

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Title:</b> Development of the Induction Package for Social Workers	<b>Funding Code</b>  <b>6890/A0/07/400/002/020</b>  <b>Regular Resources (RR)</b>	<b>Type of engagement</b>  <input checked="" type="checkbox"/> Consultant	<b>Duty Station:</b>  Maputo
<b>Purpose of Activity/Assignment:</b> To support effective and efficient integration of newly recruited social workers			
<b>Scope of Work:</b>  <p>The consultant will be tasked with the development of an induction package to enable quick integration of newly recruited staff members and refreshment to already existing staff. This will enable both groups to familiarize themselves with the guiding instruments and methods used by the social welfare sector to pursue its objectives. Ultimately, this will be key to enable them to best perform their professional duties.</p> <p>The work will combine desk review of critical policies, programmes and guidelines pertaining to the social welfare sector, meetings and consultations with relevant authorities to understand what good practices are out there regarding induction and staff integration in social sectors. Furthermore, it will include revision of guiding documents pertaining to the organic and programmatic units of the Ministry of Gender, Children and Social Welfare (MGCAS) to identify the relevant content to be reflected in the induction package.</p> <p>It is expected that the consultant will work under the guidance of the Human Resource Department of the MGCAS with assistance provided by a team composed by organic units of MGCAS, UNICEF and AASMO. The outputs will be subject to discussion and validation by the team. In summary, the consultant will perform the following tasks:</p> <ul style="list-style-type: none"> <li>Develop and submit a workplan for validation by the Human Resource Department of MGCAS and UNICEF Child Protection section.</li> <li>Review relevant national and international experiences pertaining to processes and packages for induction and integration of staff within the social welfare sector</li> <li>Conduct national level consultation to identify key factors (by social workers) that could support effective and efficient induction and integration of social workers</li> <li>Develop the skeleton of the induction package and share with MGCAS and UNICEF</li> <li>Develop the content of the module of the induction package and share with MGCAS and UNICEF</li> <li>Put together the draft induction package and share with MGCAS and UNICEF</li> <li>Based on the feedback, finalize the induction package and submit for endorsement by MGCAS</li> </ul>			
<b>Child Safeguarding</b> Is this project/assignment considered as " <a href="#">Elevated Risk Role</a> " from a child safeguarding perspective? <div style="margin-top: 10px;"> <input type="checkbox"/> YES   <input checked="" type="checkbox"/> NO   If YES, check all that apply:         </div>			
<b>Direct contact role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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>	<b>Requesting Section/Issuing Office:</b> Child Protection	<b>Reasons why consultancy cannot be done by staff:</b> This is a consultancy requested by MGCAS to assist them to develop an integrated induction package for quick integration of newly recruited social workers and refreshment of staff already connected to the sector. The induction package will reflect the national policies and legislation pertaining to social welfare, national programmes and implementation guidelines and SOPs. Therefore, extensive consultation will be conducted within MGCAS and beyond to capture all relevant information, documents and inputs. The assignment will require a devoted professional to deliver on the purpose within the given timeframe (90 days)													
<b>Included in Annual/Rolling Workplan:</b> <input type="checkbox"/> X Yes <input type="checkbox"/> No, please justify: The development of the induction package is reflected in the workplan and has been identified by UNICEF and MGCAS as a top priority both in terms of development and above all its rollout. This consultancy is solely to assist the development of the package but, moving forward, agreement with MGCAS has been reached to support them integrate the induction package into the distance learning platform and its roll out.															
