

Summary

Type of Contract	Consultant Contract - National	Individual Contractor	<u>Institutional</u> <u>Contract –</u> <u>National</u> <u>and/or</u> <u>International</u>	TA National
Title	Social Protection Specialist			
Purpose	To support UNICEF and MoLSA in Annual Social Protection Sector Review and Development of Costed Social Protection Action Plans for five regions and two city administrations (Addis Ababa, Afar, Beni-Shangul, Dire Dewa, Gambella, Harari and Somali)			
Expected fee	<i>Tbd based on financial proposal</i>			
Location	Addis Ababa, Ethiopia			
Duration	135 days in a period of 12 months			
Start Date	June 2018			
Reporting to	Social Policy Specialist (Social Protection)			
Budget Code/PBA No	RR // AWP MoLSA			
Project and activity codes	Social Protection // SPESI			

Background

Despite the impressive economic growth and the enormous progress in terms of social development Ethiopia has experienced in the last decade, the country is still in the transitional stage of establishing a comprehensive integrated and child sensitive social protection system. In line with the country's aim to become a middle income country, the development of an effective, efficient and sustainable social protection system is a major priority to achieve sustainable child poverty reduction in multiple dimensions over the next years. Integrated social protection systems have been shown very efficient to reduce the depth of monetary poverty and address children's multiple deprivations in a systematic way and during humanitarian response. Tailored child-sensitive social protection measures in particular will be needed to ensure the reliable eradication of child poverty, aiming at filling the gap between the delivery of essential services for children, even during shocks, (supply side) and the ability of families and children to effectively use these services (demand side) and sustainably improve their well-being.

Ethiopia's social protection landscape is constituted of a large number of diverse interventions including a national scale rural Productive Safety Net Programme (PSNP), a formal social security scheme for civil servants, a Community Based Health Insurance (CBHI) scheme, health and education fee waiver schemes, a school feeding programme, a legal framework with laws and regulations protecting the most vulnerable, abused and exploited populations, and most recently an urban safety nets programme (UPSNP), which is being implemented in major urban centres of the country. The major challenge with these interventions is that they remain fragmented and are

not always efficiently reaching the most vulnerable parts of the society, which should be entitled to these public measures.

Nevertheless, in recent years, the Government of Ethiopia has focused on establishing a comprehensive and integrated social protection system, which shows the general commitment to seriously address multiple effects of multidimensional poverty and deprivation of Ethiopian citizens. At the heart of this effort lays the transition from a fragmented programme-oriented approach towards an integrated systems approach, with the effective establishment of a coordinated multi-sectoral collaboration and the effective integration of basic social services. The system of integrated service delivery aiming to address current challenges of policy, institutional and budgetary fragmentation.

UNICEF support continues to strengthen the Government of Ethiopia's capacity in the area of establishing and strengthening integrated and child-sensitive social protection systems. UNICEF Ethiopia's past involvement in this area significantly contributed to the establishment of the National Social Protection Platform, which – hosted at the Ministry of Labour and Social Affairs (MoLSA) – supported the finalization and endorsement of the National Social Protection Policy and Strategy in 2014 and 2016 respectively.

UNICEF in the last two years also supported MoLSA in developing Social Protection Action Plans (SPAP) for the four highland regions (SNNPR, Tigray, Amhara and Oromiya) and at Federal level. The SPAPs are practical tools to support the Government to effectively implement the NSPP and NSPS. The SPAPs are containing comprehensive monitoring frameworks, which will support the implementers to measure the implementation of the National Policy on an annual basis. This review will also inform the effective design of Social Protection Action Plans for the remaining regions and relevant City Administrations.

Justification

Under the supervision of the UNICEF Social Policy Specialist (Social Protection), the successful candidate will support UNICEF and MoLSA in reviewing the implementation of Social Protection Action Plans (SPAPs) in the first year (EFY2010). Based on the agreed Monitoring Framework, which is already part of the SPAP, the consultant will support MoLSA to measure the so far progress as well as to identify remaining challenges and common needs for adjustment for the second year of SPAP implementation. This exercise should also inform the design and implementation of SPAPs in other regions, which will be developed after the Annual Social Protection Sector Review, such as Addis Ababa, Afar, Beni-Shangul, Dire Dewa, Gambella, Harari and Somali.

