

## TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

<b>Title of Assignment</b>	<u><i>Evaluative Review of the Malawi Emergency Response, December 2021 – June 2022</i></u>	
<b>Requesting Section</b>	Research, Evaluation, Knowledge and Management (REKM)	
<b>Location</b>	Place of assignment: <b>Malawi</b>	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
<b>Contract Duration</b>	<b>4 months</b>	
<b>Number of working days</b>	<b>60 days</b>	
<b>Planned Start and End Date</b>	<b>From: 1 October, 2022</b>	<b>To: 31 January, 2023</b>

### BACKGROUND

In December 2021, Malawi experienced its fourth wave of COVID-19, brought on by the Omicron variant. As of 31 March 2022, Malawi conducted 562,051 tests, of which 85,640 tested positive for COVID -19. Since the pandemic started, 2,626 fatalities have been registered. To date, Malawi has recorded the highest Case Fatality Rate of 3 per cent globally. The impact of COVID-19 is being further exacerbated, in the southern districts of Malawi, by floods and compromising cholera and polio responses. Tropical storm Ana hit the southern parts of Malawi on 24 January. The President of Malawi declared a state of disaster on 26 January, and UNICEF immediately launched a response with other UN agencies in support of Government efforts. Since then, a series of flooding events have been experienced, including the tropical storm Gombe in March. Over one million people have been affected by the floods. Tropical storm Ana alone affected 995,000 people, including 130,000 children. Of the affected populations, approximately 190,000 were hosted in 178 displacement sites (mostly schools). The floods caused extensive damage to infrastructure and crops and disrupted access to essential social services. Children have been severely affected and learning for over 400,000 children has been disrupted due to damage to school infrastructure. Further complicating the COVID-19 and emergency flood response is the first reported case of wild polio in Malawi in 30 years, confirmed in February, and the cholera outbreak in March. Access to routine immunisation for children continues to be compromised by COVID-19. Access to healthcare facilities is nearly impossible in some areas due to floodwaters, and bridges are swept away due to the heavy rains. Community health concerns over accessing health facilities and vaccine hesitancy complicate vaccination efforts. As of 30 March, 35 cases of cholera were registered with two deaths.

On 17 February, the President of Malawi declared a public health emergency after a case of wild poliovirus was discovered in Lilongwe. UNICEF has since supported the Ministry of Health with establishing an Outbreak Response Emergency Operation Center. UNICEF, WHO, and the Center for Disease Control (CDC) conducted risk assessments, social mapping, social behavioural change communication, vaccine management, and supporting supplementary immunisation efforts. A nationwide vaccination campaign was commenced on 21 March 2022, targeting children under five years old who will receive four doses of the oral polio vaccine.

Worse still, on 2 March 2022, Malawi confirmed the first case of cholera in the current cholera season (November 2021- October 2022). As of 17 March 2022, the outbreak has been reported in two districts (1 case Machinga, 5 cases Nsanje). The last ever case of cholera in Machinga was in the period of October to December 2016. While Machinga district, where the case was reported to a hospital, was covered in the 2016 and 2021 Oral Cholera Vaccine (OVC) campaigns, Balaka was not covered. UNICEF is supporting the Ministry of Health to investigate the status of the two districts regarding the availability of supplies and undertake further investigations on the contacts of the identified case.

## JUSTIFICATION

The multiple burdens of floods, COVID-19, polio outbreak, and cholera required an urgent response to prevent the current emergency from having a severe further impact on the wellbeing of children to survive and thrive. UNICEF is working with the Malawi Government, UN agencies, and other partners to provide immediate life-saving and life-sustaining assistance to populations affected by climate-related shocks. UNICEF is also undertaking efforts to stop the spread of disease outbreaks while investing in resilience-building interventions. UNICEF is delivering the services through a multi-sectoral response in child protection, education, health, nutrition, social protection, and WASH, supported by social behaviour change communication (SBCC) activities. UNICEF Emergency Response Plan (ERP) targeted to offer lifesaving and life-sustaining assistance to the most affected populations. However, there has been no comprehensive assessment of the implementation of ERP. Thus the need for the proposed evaluative review. The outcome of the evaluative assessment will highlight the effectiveness of the ERP for policy advocacy and adjustment of current and future programming. The review is relevant to a wider audience which includes government bodies, all development partners (including UNICEF), civil society, communities, academia, private sector actors and media.

