus, working across our organization and with our partners in government, civil society and the private sector to support shifts in public policy, fuel social engagement, and increase investment for children.

Social Protection is a key area for the promotion of children's rights and for the overcome of children poverty in the region. Through our social policy network, composed by Social Policy Specialists and focal points based in the country offices, UNICEF works in the provision of technical assistance, quality assurance, evidence generation and policy advocacy to eradicate child poverty, expand social protection for families with children - including through the improvement of care and support policies and systems - and increase the quantity and quality of public investments aimed at children.

In order to support the work of UNICEF in LAC at both Regional and Country Offices, UNICEF LACRO seeks to engage the services of regional experts in Social Protection, in five different areas: (1) System Strengthening: Legislation, Policies and Programmes; Management Information Systems for programme delivery; Cash transfer programmes; Integrated social services; (2) Financing of Social Protection Systems; (3) Care and Family-Friendly Policies; (4) Disability-inclusive Social Protection and (5) Shock Responsive Social Protection.

For information of the work of our organization in the LAC Region, please visit our website: *UNICEF LAC Region*

2. PURPOSE OF ASSIGNMENT

The purpose of the current Term of Reference is to select candidates for a Long-Term Agreements (LTA) for individual contracts, in order to facilitate the contracting by UNICEF offices in LAC, both at regional and country levels, of qualified consultants at pre-agreed broad terms to assist in the implementation of recurrent Social Protection activities.

3. PROGRAMME CATEGORIES

The focus is on Social Protection key service areas:

Service Area	Activities
1. Social Protection – System Strengthening	1. **Social Protection Systems:** (a) supporting drafting, review and mapping of social protection strategies, roadmaps, policy frameworks and promoting policy dialogue; (b) supporting drafting, assessing and implementation of social protection policy legislation; (c) coordination, assessing and developing national capacities, supporting national multisector dialogue facilitation; (d) design, assess and support the implementation of integrated social policies, services and programs. 2. **Cash-transfers:** (a) support the design of cash and integrated social programmes: inclusion/targeting, transfer size, frequency and links to other programmes; (b) implementation of cash and integrated social programmes: identification, digital and innovative payment systems, monitoring and evaluation, grievance and redress mechanisms, communications, integration with broader social services offer, institutional coordination. 3. **Management Information Systems (MIS): (**a) operational support for implementing integrated administrative systems, improved coordination and service delivery; (b) integrated data administration systems: programme beneficiary MIS, integrated MIS, national single registries, national social registries, system interoperability, data protection and management
2. Financing Social Protection Systems	1. **Data and evidence generation:** Fiscal space analysis for social protection programmes and strategies, including identification of possible funding sources for social protection interventions; Fiscal space analysis of the scaling-up of social protection programs in response to the various recurring shocks; Costing of social protection programmes and strategies using existing survey data and/or estimates; Costing of (new/adjusted) social protection programmes and strategies and investment plans; Microsimulation of costs linked to alternative scenarios introducing one or more new social protection interventions and/or scaling up existing benefits, so as to assess targeting accuracy, benefit adequacy and impacts; 2. **Budget process engagement:** influencing planning, allocation decisions, increasing financial flows to service delivery and spending performance; 3. **Community engagement:** in national/local budgeting processes empowering children, adolescents, communities and civil society; 4. **Resource mobilization:** domestic resource mobilization to finance social protection systems (resource allocation adjustments; 5. **Capacity building/knowledge management:** provide knowledge management and capacity building of staff and stakeholders on financing of social protection systems, including documentation of good practices, development of tools, and guidance documents as appropriate
3. Care and Support Systems and Family-Friendly Policies	1. Provide support in the assessment, design and implementation of care and support systems, including, but not limited to a)access to care services; b) foster of caregivers capacity building, trainings, access to education; c) labour and service regulation and legislation; d) family care policies and childcare, including adequate and paid parental leave, fee waivers or subsidized childcare services, including in the informal sector; e) social welfare workforce strengthening, family outreach interventions, case management and capacity building; f) assessment of the use of time and cost of unpaid care work, including those performed by girls and adolescents. 2. Provide knowledge management and capacity building of staff and stakeholders on care and support systems, including documentation of good practice, development of tools, operational manuals and guidance documents as appropriate
4. Inclusive Social Protection and Disability-Sensitive Social Protection	1. **Designing inclusive social protection systems** : assessing programmes to ensure vulnerable communities with particular characteristics and identities, including gender, disability status, migration/displacement (children on the move), ethnicity, and geographic location, have access and that systems respond to their needs; 2. **Disability-sensitive social protection:** designing and assessing specific interventions and disability sensitive programmes and systems (including all areas outlined under service area 5 and with a shock-responsive lens); 3. **Accessibility costs:** estimation of costs related to access of people with disabilities to basic services and goods; 4. **Capacity building and knowledge management** : provide knowledge management and capacity building of staff and stakeholders on inclusive social protection, including documentation of good practice, development of tools, operational manuals and guidance documents as appropriate

