

TERMS OF REFERENCE FOR INDIVIDUAL AND/OR INSTITUTIONAL CONSULTANTS FOR THE DEVELOPMENT OF UNICEF BOTSWANA COUNTRY PROGRAMME DOCUMENT 2022- 2026

PART I		
Title of Assignment	International Consultancy - Development of UNICEF Botswana Country Programme Document 2022-2026	
Section & Supervisor	Deputy Representative	
Location	Home based with travel to Botswana if situation allows.	
Duration	September to April based on allocated days for each deliverable	
Start date	From: 14/09/2020	To: 30/04/2021

**This is not full-time. Anticipated total number of days presented under later section.*

Background and Justification

The current UNICEF Botswana Country Programme Document (CPD) 2017-2021 is set to expire at the end of December 2021. Planning has commenced to develop the new CPD 2022-2026. The new CPD is being developed in line with the new Common Country Assessment (CCA) and new UN Sustainable Development Cooperation Framework (UNSDCF) which, in turn, directly contributes to the aspirations of Botswana's Vision 2036 and its corresponding National Development Plan (NDP) with intended shifts presented in the NDP 11 Mid-Term Review (MTR). Furthermore, the CPD will be designed to align to Vision 2030, the UNICEF Strategic Plan and also take into consideration conclusions from the UNICEF Botswana Country Office (BCO) Strategic Moment of Reflection (SMR) of 2019 and any recommendations that will be made as part of an upcoming evaluative review of the current CPD. Finally, the new CPD will be developed with an equity lens, and particular attention to gender and children living with disability.

The new CP provides an opportunity for BCO to streamline its focus and planned results, and to ensure that the office is 'fit for purpose' to deliver commitments made for children in the form of Sustainable Development Goals. The Country Programme (CP) development process will also include the development of a new Country Programme Management Plan (CPMP).

UNICEF Botswana is seeking an individual or institutional consultant to support the development of the CPD and supporting documents, including - but not limited to - an integrated results and resources framework (IRRF) and costed evaluation plan (CEP). The individual will also support the updating of Programme Strategy Notes (PSNs).

Scope of Work

1) *Goal and Objective:*

The purpose of this consultancy is to support UNICEF Botswana to develop a new CPD and requisite supporting documents.

2) *Activities and Tasks:*

Under the direct supervision of the Deputy Representative and overall guidance of the Representative, as well as in close consultation with the BCO CPD Reference Group, the consultant will work closely with the office to conduct the following:

1. Inception report with detailed work plan, timelines for presentation to and endorsement of Country Management Team and approval of Representative;
2. Undertake a desk review of relevant internal and external documentation such as current CPD, CCA, UNSCDF, NDP 11 and MTR, SMR Report, evaluations, situational data, BCO Annual Reports from the current CP, annual review presentations, studies and assessments;
3. Prepare for and participate in meetings of strategic focus for the new 2022 – 2026 CP to define specific strategies and potential CP outcome and outputs. This includes an all-staff or retreat to deliberate on PSNs and draft CPD. It will also include conversations with UN and other development partners.
4. Prepare, facilitate and participate in stakeholder meetings and consultations on, and validations of, CPD. Incorporate discussions and comments from the meetings and consultations to produce final draft CPD and accompanying documents.
5. Quality assure PSNs (in particular theories of change and results structures) based on overall strategic focus of new CP, specific strategies and potential programme outcomes and outputs, with particular attention to use of relevant and context specific standard indicators and to principles and best practices of results based planning and monitoring.
6. Prepare CPD drafts, IRRF and CEP, in line with the stipulated guidance and template ensuring alignment with requisite national plans and UNSDCF and any Joint Programmes or humanitarian plans.
7. Prepare a brief summary of anticipated implications, and recommendations, for the CPMP.
8. Prepare “What’s at Stake Document” and “Note on Consultations”.
9. Finalize the CPD draft and associated documentation, following consultation and validation with key stakeholders and final comments from various levels in UNICEF.
10. Keep the office up to date on progress and any constraints with weekly Zoom, Skype or Teams calls.

The consultancy and its approach will be informed by UNICEF’s guidance, including the UNICEF Procedure on the Development, Review and Approval of CP Documentation; guidance for PSNs, the Programme Policy and Procedures Manual (PPPM) and refer to the RBM learning materials for detailed guidance on the development of PSNs, CPDs and the CPMP.

3) *Work relationships:*

The assignment will be supervised by the Deputy Country Representative with support from the M&E Officer, and with overall guidance by the Country Representative. In addition, the consultant will collaborate closely with the Programme Specialists and Managers to enhance the quality of the deliverables. A Reference Group will review all the products and provide detailed comments related to the quality of analysis and reporting. Furthermore, the Reference Group may guide the process and approve proposed adjustments along the way. The Consultant will also engage with regional advisers on PSNs and CPD drafts. The consultant is required to address all comments of the group completely and comprehensively. The assignment will predominantly be carried out remotely, although some travel to Botswana is expected if the situation allows.

