

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code:	Type of engagement	Duty station
Parenting Support Policy Consultant	UNICEF HQ (LEGO Advocacy Grant)	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time	Lusaka
<p><b>Purpose of Activity/Assignment:</b> To conduct a national assessment of policy implementation progress toward universal parenting support in Zambia, using the draft national assessment framework.</p> <p>The assessment will take place under the supervision of UNICEF-Zambia's ECD Specialist, and with regular support and input from the Parenting for Lifelong Health (PLH) consultancy team and Zambia's Early Childhood Development Action Network (ECDAN). The consultant will be guided in the assessment by the UNICEF CO in relation to coordination with national actors, and by the PLH consultancy team providing support to familiarisation with the framework, methodological development and national contextualization of the tool, technical support, and quality control of results.</p>			
<p><b>Background</b></p> <p>Evidence-based parenting programmes and interventions are a scalable and cost-effective way to support parents and caregivers and prevent abuse, neglect, and adversity in childhood. They contribute to good mental health and well-being for children and their caregivers and reduce risk-taking behaviours throughout the life course. Once initial start-up costs have been covered, the cost of delivering parenting interventions per family is roughly comparable to the cost of a routine childhood vaccination programme.</p> <p>Despite this strong, evidence-based investment case, a WHO survey has estimated that only around 25% of countries globally have established parenting programmes that reach all who need them. There is therefore growing momentum behind a global <a href="#">Call to Action</a> in support of a collective action framework that urges for increased investment in evidence-based parenting support initiatives across the globe.</p> <p>According to the Policy Call, government action for universal provision of such support would comprise a "minimum" or "essential" package for the implementation of parenting programme at scale. It would include a minimum of five to seven in-person sessions delivered at home or through center-based interventions for all parents and caregivers of children under the age of five; and follow-up "booster" sessions when children reach middle childhood and adolescence. The intensity of such support may vary where families are in particularly challenging circumstances.</p> <p>To promote this Policy Call, a three-year programme has been initiated that aims to increase the number of Governments that commit to implement publicly funded parenting support interventions and services. To support this objective, a draft programmatic framework is in development by UNICEF HQ. The programmatic framework will establish "benchmarks" and define a series of "checkpoints" that will permit the objective measurement of progress in policy implementation both within countries and allow comparison between countries. The policy standards aim to establish preconditions to universal parenting support within the country, and will reflect core domains addressing issues of legal and policy framework, evidence-based content and delivery modalities, human and financial resources, coordination, and data collection, monitoring and evaluation. Zambia is one of five countries selected for piloting this framework (Mexico, Serbia, South Africa, United Arab Emirates, and Zambia).</p>			

The programmatic framework has been developed by a consultancy team contracted by UNICEF New York through Parenting for Lifelong Health. The consultancy team is responsible for supporting the piloting of the tool in the five countries and developing a final assessment tool based on findings from the five countries.

### Justification

The assessment will take place under the supervision of UNICEF-Zambia's Education Specialist—ECD, and with regular support and input from the Parenting for Lifelong Health consultancy team, as well as from national stakeholder groups including the ECD Multisectoral Technical Team (ECD MTC), and civil society through ECDAN-Zambia]. The consultant will be guided in the assessment by the UNICEF CO in relation to coordination with national actors, and by the PLH consultancy team providing support to familiarisation with the framework, methodological development and national contextualization of the tool, technical support, and quality control of results.

### Key Activities/Deliverables:

Activity 1: Participation in online familiarisation with the national assessment tool.

The National Consultant [to determine if only the consultant or also UNICEF and other partners] will participate in an online 'training/familiarisation' training session(s), likely to be two sessions (one for introduction and one for follow-up clarification). The purpose will be to ((i) train the national consultant on the framework and methodology for conducting the assessment (desk review, key informant interviews, stakeholder reflections); (ii) refine the framework and methodology through participatory exercise with the consultant and other participating stakeholders; and (iii) adapt the methodology and framework to the national context where necessary.

- Deliverable 1: Finalized methodology and questionnaire adapted to the country context.

Activity 2: Rapid desk review

The consultant will conduct a desk review of national policy and programming documents relevant to universal parenting programmes, with the aim of identifying the national parenting context. This will include research on the national family context and parenting practices; current legal and policy context on issues relating to parenting from the ECD, child protection, and health and nutrition sectors, at a minimum; resources available on current parenting interventions being implemented in Zambia; and data collection, monitoring and evaluation on issues related to parenting.

- Deliverable 2: Research Report

Activity 3: Benchmarking assessment

Following key steps (to be refined based on agreed outcomes from Task 1):

- i. Conduct key informant interviews (KIIs) with key national and sub-national actors using a questionnaire aligned to the assessment framework, that will identify data on laws, policies, systems and processes related to parenting, and will collect stakeholder perceptions on progress towards universal parenting in Zambia – [to determine, but to include at least the following: national ministries covering child protection, ECD, adolescent health, family status, and other national drivers of harsh parenting; sub-national government stakeholders covering the same contexts; civil society, media and private sector providers of parenting interventions; academics conducting research related to parenting].
  - ii. Consolidate and analyse KII findings within the assessment framework.
  - iii. Compile a draft national report, including completed programmatic framework, assessment methodology, and summary of key findings and present to UNICEF [and stakeholders] for review.
- Deliverable 3: Preliminary national report, including completed programmatic framework, assessment methodology and summary of key findings.