5. Shock Responsive Social Protection	1. **Data and evidence generation:** provide evidence and analysis of poverty and vulnerability, assessment of readiness of systems to respond to crises and evaluations of systems; 2. **Policy design and coordination:** review, mapping and development of policy, strategy, legislation, coordination and financing mechanisms (intra-government: horizontal/vertical) and humanitarian coordination processes particularly for cash transfers; 3. **Fiscal analysis:** Delivery analysis of and strengthening fiscal space; assessment of donor landscape, contingency funding mechanisms, budget execution, and risk informed financing mechanisms; 4. **Analysis of programmes and design features:** targeting, verification, registration (in times of crisis), data protection, transfer values, frequency, timing, cash plus, inclusive systems, M&E strategy; 5. **Operational support:** deliver technical assistance on administration, operational and delivery systems (information systems using new technologies, payment mechanism, grievance redress and other accountability mechanisms); 6. **Capacity building and knowledge management:** provide knowledge management and capacity building of staff and stakeholders on shock responsive social protection, including documentation of good practice, development of tools, operational manuals and guidance documents as appropriate;

4. OBJECTIVE(S)

The objective of this ToR is to specify the nature, scope of activities and essential qualifications for contractors solicited and services provided under the resulting LTAs.

The expected result from this solicitation process is to establish long term agreements with pre-qualified consultants at pre-agreed broad terms to provide a menu of services in the area of Social Protection, at Regional and Country Offices in Latin America and the Caribbean region. The selection of the consultants will be completed through a validation process following a combined evaluation of the technical and financial proposals.

The support facilitated through the resultant LTAs is expected to facilitate and expedite the process by which UNICEF LACRO and UNICEF Country Offices in LAC access highly qualified policy experts to support UNICEF's provision of technical assistance, evidence generation, resource mobilization and advocacy in the field of Social Protection in the Latin American and the Caribbean region, with lasting positive impact on the most vulnerable families and children.

It is important to note the following: LTAs are non-binding Agreements which do not constitute a commitment to acquire consultant services. They indicate that the consultants are already vetted to be contracted directly as per the indicated unit price.

5. MAJOR TASKS TO BE ACCOMPLISHED

Successful candidates will be responsible for the following tasks in Social Protection area:

1. Provision of technical assistance (as per the signed contract, based on one or more of the service areas indicated in the LTA TOR) to UNICEF teams, development partners and national or subnational governments in LAC in the design, implementation, monitoring and/or assessment of interventions.
2. Evidence generation through quantitative and/or qualitative data collection; primary and secondary data analysis; development of high-quality research papers, reports and studies; documenting of good practices and lessons learnt; production of case studies and/or policy advocacy materials.
3. Design, coordination, facilitation and/or delivery of capacity building and trainings for UNICEF staff, partners staff or local counterparts (including national and/or subnational governments and civil society organizations)

4. Design, coordination and/or facilitation of policy dialogue processes, including workshops, conferences or roundtables with regional, national or subnational partners.

5. Provision of technical expertise to identify, establish, nurture or expand regional partnerships and expert networks, including between UNICEF and partners, such as public counterparts, academic institutions, multilateral organizations, civil society and international financing institutions at regional and/or country levels.

Each assignment, as required by the regional office or country offices, will establish the specific deliverables, objectives, targets and timing required based on which successful LTA holders will submit a detailed workplan with tangible and measurable outputs. The work assignment instructions will include number of days and details as to how the work must be delivered (e.g. electronic submission, hard copy, databases, etc.), subdivided into "milestones" where appropriate; as well as indicators for evaluation of outputs (including timeliness, achievement of goals, and quality of work).

Responsibilities of the Consultant:

i. The consultant will provide technical support to country and regional offices in a timely manner, depending on their availability and according to the proposed workplan established for each assignment.

ii. The consultant should abide to the per diem rates provided and agreed upon signature of the LTA within the UN established rates, and to the days stipulated for each delivery.

iii. The consultant should communicate to UNICEF about any changes in its availability

iv. The consultant will use their own equipment; laptops, microphones, software and other accessories that may be required for this task.

v. The consultant will not share or reproduce the content/material resulting from its assignment to any third party without the written permission of UNICEF. All products will be the property of UNICEF.

