

United Nations Children's Fund

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>Title:</b> International Consultant for the Mid-Term Review of the UN Joint RMNCH Programme phase 3 (2022-2025)	<b>Funding Code:</b> WBS: 2460/A0/06/100/002	<b>Duty Station:</b> Vientiane, Lao PDR
<b>Purpose of Activity/Assignment:</b> <p>The main objectives of the MTR are to:</p> <ul style="list-style-type: none"> <li>• assess programme design, objectives, implementation strategy, and governance and management arrangements in light of changes in context.</li> <li>• take stock of progress, challenges and opportunities.</li> <li>• verify the continued relevance of the programme and the sustainability of its results.</li> <li>• make recommendations on how to improve programme performance, identify areas which require specific attention to achieve expected results and identify strategic elements of joint programme support beyond 2025.</li> </ul>		
<b>Scope of Work:</b> <p>The MTR will cover the following areas:</p> <ol style="list-style-type: none"> <li>1. analysis of the context and environment for programme implementation.</li> <li>2. programme design and results framework.</li> <li>3. programme governance, management and coordination.</li> <li>4. implementation of programme activities (quantity, quality and utility).</li> <li>5. progress towards achievement of programme results (outputs, outcomes).</li> </ol> <p>The MTR will be based on the following assessment criteria: Strategic Relevance &amp; Added Value, Effectiveness, Organization &amp; Efficiency, and Sustainability. Review questions, developed on the basis of these criteria, will guide the review process.</p> <p><b>Programme context</b></p> <p>The current RMNCH Strategy and Action Plan was developed in 2015 and launched in 2016. The Strategy covers 10 years (2016-2025) and includes a 5-year Action Plan (2021-2025). The Mid Term Review of the RMNCH Strategy and Action Plan will be carried out in 2024 and feeds into the development of the RMNCH Strategy and Action Plan 2026-2030.</p> <p>The MTR of the UNJP will be carried out in alignment with the MTR of the national RMNCH Strategy and Action Plan. The UNJP MTR shall elicit the risks and opportunities for successful implementation of the UNJP as it supports the implementation of this national strategic framework. The UNJP MTR will consider the findings of the recent MTR of the 5<sup>th</sup> Indicative Cooperation Programme between Lao PDR and Luxembourg (2022-2026). Also, the UNJP MTR will examine linkages with the UNPF and Delivering as One strategy in Lao PDR and opportunities for improved synergies with joint UN planning and reporting processes taking place within the context of UNPF structures.</p> <p><b>Programme design</b></p> <p>The MTR will assess the logic of the various components of the UNJP results framework; the coherence and cohesion of the various activities under the respective outputs; the statement/language of outputs, outcomes and the related indicators and targets; the validity of the assumptions/risks and premises that formed the basis for the design and implementation of the programme to determine their appropriateness and continued relevance.</p>		

**Programme governance, management and coordination**

The MTR will assess the governance and management arrangements of the UNJP, its functions and performance in order to determine its adequacy and effectiveness. The MTR will look at the leadership for strategic direction, the extent to which activities and resources are effectively coordinated, the extent to which timely and appropriate decisions are being made to support effective implementation, monitoring and reporting mechanisms to determine their relevance and compatibility with provisions, objectives and activities as designed. Specifically, the MTR will assess the readiness of national RMNCH coordination structures to absorb UNJP governance arrangements with the aim of further reducing the administrative burden on national counterparts. The UNJP MTR will also review the coordination with other Luxembourg-funded projects/programmes and identify further entry points for synergies.

**Programme implementation**

The implementation of programme activities will be reviewed to take stock of the quantity and quality of progress made towards achievement of results, compare them with planned activities and ascertain the likelihood of the programme achieving its objectives/results. The MTR will examine the UNJP’s instruments for activity planning and monitoring. These will include but will not be limited to annual work plans and budgets, annual progress and financial reports, and will also assess information management and reporting and the extent to which key stakeholders are adequately informed of programme activities. The MTR will examine the adequacy of inputs for the delivery of programme outputs and the timelines of the delivery of such inputs. The inputs will include financial support, technical assistance, and other material inputs for capacity development. With regard to financing, the MTR will compare the budget with actual disbursements, timeliness of disbursement of funds, and implementing partners’ capacity to ensure timely delivery of results.

**Programme results: outputs, outcomes and sustainability**

The MTR will assess the programme’s overall outputs and will assess quantity and quality of the outputs produced with what was planned. The review will also assess progress made towards achievement of outputs in comparison to the milestones as defined in the programme results framework. Based on these assessments, specific constraints and opportunities will be identified and specific recommendations will be made on how to improve programme performance and sustainability.

