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| UNICEF in Belarus |
| **Requirements for Financial Offer** |
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| **Programme:** Emergency  |
| **Assignment Title:** **Field monitoring consultant based in (Brest and Gomel – please keep one region you are applying for)** |
| **Purpose of the Assignment:** These consultancies are intended to strengthen UNICEF presence at subnational level and provide support in coordination, implementation and monitoring of UNICEF programmes and emergency interventions at the indicated regions. |
| **Supervisor:** Emergency Coordinator, UNICEF Belarus |

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| **TASKS** | **DELIVERABLES** | **Duration** | **Lumpsum fee\* per deliverable per duration (USD)** |
| Arrange regular meetings with partners and two review meetings  | Regular meetings with the implementing partners in the region and two (2) review meetings organized, involving regional partners, UNICEF and regional administration (every 6 month), with summary report and follow up actions documented  | 10.2023 – 09.2024 |  |
| Collect data, report on project interventions, track indicators, and provide advice or suggestions for improvement according to objectives | Twelve (12) monthly reports submitted to UNICEF on development of project, project interventions, progress of partners, assessing PCA indicators and tasks with recommendations for adjustments  | 10.2023 – 09.2024 |  |
| 36 program monitoring visits to implementation sites/trips as per approved plan with detailed trip report from each | 10.2023 – 09.2024 |  |
| Negotiate with partners and local authorities on project implementation and interventions  | Three (3) PCAs developed and concluded with implementing partners for 2023-2024 | 10.2023 – 09.2024 |  |
| Regular follow up on programme interventions on a regular basis as per separate action plan developed in consultation with programmes | 10.2023 – 09.2024 |  |
| Outreach and support to affected population and Distribution of humanitarian aid | Regular outreach to affected population through partners, channels, messengers are conducted and new beneficiaries referred to the relevant services. At least 1200 beneficiaries are expected to be reached | 10.2023 – 09.2024 |  |
| Regular situation analysis by assessing local mass media  | Weekly reports of local mass media screening  | 10.2023 – 09.2024 |  |
| ***TOTAL COST FOR DELIVERABLES (USD):*** |  |

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| **NOTES\*** |
| Financial proposal should be submitted using the financial offer template and must :* Reflect the costs per each deliverable and the total lump-sum for the whole assignment period (in US$) to undertake the terms of reference.
* Include travel costs and daily subsistence allowance, if internationally recruited or travel is required as per TOR. Consultants are responsible for arranging their own transportation arrangements. UNICEF can provide office vehicle for some duty travel missions with prior agreement as per monthly travel plan approved by the supervisor
* Include any other costs: visa, health insurance, payment of an incidental expenditure (such as bank charges, insurances, etc.) and living costs as applicable.
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