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TERMS OF REFERENCE

Consultant for Social Protection Capacity Strengthening

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Nairobi, Kenya (office based)
DURATION OF CONTRACT	11 months

Purpose of Assignment

The assignment involves provision of technical support to UNICEF Kenya's Social Policy section around three key areas within its pillar on Adaptive and Equitable Social Protection. This includes support to UNICEF in its provision of technical assistance to the Government of Kenya for scaling child-sensitive social protection, strengthening and institutionalising Adaptive Social Protection to better anticipate and protect people affected by shocks, and better addressing the needs of displaced populations and host communities through social protection.

Scope of Work

The consultant will provide technical and operational support to UNICEF Kenya and its Government of Kenya counterparts in the areas of social protection capacity development, strengthening and deepening adaptive social protection, and clarifying the extent and nature of social protection support to displaced and host communities. The consultancy will focus on the following key areas:

1. Government capacity building on child sensitive social protection including adaptive social protection and support to displaced populations through government systems

- Under the guidance of the Social Policy Specialist (Social Protection), lead in implementation of activities to support capacity development of government on social protection and institutionalise a new cadre of highly capable officers with a social protection specialism within the State Department of Social Protection, State Department of Children Services, the Council of Governors and selected county governments.
- Through the above, liaise closely with ILO and TRANSFORM trainers within and outside Kenya to agree a plan for institutionalising the training within Kenya.
- This area of activity will also involve liaising closely with other UN agencies involved in social protection curricula in Kenya to ensure careful coordination and ensure a strong focus on quality, affordability and sustainability of capacity development.

2. Development of Framework for Implementing Kenya's Social Protection Policy Pillar on Shock Responsive Social Protection

- In consultation with the Social Policy Specialist (Social Protection), lead UNICEF's Kenya's implementation of the multistakeholder engagement to implement the Global Accelerator on Jobs and Social Protection for Just Transitions and the World Bank Social Protection and Jobs Compass.
- As part of this work, provide technical assistance to the Government of Kenya in developing an Implementation Framework underpinned by cross-government agreement for the Shock Responsive Social Protection Pillar of the Social Protection Policy.
- The Framework will also incorporate reference to the provisions under Kenya's Social Protection Act (2025) for displaced populations to be considered and included in emergency settings.

3. Support UNICEF in guiding appropriate and effective public investments in social protection in the context of displacement

- Support the effective planning and coordination of activities within the Social Policy section to ensure synergies are achieved across the section's work on social protection, public finance, devolution and data in relation to displaced populations.
- Under guidance of the Social Policy Specialist (Social Protection) and in coordination with other UN partners, develop and oversee the implementation of a multi-stakeholder roadmap for greater integration of displaced populations and host communities through different forms of social protection (contributory, non-contributory and informal).
- Support in the preparation of documentation of materials to highlight and elevate the role social protection must play to better meet the needs of displaced and host communities in Kenya.

4. Support UNICEF in provision of technical assistance to government in scaling up Child Sensitive Social Protection

- Support the Social Policy Specialist (Social Protection) in providing technical assistance to government for:

i) Implementing the government roadmap for scaling up the Anticipatory Action (AA) component of the government's NICHE programme.

ii) Scoping and developing proposals for ensuring NICHE households are linked to existing appropriate economic and financial inclusion opportunities to strengthen their resilience and livelihood position as part of a responsible exit strategy.

iii) Oversight of strengthening and institutionalising an existing On Demand Enrolment system for identifying and registering NICHE beneficiaries (in consultation with the MIS consultant being recruited at the State Department of Children Services).

