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TERMS OF REFERENCE

Individual consultancy for BMZ/KfW Joint Resilience and Social Cohesion Project, Phase II, for the six-month no-cost extension period.

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Maiduguri, Nigeria (office based)
DURATION OF CONTRACT	6 months

Purpose of Assignment

The consultancy will provide dedicated programme management and coordination support to the UNICEF Maiduguri Field Office for the effective implementation, monitoring, completion, reporting, sustainability and closure of UNICEF's component of the BMZ/KfW Joint Resilience and Social Cohesion Project, Phase II, during the six-month no-cost extension period.

Working under the overall supervision of the Chief of Field Office and closely with programme sections, Planning, Monitoring and Reporting, Operations, Supply, Finance, Resource Mobilization, and relevant Country Office and headquarters colleagues, the consultant will ensure that outstanding activities are completed to the required quality; financial resources and commitments are closely monitored; donor requirements are met; programme risks are actively managed; and project investments are transferred appropriately to government and community systems

Scope of Work

A. Programme Coordination and Extension Implementation

- Coordinate implementation of the approved January-June 2027 extension workplan.
- Maintain a consolidated implementation and closure tracker covering results, activities, field monitoring, procurement, supplies, partnerships, financial commitments, risks, deadlines and responsible owners.
- Convene regular BMZ/KfW resilience focal-point coordination meetings across programme sections and maintain action trackers.
- Track implementation against the approved results framework and escalate delays or decisions requiring management attention.
- Facilitate cross-sectoral delivery involving Education, WASH, Health, Nutrition, Child Protection, SBC/AAP, Emergency and PMR.
- Ensure that implementation remains within the approved donor scope and geographic coverage.
- Coordinate field monitoring and joint programme reviews across the five Phase II LGAs.

B. Financial and Grant Management Oversight

- Maintain a monthly consolidated grant dashboard covering allocation, actual expenditure, commitments and available balances.
- Review section-level utilization plans and identify implementation, absorption, compliance or closure risks.
- Monitor the conversion of commitments into actual expenditure and follow up on outstanding direct cash transfers, contracts, purchase orders and other obligations.
- Follow procurement and supply pipelines relevant to completion of programme results, including delivery, distribution and end-use documentation.

- Facilitate timely management decisions on permissible reallocations within the approved project framework and applicable UNICEF procedures.
- Ensure that expenditures and implementation remain consistent with the grant agreement, approved workplan and donor conditions.
- Support timely grant closure, reconciliation and resolution of outstanding commitments and balances.

C. Results Monitoring, Reporting and Quality Assurance

- Maintain a consolidated results matrix and implementation dashboard.
- Work with PMR and programme sections to reconcile programme, partner, supply and financial data.
- Monitor completion of outstanding results and facilitate corrective action for underperforming indicators.
- Coordinate field verification and documentation of selected results, including infrastructure, supplies, services and community systems.
- Support preparation and quality assurance of donor narrative, results and financial reporting inputs.
- Document reasons for over- or under-achievement, implementation adaptations, quality considerations and resource implications.
- Ensure that disaggregated data and adequate supporting evidence are available where required.
- Coordinate final programme documentation, lessons learned and knowledge products.

D. UNICEF-WFP, Government and Donor Coordination

- Serve as the day-to-day UNICEF coordination focal point for BMZ/KfW project implementation.
- Coordinate with WFP counterparts to preserve the coherence, complementarity and joint narrative of the programme.
- Prepare briefs, presentations, dashboards, meeting notes and action trackers for management, government and donor engagement.
- Coordinate responses to donor questions and requests for clarification through established UNICEF channels.
- Track actions agreed during steering committee, UNICEF-WFP and BMZ/KfW meetings.
- Facilitate preparation for donor monitoring missions, field visits or virtual reviews as required.
- Liaise with Resource Mobilization, Contribution Management and relevant Country Office and headquarters colleagues on donor reporting and grant requirements.