Specific Tasks

The specific tasks of this assignment are divided into **two main components**:

A. The Annual Social Protection Sector Review for a total of **50 days from 1st of June to 31st of August 2018 (3 months)**.

1. Develop – in close cooperation with MoLSA – a sound concept and practical guideline for Annual Social Protection Sector Review (15 days):

- Review SPAPs and consult main government and development stakeholders to identify main areas to review and identify key stakeholders to be involved in the practical assessment;
- Suggest innovative approach to obtain the required information from all relevant stakeholders at government and development partners level;
- Suggest timeline and main milestones of Annual Social Protection Sector Review;
- Present and validate developed concept and practical guideline with MoLSA and key partners.

2. Based on the agreed concept and guideline, conduct a comprehensive practical assessment to inform draft Annual Social Protection Sector Review report (15 days):

- Based on the approved concept and practical guideline, conduct tailored interviews with identified stakeholders;
- Describe and analyse obtained information in a draft report, which will highlight so far progress, remaining challenges and key recommendations for future implementation of the existing SPAPs as well as to inform the development of new SPAPs for the remaining regions.

3. Present Draft Social Protection Sector Review report to relevant Government Stakeholders and Development Partners (3 days):

- Present key highlights from draft report in the scope of a 1-2 days consultative workshop involving key government stakeholders and development partners;
- Document feedback and inputs for revision of draft report.

4. Adjust Draft Social Protection Sector Review report (15 days):

- Based on inputs from various stakeholders, revise report and prepare final Annual Social Protection Sector review report.

5. Final validation (2 days):

- Validate final Social Protection Sector Review report in the scope of a 1-2 days consultative workshop with key government stakeholders and development partners.

- B. The Development of Social Protection Action Plans for the seven remaining regions and city administrations for a total of **82 days from 1st of September 2018 to 30st of April 2019 (8 months)**.
1. **In close consultation with MoLSA, facilitate the development of a concept note and road map for the design of SPAPs in the seven remaining regions and city administrations (10 days):**
 - Identify thematic areas for in-depth discussions and consultations;
 - Agree on detailed timeline with milestones;
 - Agree on detailed lists of concerned stakeholders to involve.

 2. **Conduct a desk review and analysis on existing policy documents and previously developed regional SPAPs plans and identify strengths, weaknesses and challenges (20 days):**
 - Review the National Social Protection Policy (NSPP) and National Social Protection Strategy (NSPS) and existing SPAPS for highland regions and analyse them based on an extensive SWOT analysis;
 - Review social protection action plans (national and regional) of other selected low and/or middle income countries which demonstrated a sound track record of reducing poverty and vulnerability and instituting an integrated social protection system;
 - Develop a comprehensive assessment report and policy brief on main strengths and weaknesses to be considered in the future SPAPs;
 - Present and validate desk review and policy brief to MoLSA and key partners.

 3. **Develop a sound and acceptable standard template for the development of regional social protection action plans aligned with National SPAP (5 days):**
 - Based on the desk review and policy brief recommendations, develop a standard template for the SPAPs in remaining region, based on a systemic approach, highlighting existing financial resources and identify financial gaps;
 - The template should include an introduction, region-specific contextualization as well as a multi-year monitoring framework;
 - Present and validate draft template to MoLSA and key partners.

 6. **Conduct regional consultations to inform regional SPAPS (35 days):**
 - Based on approved template and in close cooperation with MoLSA and regional BoLSAs, conduct regional consultations and develop comprehensive costed SPAPs for all seven regions and city administrations;
 - Regional consultations should be based on a participatory approach involving all relevant stakeholders, as agreed in the initial concept and roadmap.

4. **Final validation of Regional SPAPs (10 days):**

- Present draft Regional SPAPs at Regional and Federal Levels;
- Consolidate inputs and recommendations adjusted draft regional SPAPs.

5. **Final validation (5 days):**

- Validate final Regional SPAP in the scope of a 1-2 days consultative workshop with key Federal and Regional government stakeholders and relevant development partners.

Expected Deliverables and Payment Schedule

The **first set of deliverables** will be provided between 1st of June and 30^{1st} of June 2018. It will entail the comprehensive suggested concept and practical guideline for the Annual Social Protection Sector review, also highlighting the key milestones and timeline of the assignment. This deliverable should hence be a report not exceeding 10-15 pages.

