**TERMS OF REFERENCE**

**INIDIVIDUAL CONSULTANT**

**UNICEF CHINA**

**Subject / Title:** Technical support to Governance for Basic Public Services

**Expected start date**: 1 March 2020

**Duration:** 6months

**1. Background / Context**

To increase access to and utilization of effective, efficient and equitable basic public services (BPS) for children and their families is UNICEF China’s long-term development goal. UNICEF works with the National Development and Reform Commission (NDRC) and Ministry of Finance (MoF) to build national capacity to uphold child rights in the delivery and uptake of the BPS.

Specifically, this includes three expected outputs by 2020:

* Strengthened national government capacity to plan and budget for new and expanded policies for children;
* Increased national government capacity to implement existing policy commitments for children and families, through effective, efficient and equitable public financial management; and
* Increased national government capacity to achieve and expand equitable access to services for all children and improved accountability.

UNICEF cooperation with NDRC and MoF aims to promote the wellbeing of all children in the context of China’s 13th Five-Year Plan (FYP) , the Chinese Government’s overall plan to achieve an all-round ‘Xiao Kang’ society by 2020, basic realization of the BPS equalization by 2020, and UNICEF China’s country program (2016-2020). It further aims to inform the BPS development priorities during the preparation for the 14th FYP.

With regards to such cooperation, UNICEF will pursue the follow project objectives:

* To promote equitable access to a minimum basic package BPS for children (covering health, basic education, social protection and children protection) in the context of the 13th FYP implementation and addressing the 14th FYP:
* Clarifying an essential package of services for children and families within China’s minimum package of BPS;
* Setting implementation standards and identifying strategies to deliver improved equity of access, efficiency and quality of BPS, particularly for the service delivery impoverished areas and for those vulnerable groups;
* Enhancing subnational governments’ BPS implementation performance monitoring and evaluation;
* Improving equity, efficiency and quality of services through public-private partnerships and the mobilization of social services in China; and
* Establishing an early childhood development (ECD) care service policy framework for children aged 0-3 years old with community-based service delivery mechanisms in place.
* To innovate the BPS to promoting the rights and protect the wellbeing of children in the new stage of urbanization and migration:
* Building the evidence of “children first”: how to prioritize equitable access to services for migrant children and their families under the on-going and accelerated hukou reform; and
* Facilitating innovation to improve effective and efficient supply of and equitable access to BPS in the context of migration and urbanization (e.g. big data, the service economy, child-friendly urbanization).
* To contribute to the realization of children’s rights of equal access to BPS by supporting the best possible use of public budgets:
* Improving the overall level and efficiency of public investment on BPS;
* Optimizing the vertical and horizontal allocation of public financial resources​;
* Increasing accountability and transparency in public investment​;
* Ensuring national and subnational authorities to prioritize children in the development and implementation of budget plans and implementation; and
* Fostering international experience-sharing on financing in BPS for children in China and beyond.

All the work above requires considerable technical support through working with national, provincial and city experts, especially, which is beyond the capacity of our current staffing. The Social Policy Section therefore requires a consultant with the related technical expertise and experiences, who can provide technical support to the national and subnational policy making and advocacy activities for the governance for BPS.

**2. Objectives**

(1) To provide technical inputs and coordination for the national and subnational BPS equalization and standardization related advocacy projects including:

* Research on BPS standards;
* Research of policy review on child welfare service policies;
* Research on the supply mechanism of the national early childhood development (ECD) care service framework for children aged 0-3 years old;
* Research on the rural BPS delivery mechanism;
* Research of policy review of the services for left-behind children.

(2) To prepare memos/drafts/briefs for the UNICEF/GoC reporting;

(3) To support the stakeholder engagement activities for the related policy advocacy including but not limited to organization of meetings with GoC and other partners, analytic work related to the project objectives, and etc; and

(4) To provide technical support for the development of the country programme document (CPD) 2021-2025 and related documents on the financing and governance for BPS.

##### 3. Major Tasks, Deliverables & Timeframe

Major outputs include:

* Advocacy materials related to the key themes listed above under financing and governance of equitable BPS;
* Improved government capacity of the BPS planning and delivery.

