**TERMS OF REFERENCE FOR CONSULTANTS AND INDIVIDUAL CONTRACTORS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title**  National Liaison Individual Contractor | **Funding Code**  SC220491  WBS:883/002/006 | **Type of engagement**  Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | **Duty Station:**  Baku, Azerbaijan |
| **Background**  As governments develop national frameworks to monitor progress towards the SDGs and establish baselines, strategic planning and investments will be required to collect robust, more frequent, and timely data that requires strong coordination and partnership with all relevant stakeholders.  This profile provides a crucial liaison function for two-way communication flow between the Government, Non-Government partners and UNICEF to support major projects sponsored by the European Union Delegation (EUD) such as Multiple Indicator Cluster Survey (MICS), Primary Health Care (PHC), Violence Against Children (VAC).  To support this UNICEF Azerbaijan Country Office will hire a full-time Liaison Individual Contractor to participate in relevant meetings and discussions and coordinate the actions and support UNICEF in implementing those actions. | | | |
| **Purpose of Activity/Assignment:**  Under the overall supervision of the Monitoring & Evaluation Specialist, the Liaison Individual Contractor will support UNICEF Azerbaijan and the relevant partners in the following capacities:   1. Advocacy  * Represent the coordination and liaison work of communicating with the relevant partners including the State Statistical Committee (SSC) of the Republic of Azerbaijan and actively participate in all relevant meetings and discussions to identify critical needs for the effective projects implementation and to provide feedback on relevant production content; * Strengthen collaboration between different partners including but not limited to the Government, Non-Government, and UN partners. * Support the generation and/or re-purposing of knowledge products, communications and advocacy material, with a tailored focus on UNICEF resource partners and networks. * Support development and dissemination of advocacy messages and strategies to enhance UNICEF’s visibility, with a particular focus on resource partners (donors), such as the preparation of 12 months of advocacy plans for priority donors including the EUD * Provide guidance and support on UNICEF branding, production and publishing policies and processes * Keep track of key global events/ advocacy opportunities to inform and follow up with colleagues and partners.   2. Strategic Social Media Engagement   * Support UNICEF's social media engagement, including management of UNICEF’s Twitter. * Support drafting social media messages and engage donors and partners around key priorities/event. * Support developing event-specific social media packages with a distribution strategy to amplify key messages.   3. Support to design and delivery of major events   * Support MICS team in the design and delivery of visibility and awareness raising activities. * Support oversight of service providers including event management and other related procurement. * Support MICS team in organization of the MICS Technical Committee meetings.   4. Knowledge Sharing   * In coordination with the Monitoring and Evaluation Specialist and MICS Officer, ensure that feedback gained from the partners including SSC activities is reflected in action points. * Compile regular updates on the implementation status of the MICS Action Plan.   5. Any other duties related to the advocacy, coordination and support in program management as required. | | | |
| **Reporting Line**  The Liaison Officer will report directly to the Child Rights Monitoring Specialist of the UNICEF Country Office. | | | |
| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?       YES       NO     If YES, check all that apply:      **Direct contact role** YES       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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget Year:** | **Requesting Section/Issuing Office:** | | **Reasons why consultancy cannot be done by staff:** | | | |
| *2023* | Child Rights Monitoring | | *The tasks associated with the consultancy requires full-time engagement that the CO does not have.* | | | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | | | | | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** | | | | | | |
| **Supervisor:**  Tamerlan Rajabov, Child Rights Monitoring Specialist | | **Start Date:**  13 February 2023 | | **End Date:**  30 June 2023 | | **Number of Days (working)**  *88 working days* |
|  | |  | |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Condition** | Payment of professional fees will be based on submission of the monthly reports. UNICEF reserves the right to withhold payment in case the submitted monthly report of the completed tasks are not up to the required standard or in case of delays in submitting the reports on the part of the consultant  The consultant is to indicate their monthly fee for the services to be provided. The fees payable to a consultant shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee.  UNICEF reserves the right to withhold all or a portion of payment or terminate the contract if performance is unsatisfactory, if work/output is incomplete or not delivered or for failure to meet deadlines. | | |
| **Minimum Qualifications required:**  Bachelors  Masters  PhD  Enter Disciplines:  University degree in Demography, Statistics, Social Sciences or any other related field is required. | | **Knowledge/Expertise/Skills required:**  ***Skills and Experience:***   * Fluency in spoken and written English and Azerbaijani. * Proven minimum of 3 year experience in the relevant field. * Very good working knowledge of the mandates and modalities of the international humanitarian sector including the UN cluster system. * Excellent communication, interpersonal and reporting skills, both written and oral. * Interest in and familiarity with new media and new digital applications.   ***Other competencies:***   * Knowledge and skills on data generation and use of alternative data sources is advantage; * Demonstrated leadership, managerial and supervisory ability; Ability and willingness to travel extensively in-country. | |
| **Administrative details:**  Visa assistance required:  Transportation arranged by the office:  **Office Arrangements and Travel Requirements**  During the contract period, the Liaison Individual Contractor is expected to travel within the country. The travel costs will be covered by the UNICEF Country Office. | | | Home Based  Office Based:  If office based, seating arrangement identified:  IT and Communication equipment required:  Internet access required:  Individuals engaged under a consultancy or individual 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. |
| **Mandatory Training**  All consultants regardless of contract duration must complete the applicable mandatory training. The link to these online training will be provided during the selection process for the successful candidates.  **Application:**  Interested candidates should submit the following documents **no later than 02 February 2023, 18:00** through the link:  <https://jobs.unicef.org/en-us/job/558937/national-liaison-individual-contractor-baku-azerbaijan>   * Cover letter/CV * Daily and monthly rate | | | |