The **second set of deliverables** will be provided between 1st of June and 31st of August 2018. The main focus of this second phase of the assignment is the practical assessment and review of progress on the basis of developed guideline. Tailored face-to-face interviews with identified key stakeholders should be conducted, which can be complemented with quantitative data as available. The outcomes of this research should be captured in a comprehensive report not exceeding 50 pages. The report, besides capturing the outcomes of the research, should entail a comprehensive analysis of the so far progress and remaining challenges as well as recommendations for adjustment of the SPAPs as well as to inform the development of SPAPs in the remaining regions. The report should further be presented to key government stakeholders and development partners in the scope of a consultative workshop to seek feedback and inputs to finalize the report.

The **third set of deliverables** will be provided between the time of 1st and 30th of September and contains the revision of the draft report based on the feedback received during the workshop as well as the final validation of the review report.

The **fourth deliverables** will be provided between 1st of October and 30th of November 2018. The deliverable includes a comprehensive inception report containing a concept note and road map for the Regional SPAP development in the remaining seven regions. This deliverable also contains

the comprehensive desk review of SPAPs developed in Ethiopia and other countries with similar contexts and preconditions. The desk review will be materialised in a desk review assessment report and a policy brief. Furthermore, this deliverable contains the development of an innovative template for the SPAP development in the remaining regions.

The **fifth set of deliverables** will be provided between the 1st of December 2018 and 28th of February 2019, this entails the regional consultations resulting in draft costed SPAPs for the seven regions.

The **sixth set of deliverables** will be provided between the time of 1st of March and 30th of May 2019. The deliverables will contain the final costed SPAPs for the seven regions with incorporated feedback received during the validation workshops.

Reporting and supervision

The consultant will submit the above described deliverables, including regular progress reports to the Social Policy Specialist (Social Protection) at UNICEF Ethiopia. Supervision will be done by the Social Policy Specialist (Social Protection).

Expected background and Experience

This assignment consisting of the annual review and SPAP development will be conducted by a registered institution. It is proposed that the research team/consortium consists of at least one or two international experts in undertaking similar assignments and/or reviews/evaluations and which are experienced in working in Ethiopia or with Ethiopian counterparts in the area of Policy Design. The international team leader will have the responsibility for all negotiations, decisions, and deliverables. The technical work is to be divided between the team leader and the suggested team members.

Therefore, bidders for this contract are expected to provide:

One International Team Leader:

- Advanced University Degree public policy, social science or related degree, PhD degree would be an asset;

- Extensive and demonstrated expertise (at least 5-8 years) in undertaking evaluations and reviews at different government levels as well as in the area of tailored policy design, and a strong commitment to undertake this assignment;
- Comprehensive knowledge and expertise around evaluating and assessing integrated social protection programmes and the global integrated social protection systems agenda, demonstrated experience in evaluating integrated social protection programmes and designing policy documents in this area would be an asset;
- High level of knowledge around social protection programmes and policies in Ethiopia, e.g. the PNSP, the UPSNP, the NSPP and NSPS;
- High level of familiarity with UNICEF-supported programmes in Ethiopia, with a focus on enforcing high quality integrated social protection policies and programmes;
- High level of familiarity of political context of Ethiopia and related sensitivities;
- Excellent team leadership and management as well as interpersonal/communication skills;
- Excellent analytical, writing and presentation skills.

National Firm

- Strong and demonstrated research, evaluation and policy design expertise and experience (at least 5 years), including excellent methodological and data collection skills (quantitative and qualitative);
- Demonstrated skills in conducting longitudinal research and evaluations in the areas of integrated Social Protection and related Policy Design, including comparative household surveys in Ethiopia;
- Excellent team work and inter-personal/communication and presentation skills;
- Excellent English language skills;
- Extensive experience conducting large-scale reviews and assessments in Ethiopia, informing national policies;
- Demonstrated experience in ethical research practices;
- Demonstrated experience conducting social science or related research;
- Proven record in delivering timely, quality data and results;

- Demonstrated ability to produce high quality reports in English and manage quality translations from English to National Ethiopian languages;

All members of the team should be established experts in their respective fields and have an excellent knowledge of common research and evaluation norms, standards and approaches.