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|  | Tasks | Deliverables | Duration (days) / time-frame | Weight (% of fee) |
| 1. | Coordination and technical advice to the finalization of the research on BPS standardization | Coordination with partners from NDRC and the Social policy institute under the NDRC for the completion of the final reports; Technical review of submitted draft and 2 rounds of comments for the technical improvement of the report; Coordination of technical discussions and validation of findings with partners; Inputs for the UNICEF mid-year progress report;Advocacy materials prepared, such as documentation of projects and etc. | End Aug. 2020End Jul. 2020End Jul. 2020End Jul. 2020Ongoing | 20% |
| 2.  | Coordination and technical advice to the finalization of the research on the child welfare services policies  | Coordination with partners from MoF and Dongbei University of Finance and Economics for the completion of the reports; Technical review of submitted drafts and 2 rounds of comments for the technical improvement of the report; Coordination of technical discussions and validation of findings with partners; Inputs for the UNICEF mid-year progress report;Advocacy materials prepared, such as documentation of projects and etc. | End Jun. 2020End May 2020End Jun. 2020End Jul. 2020Ongoing | 20% |
| 3.  | Coordination and technical advice to the finalization of the national ECD care service policy framework development in the supply mechanism | Coordination with partners from NDRC and the Social Policy Institute under the NDRC for the completion of the reports; Technical review of submitted drafts and 2 rounds of comments for the technical improvement of the report; Coordination of technical discussions and validation of findings with partners; Inputs for the UNICEF mid-year progress report;Advocacy materials prepared, such as documentation of projects and etc. | End Aug. 2020End Jul. 2020End Jul. 2020End Jul. 2020Ongoing | 20% |
| 4 | Finalization of the research on **rural BPS delivery mechanism** andresearch on **public services for left behind children** | Technical review of submitted drafts and 2 rounds of comments for the technical improvement of the reports; Inputs for the UNICEF mid-year progress report;Advocacy materials prepared, such as documentation of projects and etc. | End Mar. 2020End Jul. 2020Ongoing | 20% |
| 6.  | Socio economic analysis for the preparation of UNICEF annual reports, country program document and public reports.  | UNICEF mid-term review;UNICEF new country program document (2021-2025) developmentSituation analytics of the BPS development in ChinaUNICEF country program document review (2015-2020) | End Jul.2020OngoingOngoingOngoing | 20% |

The consultant may be requested to conduct field trips for technical support to project sites, training and other tasks as appropriate.

The consultant will be paid monthly, based on the agreed monthly workplan, deliverables and a monthly progress report. The final payment will be made upon approval by the supervisor of the final consultancy report.

Complete submission of deliverables as per expected standard and quality as assessed by the supervisor is a prerequisite for payment of the fee. UNICEF reserves the right to adjust or withhold payments for late deliverables or for deliverables not meeting expected quality.

**4. Location of the consultant**

The consultant will be located in UNICEF China office in Beijing on a daily basis (20 working days per month) to work on the tasks presented above. The consultant will also need to periodically meet with government partners, research institutions, and other stakeholders. The consultant will be required to work in the field, supporting capacity building of experts in workshops and other activities.

**5. Timeframe**

The consultancy will begin on March 1, 2020 and end on August 31, 2020.

**6. Supervision / Support**

During the whole consultancy process, the supervisor with responsibility for this project will work with the consultant on a daily basis and the Chief of Social Policy will provide any technical guidance required. The supervisor will initially provide an in-depth overview of the governance for BPS to the consultant, through provision of all relevant documentation, such as publications, reports, proposals , literature, etc. The supervisor has responsibility to coordinate with different stakeholders internally and externally to support the consultant to conduct work and achieve the deliverables. The supervisor and Chief of Social Policy will review the quality of the technical support and deliverables to ensure adherence to UNICEF standards and expectations.

**7. Consultancy Requirements**

* Required Qualifications:
* University degree to graduate and postgraduate level in economics, public policy, development studies, governance or a related field;
* At least two years' relevant work experiences, preferably at the international or national level in the public policy communication and advocacy, and implementation and monitoring of development projects;
* Good knowledge of key issues in international development and child rights, in relation to one or all of the following: public sector governance, financing for basic services, urbanization and migration, child rights, and government policies and programmes related to basic services and/or child rights in China;
* Excellent track record of engagement experiences with government partners, civil society and/or think tanks;
* Fluency in written and spoken English and Chinese;
* Previous experience in/with the UN, including knowledge of UN/UNICEF programmes and operations, policies and procedures is an asset; and
* Proficiency in the use of Microsoft Office software.
* Desired competencies / experiences:
* Drive for Results – Effectively translates ideas into actions. Has a drive to implement goals and objectives, to accomplish tasks, ensuring the end-results or services are delivered to the clients by deadlines. Makes things happen through perseverance and tenacity. Achieves quantifiable and measurable results. Identifies areas for improvement and takes necessary steps to implement those changes.
* Teamwork – Cooperates and works effectively with others in the pursuit of common goals.
* Communication– Effectively presenting thoughts and ideas in a clear, concise, and readily understood manner. Listens to, understands and acknowledges others’ perspectives and views.
* Ability to build relationships with partner organizations and institutions.
* Analytical and Conceptual Thinking – Solves problems based on the critical review of facts, data, and information and draws conclusions based on logical reasoning.
* Strong research and writing skills to support knowledge management on governance for BPS issues;
* Other requirements:
* Travel to project sites, as needed.