## PURPOSE OF THE ASSIGNMENT

Building on other emergency response evaluations<sup>1</sup>, the main purpose of this assignment is to assess the implementation of the UNICEF Malawi ERP with respect to the realisation of its objectives. The assessment will adopt an evaluative, rights-based and equity-focused approach. The evaluative review of the ERP has dual purposes:

- **accountability** which is the process of taking responsibility for the intervention and accounting for it to different stakeholders, affected populations, donors, and other humanitarian agencies, and
- **learning** which is the process through which the experience of the intervention leads to change and improvement in addressing future emergencies and contribute to informed decisions when adjusting responses to emergencies.

The assessment covers the entire span of the emergency response in Malawi, starting with the declaration by the 4<sup>th</sup> wave of the COVID-19 outbreak and extending until the end of June 2022, to cover the current emergency recovery plan. The geographical scope covers the whole country, although most analysis will be concentrated in the priority districts as defined by UNICEF Response Plan.

## SCOPE OF WORK/OBJECTIVES

The evaluative review will assess UNICEF's 2021-2022 emergency response to floods, cholera, Wild Polio Outbreak and COVID-19 in Malawi. The response plan covers critical gaps in the planned response, especially in areas such as Health, Child Protection, Social Protection, Nutrition, WASH, Education, and Communication for Behavioural and Social Change. The specific objectives of an evaluative, rights-based, equity-focused review in Malawi will be as follows:

- Examine and consider the efficiency, effectiveness, coherence, connectedness, sustainability and outcomes of the emergency response activities.
- Assess the emergency preparedness and planning and analyze the gaps and lacunas as well as strengths in designing and delivering the emergency response.
- Review the linkages between the emergency and development programming and gaps thereof.
- Review performance objectives for the ERP: (Assess the amount of funding sourced, allocation and utilization rate; Assess the target population reached under a given thematic area (Health,

<sup>1</sup> Real Time Evaluation of UNICEF'S Response to the COVID-19 Outbreak Crisis in Malawi.

WASH, Community engagement for Behaviour and social change, Social Protection, Nutrition, Child Protection and Information Management), assess coordination, logistics and partnerships.

- Document key lessons from the ERP process to inform programming decisions.
- Identify strengths and weaknesses, and make recommendations for improving future emergency responses and strengthening the emergency-development nexus.
- Examine the ERP's ability to build resilience as well as the ability of communities and individuals to recover from shocks.
- Identify critical data gaps, review the use of technology such as drones and other tools in emergency preparedness and response, contributing to the generation of evidence that can improve the monitoring of the ERP.

## Methodology

The consultant will employ a mixed method approach through use of quantitative and qualitative methods to collect and analyse both secondary data and primary data collection. This will specifically include:

- *Desk review* of existing latest nationally and internationally available data and evidence reported in studies, research, Situation Reports (SitReps), After Action Review (AARs), ERP, evaluations, budget documents, Humanitarian Performance Monitoring (HPM) indicators, Partnership documents and survey reports.
- *Key informants' interviews and Focus Group Discussions*, including relevant government ministries, departments and agencies, district councils, implementing partners, Civil Society Organizations (CSOs), and relevant development partners supporting child rights in Malawi, as well as selected groups of communities, children, and adolescents.

## Evaluative Review Criteria

The evaluative review criteria and analytical framework should be constructed by combining the Organisation for Economic Cooperation and Development-Development Assistance Committee (OECD- DAC) criteria adapted for Humanitarian Action, and emergency evaluations with the Core Commitments for Children (CCC) framework which will play a key role in assessing the timeliness and the overall performance of the response. The review criteria should also focus on its applicability to humanitarian response as per Active Learning Network for Accountability and Performance (ALNAP) reference<sup>2</sup>. The review gives special attention to the programmatic side of the CCCs with a focus on the immediate results of the interventions and trying to look at how they were produced. The CCCs also have important strategic commitments: human rights-based approach, coordination leadership and participation, impartiality and neutrality, the "do no harm" approach, managing for results, emphasis on preparedness and early recovery, advocacy, and disaster risk reduction.