The UNEG Norms and Standards and UNICEF's standard for evaluation will be applied in the course of this evaluation. The institution will be responsible for the administrative management of the evaluators taking part in field work. UNICEF will have no liabilities in terms of provision of transport or insurance.

Structure of Technical Proposal

The technical proposal will count for 80% of the final score and should be no more than 20 pages, 12 points font and 1.5 line spacing excluding Appendixes. It should address the following areas:

- Experience of firm/s in this area including past performance, especially as related to large scope reviews and assessment as well as tailored policy design in the area of integrated social protection;
- Experience and qualifications of entire team (include CVs as Appendix);
- Description of proposed field work operations plan; Quality control measures in data collection; Transcription and coding of quantitative data;
- Ethics review experience and proposal;
- Any other issues relevant to these ToRs.

Structure of Financial Proposal

The financial proposal will count for 20% of the final score and must be submitted in a separate sealed envelope from the Technical Proposal.

There is no length limit to the financial proposal. It should contain the following:

- Separate cost table for each component of the assignment, containing unit costs and number of units;
- The budget narrative must explain the assumptions behind all cost estimates including number of interviews per day per qualitative interviewer, number of travel days, number of field days (with due allowance for travel days). It should also explain the data transcription and translation assumptions, as well as the time line for data collection and other items relevant to these ToRs.

ANNEX-D

Please note that the format in annex F is generic guiding format while preparing your technical proposal however it is up bidder responsibility to prepare technical proposal using their own format that they think most responsive and suitable for the bid.

TECHNICAL PROPOSAL - CONTENT & FORMAT

The Technical Proposal

The technical proposal of the bidders should contain the following minimum information.

The Technical proposal comprises of four (4) key components background, technical approach, methodology and business plan /work plan and economic capacity. Bidders are urged to present their proposals using the suggested subtitles. UNICEF welcomes new ideas and innovative approaches therefore Bidders are also free to provide, any other information that they deem fit and relevant in support of their bid or solution.

1. Background

1.1 Contractor's company/firm

In this section the contractor should highlight about their company, how it is organised (organisation structure), its capability and a brief about its key personnel.

1.2 Contractor's Experience

a) In this section, list maximum 10 names of the clients for whom the contractor has undertaken similar assignments along with the name of the contact person and contact details of its clients.

b) Out of the above list, provide information of 3-5 assignments for which your company and your company's personnel were legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. You can either use the format specified in Annex-C or provide all the information in your own format.

2. Description of the Approach, Methodology and Work Plan

2.1 Technical Approach and Methodology.

In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

2.2 Quality Assurance.

The proposal should include the bidder's plan or program for the systematic monitoring and evaluation of the various aspects of the project to ensure that standards of quality are being met.

3. Business Plan or Work plan

3.1 Business Plan or Work plan

In this chapter the bidder produce a comprehensive Business Plan /Work plan to deliver the overall requirement (ToR). This will include the main activities of the assignment, their content and duration, phasing and interrelations, milestones, key performance indicators (including interim approvals by the Client), and a list of deliverables (reports, drawings, activities) with the estimated delivery dates.

The proposed business plan or work plan should be consistent with the technical approach and methodology, showing understanding of the ToR. This should also be inclusive of the level of effort for each team member and explicitly lay out staff input throughout various stages/components.

The plan MUST identify and present specific steps, components activities in a chronological manner ensuring that quantity is presented clearly, and MUST have attached, a flow chart/ Critical Path Analysis/, Activity Plans etc.

3.2 Organization and staffing of the team for this assignment.

In this chapter you should propose the structure and composition of your team which will be deployed for this assignment. You should list the main disciplines of the assignment, the key expert responsible and proposed technical and support staff along with their curriculum vitae (CVs). It is desirable that the majority of the key professional staff are permanent employees of the bidder or have an extended and stable working relationship with the bidder.

Team composition and tasks assigned. Please provide the details as per the following:

Name of Expert	Area of expertise / Qualification	Position Assigned	No. of days of Input	Firm	Task Assigned

4. Economic and Financial Capacity

Bidders must also provide proof of their economic and financial capacity by enclosing with their bid the one or more of the following documents:-

- i) Appropriate statements from banks;
- ii) Most recent audited financial statement;
- iii) Balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed;
- iv) A statement of overall turnover concerning the services covered by the contract during the last three financial years.

The Technical Proposal should not contain any price / cost information