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| UNICEF in Belarus |
| **Requirements for Financial Offer** |
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| **Programme:** Child protection/Emergency |
| **Assignment Title:** **Field monitoring consultant based in Vitebsk** |
| **Name of the applicant:** |
| **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:** CP Specialist/Emergency Coordinator, UNICEF Belarus |

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| **TASKS** | **DELIVERABLES** | **Duration** | **Lumpsum fee\* per deliverable per duration (USD)** |
| 1. **Participate in the monitoring and coordination of activities in the Family for Every Child program and DI/institutionalization prevention of children 0-3 and CWD project in Vitebsk** | | | |
| Arrange regular meetings with partners | • Three (3) meetings organized, involving Vitebsk partners, UNICEF and Vitebsk administration (conducted every two months), with summary report and follow up actions documented | 15 January 2024 – 15 May 2024 |  |
| Collect data, report on project interventions, track indicators, and provide advice or suggestions for improvement according to objectives | • Twelve (12) bi-weekly reports submitted to UNICEF CP officer on development of project, project interventions with recommendations for adjustments  • Six (6) monthly detailed reports submitted on progress of partners, assessing PCA indicators and tasks  • Six (6) program visits to implementation sites/trips within the region to assess conditions of children living in institutions | 15 January 2024 – 15 June 2024 |  |
| Negotiate with partners and local authorities on project implementation and interventions | • Three (3) PCAs concluded with implementing partners for 1 April 2024 – 30 April 2024  • Three (3) programme visits of the CO team arranged on quarterly basis - 31 January 2024 - 15 May 2024 | January – May 2024 |  |
| Coordinate installation of 2 inclusive playgrounds in Vitebsk oblast | • Two (2) meetings with the inclusive playground task force arranged  • Two (2) reports on community engagement submitted  • Two (2) opening ceremonies coordinated and facilitated | January-May 2024 |  |
| Monitor interventions conducted by P4EC and coordinate monthly meetings with the international consultants | • Six (6) monthly reports submitted  • Six (6) monthly meetings with international consultants organized | January-June 2024 |  |
| 1. **Participate in the monitoring and coordination of activities in emergency response and emergency preparedness** | | | |
| Provide oblast situation monitoring on a bi-weekly basis for evaluation to the Emergency Coordinator on the situation with refugee families with children from Ukraine and Middle | • Twelve (12) program visits to implementation sites/trips within the region to assess conditions of refugees  • At least Twelve (12) weekly monitoring reports submitted | 15 January 2024 – 15 June 2024 |  |
| Distribution of humanitarian aid | • Weekly distribution reports submitted  • Humanitarian aid distributed weekly | 15 January 2024 – 15 June 2024 |  |
| Establish contacts with the government authorities, non-government, and UN partners to ensure an immediate response as necessary on the ground, exchange information on UNICEF response with local partners | • At least twelve (12) meetings with the government authorities, non-government, and UN partners held  • Participate via phone/Teams in weekly emergency meetings with the UNICEF Belarus Country Office Weekly Teams emergency meetings with the UNICEF Belarus CO | 15 January 2024 – 15 June 2024 |  |
| Regular situation analysis by assessing local mass media | • Weekly reports of local mass media screening | 15 January 2024 – 15 June 2024 |  |
| Monitor promotion and visibility of the projects | • Visibility and promotion monitoring sections included in each monthly report on both emergency and DI components of the ToR | 15 January 2024 – 15 June 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. |