4) *Outputs/Deliverables:*

The table below outlines key deliverables, timelines and schedule of payment.

Deliverables	Duration (Estimated # of days or months)	Schedule of payment
1. Inception report with workplan for the entire	3 days	10%

process, including activities, timeline, planned consultations, etc. submitted and approved.		
2. Desk review conducted and documented with a References File.	10 days	40%
3. PSNs consolidated and finalised (up to 7 PSNs).	15 days	
4. First draft of CPD, IRRF, CEP and Theories of Change for output areas submitted and approved.	15 days	25%
5. Meetings and consultations planned and facilitated. Meeting reports submitted for internal and external stakeholders' meetings and consultations.	15 days	
6. CPD, IRRF, CEP updated based on consultations, written feedback and comments at validation meetings.	5 days	25%
7. "What's at Stake Document" and "Note on Consultations" drafted and submitted.	2 days	
8. Summary Paper on CPD implications and recommendations for CPMP.	2 days	
9. Finalised CPD draft and documents after receiving final comments from relevant UNICEF. colleagues.	10 days	

Desired profile

Education:

Advanced degree in the social sciences (sociology, economics, development studies etc.) or related fields relevant to the assignment;

Experience:

- At least 8 - 10 years of senior level professional work experience at national and international levels
- Demonstrated experience in programme design, development and planning, programme cycle management.
- Thorough understanding of programming guidance for middle-income countries, UN Reform and UN-wide Country Frameworks.
- Substantive knowledge in UN practice areas is an asset and in particular programming in middle income country contexts
- Proven facilitation skills in the context of participatory strategic and operational planning exercises.
- Proven ability to deliver quality outputs including reports, writing and giving presentations.
- Strong writing and analytical skills for quality report writing.
- Strong presentation and communication skills in English.
- Previous work experience with UNICEF in a similar capacity is an advantage.

Administrative issues

The consultant will work remotely during the duration of the consultancy, pending the lifting of travel restrictions. Zoom, Teams, Skype and WhatsApp calls will be held as required.

Conditions:

- The successful candidate is expected to work with provision of his/her computer and administrative support.
- The Consultant will not be authorized to use UNICEF vehicles for airport transfers and/or local transport needs except for stakeholder meetings. Local transport needs and terminals must be included in the financial proposal.
- During the time the consultant is in-country, an office space will be provided at the UNICEF offices, which would include access to WIFI and printer. In addition, UNICEF will provide transport for stakeholder consultations in-country.
- Travel to Botswana for a period of up to one month may be expected, COVID-19 travel and social distancing restrictions permitting.

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstance against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases for supplies or travel, may be necessary.

The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual or institutional contracts as applicable.

Policy stipulations to be aware of

- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by email. Signed contract copy or written agreement must be received by the office **before travel is initiated**. Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to complete online courses related to Ethics, Prevention of Sexual Exploitation and Abuse and Security related trainings prior to taking up the assignment and/or travel.
- Consultant will be required to sign the Health Statement for consultants/individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section.

Risks

The following are risks identified in the undertaking of this assignment;

- Recruitment delays will affect already tight CPD deadlines.
- COVID-19 restrictions and competing priorities will affect completion of the assignment.

Mitigation of risks will involve the following;

- Utilizing recommended candidates identified by other UNICEF regional and country offices and/or existing consultant rosters for similar assignments
- Close monitoring and follow up on the implementation of activities will mitigate anticipated delays. Regular check-ins and progress updates will be conducted by UNICEF to address any key issues as soon as they arise and devise actions to combat them.

How to Apply

Qualified candidates are requested to complete an application including profile to the respective advertisement on <https://www.unicef.org/about/employ/> Please indicate your ability, availability and financial proposal/quote to complete the terms of reference above.

For institutional contracts please submit your application to BTW_procurement@unicef.org

Rates must include all expenses related to the assignment (e.g. consultancy fee, travel/flights, field trips, living allowance).

If interested in this position, please submit the following documents, using website applications link by

1. Curriculum Vitae
2. Cover letter – highlighting relevant experiences and skills related to the assignment in no more than two pages
3. Financial proposal – Please provide an all-inclusive fee (professional fee, living allowance, travel and communication logistics costs, in US\$) required to undertake this assignment

Candidates are expected to be available from 14 September 2020 at the latest to take on the assignment

Applications submitted without a fee/rate will not be considered.

If you have not been contacted within 1 month of the closing date please accept that your application was unsuccessful. Regret emails will be sent only to shortlisted/contacted candidates.

Equiries should be sent to: ritumeleng@unicef.org and tlungah@unicef.org