<b>Consultant sourcing:</b> <input type="checkbox"/> X National <input type="checkbox"/> International <input type="checkbox"/> <b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desktop Review/Interview)		<b>Request for:</b> <input checked="" type="checkbox"/> New Individual Contract <input type="checkbox"/> Extension/ Amendment <input type="checkbox"/> Low Value Contract (LVC)													
<b>If Extension, Justification for extension:</b>															
<b>Supervisor:</b> Gerson Nombora, CP Specialist	<b>Start Date:</b> 01.11.2023	<b>End Date:</b> 31.01.2024	<b>Number of Days (working)</b> 70 days												
<b>Work Assignment Overview</b> <table border="1"> <thead> <tr> <th>Tasks/Milestone: Induction package for social workers</th> <th>Deliverables/Outputs:</th> <th>Timeline</th> <th>Estimate budget</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Develop and submit a workplan for validation by the Human Resource Department of MGCAS and UNICEF Child Protection section.</li> </ul> </td> <td>Detailed workplan</td> <td>5 days</td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Review relevant national and international experiences pertaining to processes and packages for induction and integration of staff in the social welfare sector</li> </ul> </td> <td>Summary document outlining relevant national and international processes and packages for induction and</td> <td>5 days</td> <td></td> </tr> </tbody> </table>				Tasks/Milestone: Induction package for social workers	Deliverables/Outputs:	Timeline	Estimate budget	<ul style="list-style-type: none"> <li>Develop and submit a workplan for validation by the Human Resource Department of MGCAS and UNICEF Child Protection section.</li> </ul>	Detailed workplan	5 days		<ul style="list-style-type: none"> <li>Review relevant national and international experiences pertaining to processes and packages for induction and integration of staff in the social welfare sector</li> </ul>	Summary document outlining relevant national and international processes and packages for induction and	5 days	
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	integration of staff in the social welfare sector		
<ul style="list-style-type: none"> <li>Conduct national and decentralised consultations within the social welfare sector (interview/FGDs to be considered and content to be discussed with MGCAS and UNICEF beforehand)</li> </ul>	Summary document outlining views/recommendations by social workers across the country with regards to processes and procedures for effective and efficient induction and rapid integration of newly recruited social workers	10 days	
<ul style="list-style-type: none"> <li>Develop the skeleton of the induction package</li> </ul>	A skeleton of the induction package (chapters, modules, themes etc.)	5 days	
<ul style="list-style-type: none"> <li>Develop the content for each module based on national and international experiences, insights from the social workers, guiding policies and legislation, programmes, implementation instruments and procedures guiding the social work in the country</li> </ul>	Summary document outlining the proposed content for each module	20 days	
<ul style="list-style-type: none"> <li>Based on the approved skeleton and the content for each module, put together the first draft of the induction package for review by MGCAS Human Resources, organic units, technical and consultative committees and UNICEF</li> </ul>	Draft of the induction package	10 days	
<ul style="list-style-type: none"> <li>Based on the feedback, comments and inputs provided by MGCAS Human Resources, the organic units, technical and consultative committees, and UNICEF, finalise and share the induction package</li> </ul>	Final version of the induction package	5 days	
<ul style="list-style-type: none"> <li>Get the endorsement of the induction package by MGCAS</li> </ul>	Induction package approved by MGCAS.	10 days	

<b>Estimated Consultancy fee</b>			
Travel International (if applicable): No international travel expected			
Travel Local (please include travel plan). Yes <ul style="list-style-type: none"> <li>Nampula; 4 days</li> <li>Sofala 4 days</li> <li>Gaza: 4 days</li> </ul>			
DSA (if applicable). Reimbursable			
<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Enter Disciplines: Social Work and Social Sciences	<b>Knowledge/Expertise/Skills required:</b> <ul style="list-style-type: none"> <li>At least 5 years of experience on social work in Mozambique or abroad (in the African southern region, particularly)</li> <li>Knowledge about the legislation, policy framework guiding social work in Mozambique, major issues of concern</li> <li>Expertise and skills regarding methodologies pertaining to adult education</li> <li>Knowledge about Mozambique social welfare national programmes, instruments, and guidelines</li> </ul>		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input checked="" type="checkbox"/> yes		
<b>Request Authorised by Section Head</b>	<b>Request Verified by HR:</b>		
Review by Social Policy Social Protection (for evaluation related TORs)  <hr/>			
Approval of Chief of Operations (if Operations):		Approval of Deputy Representative (if Programme)	
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Representative (in case of single sourcing/or if not listed in Annual Workplan)			
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<sup>i</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 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.