The consultant is expected to propose a more precise methodology to be outlined in the inception report.

## Ethical considerations

The consultant should act with integrity and respect for all stakeholders in line with UNICEF's updated [procedure](#) on ethical standards in research, evaluation, data collection and analysis<sup>3</sup> to meet the minimum and binding standards for ethical evidence generation and analysis processes.

Due to the planned involvement of young people below 18 in the interviews, ethical clearance from UNICEF external Ethical Review Facility may be required. The 5 guiding principles of **respect**,

<sup>2</sup> Evaluation of Humanitarian Action Guide, ALNAP 2016, Margie Buchanan-Smith, John Cosgrave, Alexandra Warne

<sup>3</sup> UNICEF PROCEDURE ON ETHICAL STANDARDS IN RESEARCH, EVALUATION, DATA COLLECTION AND ANALYSIS (APRIL, 2021)

**beneficence, justice, integrity and accountability** will be used to ensure ethical safety during the data collection process:

- protection of, and respect for, human and child rights within all research, evaluation and data collection processes undertaken or commissioned by UNICEF
- ensuring informed consent by all participants
- ensuring the privacy and confidentiality of subjects
- effective processes and accountability for ethical oversight of these processes

Informed consent must be sought from all participants. The consultant will explain to the participants the purpose and use of the ERP assessment; they will also make it explicitly clear to the participants that their participation is voluntary, and they can withdraw at any moment. The nature of the informed consent must be noted in the ethics section of the inception report and final report.

Throughout the process, the consultant should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relationships with all stakeholders and do no harm. The consultant should clearly identify any potential ethical issues and approaches in the Inception Report.

### **Data protection**

All personal data should be accessible to the consultant, but no one else. The consultant needs to use secure systems (a) to ensure that no one else can access their data via the shared staff drives, and (b) to ensure secure data transfer between institutions. Cloud-based storage with limited sharing rights could be considered in this instance. Different personal data files need to be link-able, they need to be held separately so that they can only be linked purposely, by researchers who are authorised to do so. There is also a need to ensure that data cannot be removed from secure systems in ways that might compromise data security.

## **REPORTING REQUIREMENTS**

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

- The consultant will report to the Chief of Research, Evaluation and Knowledge Management (REKM) section while working closely with the Chief of Community Development and Resilience (CDR). The consultant will provide an update on a bi-weekly basis (by email and/or Zoom as required) with regards to progress, challenges encountered, support required and proposed solutions.
- The contract supervisor will organize regular meetings with the consultant to assess progress guided by the agreed work plan and key deliverable deadlines.
- A UNICEF reference group will be involved throughout the assessment process and will contribute to the design, shaping and finalization of the ERP assessment products. Additional support will be sought from the UNICEF Eastern and Southern Africa Region (ESAR) office as necessary.

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

- Submission of all deliverables should be electronic and delivered to UNICEF Malawi in English: Inception report, draft assessment report, presentation, a summary of the assessment table (executive summary), and final report (<100 pages) all following [UNICEF style book](#).
- Quality assurance of the final draft report is mandatory. MCO will use existing Long Term Arrangement Services (LTAS) for editing to ensure that the report and other relevant products meet UNICEF report writing quality assurance standards/guidelines to be shared with a consultant in advance.

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

- The consultant will consult via regular email, and virtual calls with the contract supervisor and the assessment reference group.
- Timeline for deliverables is outlined in the expected deliverables table below. However, these may be adjusted depending on the recruitment speed and contextual factors in the country.

### 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:

The key tasks and deliverables will be under the responsibility of the consultant who should manage the entire ERP assessment process in consultation with the contract supervisor, including the development of the conceptual and analytical framework and writing of an acceptable, high quality assessment report (**not more than 100 pages including annexes**).