**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):

<p>More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a></p>		
<b>Budget year:</b> 2024	<b>Requesting Section/Issuing Office:</b> Health section	<b>Reasons why consultancy cannot be done by staff:</b> independent external review.
<b>Included in Annual/Rolling Workplan:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify:		
<b>Consultant sourcing:</b> <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		
<b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract)		
<b>Single Source Selection:</b> <input type="checkbox"/> (Emergency - Director's approval)		
<b>If Extension, Justification for extension:</b> n/a		
<b>Supervisor:</b> Deborah Tarabusi	<b>Start Date:</b> 1 <sup>st</sup> June 2024 <b>End Date:</b> 31 <sup>st</sup> July 2024	<b>Total duration:</b> 2 months

Work Overview	Assignments	Deliverables/Outputs	Delivery deadline	Estimated Budget (Percentage of payment)
MTR RMNCH UNJP 2022-2025		Inception report with detailed work-plan	Draft: after 5 working days Final: 3 working days after UNJP TT feedback	USD (10%)
MTR RMNCH UNJP 2022-2025		Updated results framework for UNJP phase 2	Draft: after 15 working days Final: 3 working days after UNJP TT feedback	USD (15%)
MTR RMNCH UNJP 2022-2025		Document with lessons learned to date from modelling	Draft: after 15 working days Final: 3 working days after UNJP TT feedback	USD 15%
MTR RMNCH UNJP 2022-2025		Draft report and PowerPoint presentation with	After completion of 18 working days	USD (20%)

	preliminary findings and recommendations		
MTR RMNCH UNJP 2022-2025	Final report	Draft: after 25 working days Final: 3 working days after feedback from Reference Group	USD (40%)
<b>Total Fee</b>			USD (100%)

<b>Estimated Consultancy fee</b>	
Consultancy fee	USD
Travel International (if applicable)	USD
Travel Local (please include travel plan)	USD
DSA (if applicable)	N/a
Health insurance	N/a
Mandatory insurance premium (for International Consultant is USD 137.53 and National Consultant is USD 24.40)	USD137.53
<b>Total estimated consultancy costs</b>	<b>USD</b>

<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>Enter Disciplines: Public Health, Social Sciences, or other related area.</p>	<p><b>Knowledge/Expertise/Skills required*:</b></p> <ul style="list-style-type: none"> <li>• At least 10 years of relevant work experience in the design, management and evaluation of reproductive, maternal, newborn and child health programmes in developing country contexts</li> <li>• At least 7 years of experience with conducting research using different methodologies and tools, especially participatory processes</li> <li>• Familiarity with the UN system, including the participating UN organizations</li> <li>• Familiarity with UN Joint Programming</li> <li>• Knowledge of the Lao PDR political and social context, policy and legal frameworks and health sector</li> <li>• Excellent analytical and communication skills</li> <li>• Fluency and excellent command of written and spoken English</li> </ul>
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<p><b>Submission of applications:</b></p> <ul style="list-style-type: none"> <li>▪ Letter of Interest (cover letter)</li> <li>▪ CV or Resume</li> <li>▪ Performance evaluation reports or references of similar consultancy assignments (if available)</li> <li>▪ Financial proposal: All-inclusive lump-sum cost including travel, accommodation cost and insurance with medevac for this assignment as per work assignment.</li> </ul>
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<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p><b>A) Technical Evaluation (75 maximum points)</b></p> <p>The passing mark of the technical evaluation 60 points</p> <p>Degree Education in ..... (10 points)</p> <ul style="list-style-type: none"> <li>• Master in enter Disciplines: Public Health, Social Sciences, or other related area.</li> </ul> <p>Knowledge of ..... (15 points)</p> <ul style="list-style-type: none"> <li>• Knowledge of the Lao PDR political and social context, policy and legal frameworks and health sector</li> <li>• Excellent analytical and communication skills</li> <li>• Fluency and excellent command of written and spoken English</li> </ul> <p>Experience in ..... (30 points)</p> <ul style="list-style-type: none"> <li>• At least 10 years of relevant work experience in the design, management and evaluation of reproductive, maternal, newborn and child health programmes in developing country contexts</li> <li>• At least 7 years of experience with conducting research using different methodologies and tools, especially participatory processes</li> <li>• Familiarity with the UN system, including the participating UN organizations</li> <li>• Familiarity with UN Joint Programming</li> </ul> <p>Quality of past work (20 points)</p> <ul style="list-style-type: none"> <li>• Assessment of previous work including management and evaluation of reproductive, maternal, newborn and child health programmes</li> <li>• Reference checks</li> </ul> <p><b>B) Financial Proposal (25 maximum points)</b></p> <p><b>The technical and financial evaluation points should total 100 points.</b></p> <p><i>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum (60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</i></p> <p><i>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.]</i></p>	
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p>	<p><b>If office based, seating arrangement identified:</b> <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are 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. It 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.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.