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| UNICEF in Belarus |
| **Requirements for Financial Offer** |
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| **Programme:** ECD/Disability Section section, UNICEF Belarus CO |
| **Assignment Title:** **ECD Consultant (National, Belarus)** |
| **Purpose of the Assignment:** to provide technical expertise to develop further the ECD interventions including national ECI system, nutrition and breastfeeding, as well as provide support to other programmes on cross-sectoral issues such as on de-institutionalization on young children from baby homes or support in communications and social-behaviour change interventions. |
| **Supervisor:** ECD Specialist |

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| **Work Assignment Overview** | **Deliverables/ Outputs** | **Delivery deadline** | **Lumpsum fee\* per deliverable per duration (USD)** |
| Develop programme document and budget for ECI project 2024-2026 | Participate in coordination meetings with the Ministry of Education and Ministry of Health  1st draft of the programme document and submitted | 30 October 2024 |  |
| Final draft of the programme document and budget submitted | 30 November 2024 |  |
| Provide technical support and contribute to the amendments of the existing or newly developed Policy Papers (State Programmes, Plans Strategies, Concepts. Etc) | ECI/ECD inputs developed, submitted to the supervisor, reviewed and finalized based on the comments or feedback from partners/supervisor  6 Policy papers | 30 March 2025 |  |
| Provide technical inputs to the development of the UNICEF RWPs with the line Ministries and regions | ECI/ECD inputs developed, submitted to the supervisor, reviewed and finalized based on the comments or feedback from partners/supervisor  8 RWPs | 30 March 2025 |  |
| Assist in drafting the reports versus the ECD/ECI related Programme interventions stated in the Policy Papers and RWPs | ECI/ECD Sector reports developed, submitted to the supervisor, reviewed and finalized based on the comments or feedback from partners/supervisor  12 reports drafted and submitted | 30 March 2025 |  |
| Expert support in the Coordination of the Belarus specialists participation at the National and International ECI/ECD capacity development activities (conferences, seminars, webinars, trainings, qualification upgrade courses, study visits, etc.) | Constantly liaised with UNICEF, National and International ECI/ECD specialists, collected information, provided experts support and feedback, drafted or provided inputs to the training materials (programme, handouts, PPPs, etc.), participated or made presentations and reported  12 events per year | 30 March 2025 |  |
| Experts support to the ECI/ECD activities implementation | Provided expert support, online or offline consultation to ECI/ECD specialists for the quality ECI/ECD activities implementation with the proper documentation and reporting to supervisor  40 Consultations per year | 30 March 2025 |  |
| ECI/ECD activities monitoring and assessment | Participated in the field visits, monitoring visits, programme spot checks with the proper documentation and reporting to supervisor  10 visits | 30 March 2025 |  |
| Expert support of the Project on creation of the Center for Inclusive nutrition and feeding (INF) | Expert support to development of education materials on INF for parents and specialists:    Concept and content of 2 brochures on INF for parents reviewed, comments /suggestions provided to IP  Concept and content handbook and instruction on INF for the specialists on INF reviewed, comments /suggestions provided to IP | 30 November, 2024 |  |
| Expert support to organization of the webinars and City Conference in INF:  Comments/ suggestions to concept and program of webinars and City Conference on INF provided  Seven (7) monitoring visits to 6 webinars and City Conference conducted, reports submitted to supervisor | 30 December,  2024 |  |
| Expert support of the Project on improvement of nutrition status of children with disabilities in palliative care units at the institutions under the MoLSP | Comments/suggestions to concept and program of the workshop for the specialists of the institutions  Nine (9) monitoring visits to 9 institutions under the MoLSP conducted, 9 reports provided to supervisor | 30 September 2024 |  |
|  | Comments/suggestions to concept and program of the National conference on inclusive nutrition and feeding provided  Monitoring visit to the Conference National conference on inclusive nutrition and feeding conducted, report provided to supervisor | 30 October 2024 |  |
| Adaption of a new Bebbo content on health, ECD and Nutrition | HIV related information introduced, discussed with the national HIV experts in PMTCT and Pediatric HIV, reviewed based on their feedback and downloaded in the Belarusian version of the application | 30 October 2024 |  |
| Expert support to DI UNICEF programme activities | Programme documents and budget for DI projects 2023-2024 for the Vitebsk oblast Baby home, Baby Home in Pinsk and Homiel oblast Baby Home are developed and negotiated with IPs | 15 May 2024 |  |
| Expert support is provided during implementation of the DI projects, programme spot checks with the proper documentation and reporting (with recommendations) to supervisor including 6 field monitoring visits | 30 March 2025 |  |
| Project reports are reviewed with comments and recommendations provided to the supervisor | 30 March 2025 |  |
| Preparation for 2 DI conferences (technical support, development of the agenda, composition of the list of participants, presentation) | 30 March 2025 |  |
| Expert support to DI UNICEF programme activities | Revision of the documents developed within Family of every child project, including DI Road Map, intersectoral DI mechanisms, guidance on strengthening social care mechanisms aimed to prevent institutionalization | 30 March 2025 |  |
| Provided expert support, online or offline consultation to specialists working in DI projects on activities implementation with the proper documentation and reporting to supervisor  40 Consultations per year | 30 March 2025 |  |
| Outcomes of needs assessment of 700 families in Vitebsk oblast are assessed with recommendations provided | 30 April 2024 |  |
| Expert support to communication and social-behavior interventions | Contribution to at least 5 communication products on disability, ECI and/or parenting (articles/videos/human interest stories) – finding main characters; providing background information, sharing evidence and offering areas for coverage | 31 October 2024 |  |
|  | Participation in at least 3 expert interviews and coordinating interviews or other partners on disability, ECI and/or parenting | 31 December 2024 |  |
| **TOTAL COST FOR DELIVERABLES (USD):** | | | **USD …** |
| TRAVEL (if required as per TOR) | | | 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. |