Responsibilities of UNICEF:

- ⬚ UNICEF LACRO will prepare global communications for UNICEF country offices on the outcome of this selection process, promote the signed LTAs across all levels of offices, and track the uses as well as the outcomes of the LTAs.
- ⬚ UNICEF will not guarantee that it will place a request for services for any amount and will not be bound by the resulting LTAs to contract any minimum number of services. As UNICEF is a decentralised organisation, the LTAs are designed to allow for field offices to raise contracts directly and locally on the basis of pre-defined Terms of Reference and associated rates. For this reason, the direct supervision of the contracts signed under the resultant LTAS is the responsibility of the hiring office, with additional technical support by LACRO, if requested.

6. DELIVERABLES

Service Area	Activities
1. Social Protection – System	4. **Social Protection Systems:** (a) supporting drafting, review and mapping of social protection strategies, roadmaps, policy frameworks and promoting policy dialogue; (b) supporting drafting, assessing and implementation of social protection policy legislation; (c) coordination, assessing and

Strengthening		developing national capacities, supporting national multisector dialogue facilitation; (d) design, assess and support the implementation of integrated social policies, services and programs. 5. **Cash-transfers:** (a) support the design of cash and integrated social programmes: inclusion/targeting, transfer size, frequency and links to other programmes; (b) implementation of cash and integrated social programmes: identification, digital and innovative payment systems, monitoring and evaluation, grievance and redress mechanisms, communications, integration with broader social services offer, institutional coordination. 6. **Management Information Systems (MIS):** (a) operational support for implementing integrated administrative systems, improved coordination and service delivery; (b) integrated data administration systems: programme beneficiary MIS, integrated MIS, national single registries, national social registries, system interoperability, data protection and management
2. Financing Social Protection Systems		6. **Data and evidence generation:** Fiscal space analysis for social protection programmes and strategies, including identification of possible funding sources for social protection interventions; Fiscal space analysis of the scaling-up of social protection programs in response to the various recurring shocks; Costing of social protection programmes and strategies using existing survey data and/or estimates; Costing of (new/adjusted) social protection programmes and strategies and investment plans; Microsimulation of costs linked to alternative scenarios introducing one or more new social protection interventions and/or scaling up existing benefits, so as to assess targeting accuracy, benefit adequacy and impacts; 7. **Budget process engagement:** influencing planning, allocation decisions, increasing financial flows to service delivery and spending performance; 8. **Community engagement:** in national/local budgeting processes empowering children, adolescents, communities and civil society; 9. **Resource mobilization:** domestic resource mobilization to finance social protection systems (resource allocation adjustments; 10. **Capacity building/knowledge management:** provide knowledge management and capacity building of staff and stakeholders on financing of social protection systems, including documentation of good practices, development of tools, and guidance documents as appropriate
3. Care and Support Systems and Family-Friendly Policies		3. Provide support in the assessment, design and implementation of care and support systems, including, but not limited to a)access to care services; b) foster of caregivers capacity building, trainings, access to education; c) labour and service regulation and legislation; d) family care policies and childcare, including adequate and paid parental leave, fee waivers or subsidized childcare services, including in the informal sector; e) social welfare workforce strengthening, family outreach interventions, case management and capacity building; f) assessment of the use of time and cost of unpaid care work, including those performed by girls and adolescents. 4. Provide knowledge management and capacity building of staff and stakeholders on care and support systems, including documentation of good practice, development of tools, operational manuals and guidance documents as appropriate
4. Inclusive Social Protection and Disability-Sensitive Social Protection		5. **Designing inclusive social protection systems** : assessing programmes to ensure vulnerable communities with particular characteristics and identities, including gender, disability status, migration/displacement (children on the move), ethnicity, and geographic location, have access and that systems respond to their needs; 6. **Disability-sensitive social protection:** designing and assessing specific interventions and disability sensitive programmes and systems (including all areas outlined under service area 5 and with a shock-responsive lens); 7. **Accessibility costs:** estimation of costs related to access of people with disabilities to basic services and goods; 8. **Capacity building and knowledge management** : provide knowledge management and capacity building of staff and stakeholders on inclusive social protection, including documentation of good practice, development of tools, operational manuals and guidance documents as appropriate

5. Shock Responsive Social Protection	7. **Data and evidence generation:** provide evidence and analysis of poverty and vulnerability, assessment of readiness of systems to respond to crises and evaluations of systems; 8. **Policy design and coordination:** review, mapping and development of policy, strategy, legislation, coordination and financing mechanisms (intra-government: horizontal/vertical) and humanitarian coordination processes particularly for cash transfers; 9. **Fiscal analysis:** Delivery analysis of and strengthening fiscal space; assessment of donor landscape, contingency funding mechanisms, budget execution, and risk informed financing mechanisms; 10. **Analysis of programmes and design features:** targeting, verification, registration (in times of crisis), data protection, transfer values, frequency, timing, cash plus, inclusive systems, M&E strategy; 11. **Operational support:** deliver technical assistance on administration, operational and delivery systems (information systems using new technologies, payment mechanism, grievance redress and other accountability mechanisms); 12. **Capacity building and knowledge management:** provide knowledge management and capacity building of staff and stakeholders on shock responsive social protection, including documentation of good practice, development of tools, operational manuals and guidance documents as appropriate;

7. CHILD SAFEGUARDING

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?