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Inception plan workplan and approach to deliverables agreed	Internal consultations, inception plan completed and approved, comprising an annual workplan and action tracker. <u>Key products:</u> Approved workplan with key deliverables, milestones and approaches developed and approved.	25th November 2026
Monthly reporting	Twelve monthly programme reports and documentation packages prepared and submitted. These will include evidence of deliverables as set out in the scope of work that are not documented elsewhere in this table. <u>Key products:</u>	By 15th of each month (December 2026 to June 2027)

	Monthly reports; evidence of technical assistance delivered (e.g. in relation to UNICEF technical assistance to NICHE scale up and implementation of PROSPECTS activities)	
Social protection capacity development	Capacity strengthening package developed in partnership with TRANSFORM trainers alongside plan for institutionalisation of social protection capacity within government. Key products: Training materials; training and capacity building roll-out and institutionalisation plan	20th January 2027
Capacity strengthening	Capacity strengthening package delivered to selected officers from State Department Social Protection, State Department of Children Services, Council of Governors and officers from selected counties. Key products: Participant records; reporting guidance materials; documentation tools; summary report on good practices and lessons learned.	30th March 2027
Support guidance for integration of displaced populations	Multistakeholder workplan for social protection is agreed with ILO and UNHCR, knowledge products developed to enhance visibility on the role of social protection for meeting the needs of displaced populations, and an Implementation Framework for the Social Protection Policy Pillar on Shock Responsive Social Protection Pillar is developed and approved at technical level. Key products: Progress report on deliverables	30th June 2027

	under the multistakeholder social protection workplan; 2 x knowledge products on social protection in displacement settings; draft framework agreed at technical level for Implementation of Shock Responsive Social Protection Pillar in Social Protection Policy.	
Technical assistance to the government's scale up of the NICHE programme	Plan agreed with State Department Children Services for ensuring NICHE households have formal, functioning linkages to relevant existing economic inclusion/ livelihoods interventions, contributing to sustained impact after programme exit. The On Demand Enrolment system for identifying and registering NICHE beneficiaries is strengthened and used for enrolment. Key products: Operational manual for linkages and referral; Reports on use of On Demand Enrolment.	16th April 2027
Technical assistance to the government's scale up of Child Sensitive Social Protection	Support provided to implementation of the government roadmap for scaling up the Anticipatory Action component of the NICHE programme. Key products: Meeting reports, monitoring reports from NICHE County and National Secretariats	15th May 2027

Payment Schedule:
Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes
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.
The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Education:
- MA in Economics, Public Policy, Social Sciences, Development Studies, or a related field.

Work Experience:
- At least 7 years of relevant professional experience in social protection policy and programmes with demonstrated understanding of the role social protection can play in responding to crises and in displacement settings.
- Experience working with and providing technical support to government in relation to social protection and/or labour programmes.
- Experience in adult learning and training others on social protection.
- Experience coordinating with multiple stakeholders and facilitating the use of evidence for programme planning, monitoring, and decision-making.

Language Requirements:
- Fluency in written and spoken English is required.
- Knowledge of Kiswahili and/or another UN language is an asset.

Knowledge/Expertise/Skills:

- Strong knowledge of social protection including adaptive social protection with working knowledge of integrating displaced populations
- Sound knowledge of social protection financing and/or public financing more broadly.
- Knowledge of donor reporting requirements, accountability frameworks, and results-based reporting.
- Strong analytical, research, critical thinking, and problem-solving skills.
- Ability to analyse, interpret, and present complex quantitative and qualitative data.
- Excellent report writing, communication, and presentation skills.
- Strong organizational, planning, and time management skills.
- Strong stakeholder engagement and interpersonal skills, with the ability to work effectively with government, donors, implementing partners, and technical teams.
- Ability to work independently, manage multiple priorities, and meet tight deadlines.
- Ability to translate data and evidence into actionable recommendations for programme improvement and decision-making.
- Commitment to evidence-based programming, quality, accountability, and continuous learning.

Desirables:

- Previous experience with UNICEF, UN agencies, or international NGOs.
- Experience working with national and county governments in Kenya and familiarity with national planning, monitoring and data systems.
- Experience in child-focused programming
- Research background with focus on social protection and experience working with and interpreting complex data and communicating to diverse audiences.
- Previous experience or familiarity with aspects of financing social protection including public finance.
- Familiarity with Power BI, Tableau, or other data visualization tools.