At the minimum, the assessment report should cover the following topics: Introduction; Methodology; Country Overview (demographic profile, political economy and governance, humanitarian risk profile, gender profile, public finance, poverty, drivers of inequities, stakeholders, knowledge, attitudes and practices); Analysis of ERP implementation, conclusions and recommendations covering all key UNICEF areas of work (programmatic sectors and cross-sectoral areas).

Task/Milestone	Deliverable/Outcome (e.g., Inception, progress, final reports, training material, workshop, etc.) *	Estimated # of days and end date	% of the total fee payable
Based on the TOR and core guidance for conducting ERP assessments, produce an inception report clearly outlining how the assessment will be conducted (methodology) and a work plan with clear milestones. <ul style="list-style-type: none"> <li>• Presented to and validated by the reference group.</li> </ul>	An inception report outlining a clear methodology and work plan for undertaking the assignment.	7 days Due on 12 October, 2022	30%
Data collection; draft assessment report after analysis of available secondary data, consultations with stakeholders and a survey. <ul style="list-style-type: none"> <li>• Submitted and reviewed by the reference group and UNICEF section chiefs.</li> </ul>	Satisfactory and succinct draft report.	40 days Due 2 December, 2022	30%
Presentation of report (executive summary and power point presentation) of key findings, conclusions and recommendations to UNICEF and stakeholders after incorporating initial feedback.	A summary narrative report and PowerPoint presentation.	7 days Due (12 December 2022)	20%



<ul style="list-style-type: none"> <li>Evaluative Review summary narrative and PowerPoint presentation submitted to UNICEF.</li> </ul>			
<p>Final report (&lt;100 pages) of findings, conclusions, and recommendations after incorporating comments from all stakeholders.</p> <ul style="list-style-type: none"> <li>Edited to follow UNICEF style book.</li> </ul>	Satisfactory and succinct (<100 pages) draft report.	6 days Due 13 January, 2023	20%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact time frames and actual delivery dates will be jointly agreed upon between the consultant 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
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts
- Annotated reference of credible data sources consulted

### 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.

### DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

#### Academic qualification:

- Master's Degree in Social Sciences, International Relations, Development Studies, or any related field.

#### Work experience:

- At least 5 years' experience in conducting evaluation, research, strategic analyses and reviews, documentation, evaluation and policy documents related to children and adolescents is required.
- Previous UNICEF or UN work experience is an added advantage.
- Previous work experience on gender, climate change and risk analysis is an added advantage.
- Previous analytic work on socio-economic impacts of emergencies like covid-19 pandemic, floods and cholera outbreaks is an added advantage.

### Technical skills and competencies:

- Strong quantitative (statistical) and qualitative analytic skills are a must (age and sex-disaggregated and gender-sensitive statistics).
- Previous experience with conducting rights-based and equity-focused analyses of the situation of children and women and experience in writing analytical papers on children and women's issues is required.
- Demonstrated ability to engage effectively with stakeholders at all levels, including facilitating consultations with government representatives, NGOs, academia, children, adolescents and other stakeholders; Knowledge of social, economic, political and cultural contexts of Malawi is desirable.
- Excellent analytical skills is required.

### Languages:

- Proficient in English, with excellent written and spoken communication skills - a written sample may be required.

## ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support in order to ensure achievement of objectives of the assignment, 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 acknowledgement upon acceptance of the offer.

Prior to the issuance of the official contract, the consultant is requested to complete the applicable mandatory trainings as well as self-certify that he/she has received the required primary series' of the WHO-'emergency use listed' (EUL) approved COVID-19 vaccines and can demonstrate proof of a valid vaccination certificate.

## CONDITIONS

- The consultancy will be for a period of 4 months.
- 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 provide remote desk review services in or outside Malawi
- 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, medical insurance, taxes, and any form of leave.
- Travel expenses (international or local/in-country travel) are not foreseen.
- No travel should take place without an email travel authorization from the 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.
- Consultants will not have supervisory responsibilities or authority on the 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 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).