**Activity 4: Participatory consultation on draft findings with key stakeholders**

- i. Facilitate a series of consultative meetings with key stakeholders [number, membership, process to be determined] to collectively review findings and reach consensus on benchmarks and checkpoints
- ii. Draft the final national benchmarking report [UNICEF CO to advise on template] including the completed assessment framework for review by [UNICEF and national stakeholders] and national recommendations / examples of good practice [purpose and format of national report will be provided by UNICEF].
  - Deliverable 4: Record of consultative meetings and Draft national benchmarking report.

**Activity 5: Final national report on Zambia’s parenting policy**

The consultant will support UNICEF in a validation / launch meeting with key national stakeholders, including presentation of assessment process and results. The consultant will then prepare and submit a final report to UNICEF incorporating feedback from the validation meeting.

- Deliverable 5: Final national report.

**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 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 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](#)

<b>Budget Year:</b>  2024	<b>Requesting Section/Issuing Office:</b>  Education/Zambia, Lusaka	<b>Reasons why consultancy cannot be done by staff:</b> This consultancy requires expertise in the field of large scale (nationwide) assessments as well as a deep knowledge of universal parenting support in Zambia. UNICEF, while having staff familiar with the fields, does not currently have the capacity to take on this project.
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**Included in Annual/Rolling Workplan:**  Yes  No, please justify:

<p><b>Consultant sourcing:</b></p> <p><input checked="" type="checkbox"/> National    <input type="checkbox"/> International    <input type="checkbox"/> Both</p> <p><b>Consultant selection method:</b></p> <p><input type="checkbox"/> Competitive Selection (Roster)</p> <p><input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)</p>	<p><b>Request for:</b></p> <p><input checked="" type="checkbox"/> New SSA</p> <p><input type="checkbox"/> Extension/ Amendment</p>
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**If Extension, Justification for extension:**

<b>Supervisor:</b>	<b>Start date:</b> 15 April, 2024	<b>End date:</b> 2 December, 2024	<b>Number of Working Days:</b> 85 working
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<p>The consultant will work under the direct supervision of the ECD specialist. The consultant will receive ongoing oversight, guidance and support from Zewelangi Serpell, and with a nominated focal point from the PLH consultancy team.</p>			<p>days over a period of 9 months</p>
Deliverables		Due Date	
<p>Finalized methodology and questionnaire adapted to the country context.</p>		<p>01 May, 2024</p>	<p>10%</p>
<p>Research Report Chronicling Findings from the Desk Review</p>		<p>20 May, 2024</p>	<p>20%</p>
<p>Preliminary national report, including completed programmatic framework, assessment methodology and summary of key findings.</p>		<p>22 July, 2024</p>	<p>30%</p>
<p>Record of consultative meetings and draft national benchmarking report.</p>		<p>28 October, 2024</p>	<p>25%</p>
<p>Final national report</p>		<p>18 November, 2024</p>	<p>15%</p>
<p>Travel International (if applicable)</p>		<p>For budgeting sake include the cost for airticket, DSA and local travel if the recommended will be international consultant</p>	<p>N/A</p>
<p>Travel Local (please include travel plan)</p>		<p>As above</p>	<p>N/A</p>
<p>DSA (if applicable)</p>		<p>Same as above</p>	<p>N/A</p>
<p><b>Minimum Qualifications required:</b></p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD  <input type="checkbox"/> Other</p> <p><b>Enter Disciplines:</b></p> <p>Minimum is a master's degree in architecture.</p>		<ul style="list-style-type: none"> <li>• An advanced university degree in social science or a related field.</li> <li>• A senior consultant with a minimum of eight to ten years relevant professional work in social policy-related field, with expertise in parenting, ECD and/or social welfare fields.</li> <li>• Experience in providing policy advice to Governments.</li> <li>• A minimum of 5 years of experience in working for children and/or families in need of protective services (violence against children, gender-based violence).</li> <li>• Demonstrated outstanding oral and writing skills in English.</li> <li>• Knowledge of one of the seven major local languages will be useful.</li> <li>• Demonstrated outstanding facilitation skills.</li> </ul>	
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>		<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based/In Country-Based:</p> <p>If office based, seating arrangement identified: <input checked="" type="checkbox"/> The consultant will be expected to be in country for portions of consultancy, but otherwise work will be conducted remotely.</p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>	

<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based/In Country-Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>
<b>Request Authorised by Section Head:</b>	<b>Request Verified by HR:</b>
<p><i>Approval of Deputy Representative</i></p> <p>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)</i></p> <p>_____</p>	

<sup>1</sup> 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

**Text to be added to all TORs:**

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.