☐ *YES* ☒ *NO*   *If YES, check all that apply:*

Direct contact role   ☐ *YES*   ☐ *NO*
If yes, please indicate below the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role   ☐ *YES*   ☐ *NO*
If yes, please indicate below the number of hours/months of manipulating or transmitting personal identifiable information of children (name, national ID, location data, photos):

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

8. ESTIMATED DURATION OF LTA:

36 months

9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ LANGUAGE SKILLS REQUIRED (Please use as applicable)

- Graduate degree (post-graduate Masters' or PhD will be considered assets) in social sciences, political sciences, public policies, international relations, economics, developmental studies, economics, social policy, gender studies, sociology, or related field.
- A minimum of 15 years of relevant professional experience within social policy analysis and/or programming, including in social protection specifically, is required.
- A minimum of 10 years of professional experience in Latin America and the Caribbean is required.

- Proven track record in some of the following areas: care policies, disability-inclusive social protection, financing of social protection, shock responsive social protection, cash transfers, is required
- Demonstrated excellent writing and communication skills is required
- Proficiency in Spanish and/or English is required. Working knowledge of Portuguese and/or French is an asset.
- Previous experience with high-level policy analysis and advice in social protection-related topics is a strong asset
- Proven track record of publications with quantitative analysis, including econometric analysis, use of microdata, surveys, social registries, national census, and others, is considered an asset.
- Previous experience working in the UN/UNICEF and/or the public sector in areas related to social policy and social protection are considered a strong asset.
- Background and/or familiarity with emergency programming is an asset.
- Excellent analytical skills are required.
- Ability to carry out quantitative, mixed-methods and/or qualitative analysis are required.

- Demonstrated capacity to communicate clearly on social policies.
- Demonstrated ability to work as part of a team and independently.
- Ability to work efficiently under tight deadlines.
- Must be detail-oriented and intellectually curious.
- Able to work effectively in a multicultural and multisectoral environment.
- Sets high levels of quality and productivity for self.
- Ability to clearly defined objectives and plan activities

Note: Candidates are free to apply to for multiple categories or all of them, based on their qualifications and professional experience. UNICEF will award LTA up to 5 top ranked candidates under each category. A candidate may be awarded LTA for one or more than one category.

10. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

The selection of consultants for the LTA will be based on technical evaluation and financial offers in the ratio of 80:20. The criteria for technical evaluation will be as follows:

Criteria	Marks	
	Min	Max
Relevant Educational qualifications	5	10
Required professional experience and technical knowledge	10	25
Desirable professional experience and technical knowledge	10	20
Language skills	5	10
Proven writing skills (assessed through 3 writing samples)	5	15
TOTAL TECHNICAL SCORE The minimum overall qualifying score is 35. Only those candidates who meet the overall qualifying marks of 35 and score the minimum cut-off in each of the above sub-criteria, including the interview, will be considered technically responsive, and their financials will be opened.	35	80
Financial Score The selection of the consultant will be on the basis of technical evaluation & financial offer in the ratio of 80:20.		
TOTAL		**100**

12. FINANCIAL PROPOSAL:

The Financial proposal should include the category(ies) to which the candidate is applying and the corresponded daily rate in USD, according to the template below:

Category	Daily Rate (USD)
E.g: Shock Responsive Social Protection	**USD xx.xx**

The application to be submitted through the online portal should contain 4 separate attachments:

i. A Cover letter explaining the motivation for applying and explaining how the qualifications and skillset of the candidate **(to be uploaded online)**

ii. Curriculum Vitae (CV) **(to be uploaded online)**

iii. Three Work Samples – This includes three previously written academic papers/reports/publications. **It is critical to submit work samples as you will observe from the advertisement that marks have been assigned to these criteria for arriving at the most suitable candidate**

iv. A financial proposal indicating professional fee as per the above template. Please do not forget to specify your name in the file while saving. **(To be uploaded under other supporting documents).**

Without all the above 4 documents your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Female candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.