E. Risk Management

- Maintain and periodically update the BMZ/KfW programme risk register and mitigation plan.
- Track mitigation actions, deadlines and responsible owners.
- Monitor security and access, procurement, supply, programme, fiduciary, operational, environmental and social, safeguarding, and political-transition risks.
- Escalate significant implementation, quality or compliance risks to management promptly.
- Ensure that emerging risks are reflected in implementation sequencing, field monitoring and closure planning.

F. Sustainability, Transition and Handover

- Coordinate a practical exit, transition and sustainability plan covering government ownership, community participation, service continuity and programme communication.
- Coordinate verification and formal handover of infrastructure and other project-supported assets in line with applicable procedures.
- Confirm operation and maintenance arrangements, responsible institutions, financing mechanisms and community management structures.
- Coordinate follow-up on outstanding defects, corrective work and technical documentation.
- Support government and community capacity strengthening needed for sustainable management of supported investments.
- Document post-project monitoring arrangements where appropriate and feasible.

- Ensure that government and communities receive timely and clear communication on transition, ownership and closure responsibilities.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Inception and Extension Management	Inception and Extension Management Package: inception report; consolidated January-June workplan; results and financial dashboard; procurement and supply tracker; updated risk register; stakeholder map; and coordination calendar.	31 January 2027
First Implementation Review	First Implementation Review: implementation status; field-monitoring findings; financial and commitment review; bottleneck analysis; and agreed corrective action plan.	28 February 2027
Mid-Term Extension Performance Review	Mid-Term Extension Performance Review: consolidated results and expenditure review; updated risk register; evidence of follow-up on delayed activities; and management/donor briefing package.	31 March 2027
Sustainability and Handover	Sustainability and Handover Package: verified asset, infrastructure and service handover matrix; operation and maintenance arrangements; government/community ownership actions; and transition and exit plan.	30 April 2027
Completion Readiness Review	Completion Readiness Review: status against each outstanding activity and result; commitments and balance review; outstanding corrective actions; final reporting schedule; and supporting data/evidence pack.	31 May 2027
Final Closure	Final Closure Package: final consultancy report; project completion dashboard; lessons learned; documented handover of outstanding actions; and approved contributions to final donor reporting and grant-closure documentation.	30 June 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:

- Advanced university degree (Master's or equivalent) in international development, international relations, social sciences, political science, peacebuilding or conflict studies, public administration, development economics, humanitarian affairs, or another relevant technical field.

Work Experience:

- Minimum of eight years of progressively responsible professional experience in programme or project management, resilience, humanitarian-development-peace nexus, durable solutions, recovery or related programming.
- Demonstrated experience managing or coordinating large, complex, multi-sector programmes.
- Experience working in humanitarian, fragile or conflict-affected settings is required.
- Proven experience in results-based management, work planning, programme monitoring and donor reporting.
- Demonstrated experience in budget and grant monitoring and in coordinating programmatic and financial implementation.
- Experience coordinating government, UN agencies, development partners and implementing partners

Language Requirements:

- Fluency in written and spoken English is required.

Knowledge/Expertise/Skills:

- Strong coordination and programme-management skills.
- Strategic and analytical thinking.
- Results orientation and ability to manage multiple deadlines.
- Strong financial and grant-management awareness.
- Ability to identify risks and drive corrective action.
- Excellent written and oral communication.
- Strong stakeholder and donor-management skills.
- Ability to work effectively across technical sectors.
- Sound judgement in complex humanitarian and politically sensitive settings.
- Strong facilitation, negotiation and problem-solving skills.
- Ability to translate monitoring evidence into timely management action

Desirables:

- Experience in resilience, durable solutions and/or HDP-nexus programming is highly desirable.
- Previous experience with joint UN programmes is highly desirable.
- Previous UNICEF or UN-system experience is an asset.
- Experience with BMZ/KfW or another major bilateral donor or international financial institution is a strong asset.

Technical proposal:

- Applicants are to submit a brief proposed approach and methodology for delivering the assignment.