

United Nations Children's Fund

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

Title	Funding Code	Type of engagement	Duty Station:
Climate Resilient Program Consultant	SC240225 – CRIBS	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Abuja with travel to field (approx. 30% of time)
<p><b>Purpose of Activity/Assignment:</b></p> <p>UNICEF Nigeria supports the Government of Nigeria at national and sub-national levels in providing equitable, sustainable, and climate-resilient water, sanitation, and hygiene services to children and their families, through the design and implementation of projects at the national and sub-national levels.</p> <p>Nigeria is one of the top ten most climate change vulnerable countries in the world. UNICEF in collaboration with government authorities and FCDO in Nigeria has developed an innovative project 'Climate Resilient Infrastructure for Basic Services' (CRIBS) that aims to scale a model for assessing climate risks and vulnerabilities of primary healthcare facilities (PHCs) and primary schools and subsequently identifying and implementing interventions to make those facilities more resilient. The first phase of the CRIBS project (2024-2025) successfully designed and tested an approach for assessing facility level climate risks and vulnerabilities, identifying interventions to minimize those risks and implementing those interventions in primary healthcare (PHC) facilities and schools in Kano and Jigawa states. UNICEF implemented climate resilient interventions in more than 39 PHCs and 45 primary schools in Kano and Jigawa states. In the CRIBS second phase (CRIBS II), UNICEF intends to collaborate with the government of Nigeria at the national and state levels to scale the CRIBS approach to several states in Nigeria.</p> <p>This Consultancy TOR is designed to support the UNICEF CRIBS team in Abuja and Field Offices to plan, monitor and accelerate implementation of CRIBS II.</p> <p>UNICEF is seeking the services of a consultant to achieve the following deliverables:</p> <ul style="list-style-type: none"> <li>• A comprehensive CRIBS milestone planning document approved by the CRIBS Team Leader.</li> <li>• A robust M&amp;E framework and a tool for CRIBS progress tracking developed, updated and shared on a weekly basis.</li> <li>• A risk register, monitoring and management tool for the CRIBS project developed and updated regularly</li> <li>• A communication and visibility plan developed and implemented.</li> <li>• Monthly analytical report on the progress, emerging issues and mitigation measures in a format agreed with the CRIBS Team Leader (and donor) focusing on innovations and lessons learned.</li> <li>• Field support missions organised and reports with pictures of CRIBS innovations, issues and lessons developed.</li> <li>• CRIBS progress, approach and tools documented and shared as per need.</li> </ul> <p>The Consultant will work very closely with UNICEF team in Abuja and Field Offices, while being expected to deliver results outlined in this TOR (except specific construction related activities).</p>			

## Scope of work

The consultant is required to support the UNICEF team in Abuja and Field Offices (Bauchi, Enugu, Gombe, Jigawa, Kaduna, and Katsina), in planning, monitoring and documenting implementation progress, emerging issues and lessons learned in implementation of CRIBS project phase II. S/he will provide high level support to State and LGA authorities and school/PHC management teams in CRIBS focus LGAs. This will broadly encompass the facilitation of consultative meetings, participation in relevant UNICEF and stakeholders' meetings, site visits for monitoring and tracking of progress, and analysis and synthesis of evidence to produce reports, analysis and production of high-quality report, PowerPoint slides and documents.

Therefore, to complete the assignment, the consultant will be expected to work collaboratively with UNICEF team, and other CRIBS stakeholders in Abuja and the focus states. Collaboration with the National/State Primary Health Care Development Agencies, State Rural Water Supply and Sanitation Agencies (RUWASSAs) and State Universal Basic Education Commissions and relevant Units/Departments at the Local Government Area (LGA) level as may be appropriate.

Whilst there will be another consultant leading on construction aspect of the CRIBS project, this role will bring together the wider scope of assessment, rehabilitations, supplies, tree planting etc.

Detailed scope of work is outlined below:

### Support project planning and monitoring

- Coordinate with CRIBS teams in FOs and Abuja on a regular basis and prepare weekly/monthly plans and share with the CRIBS Team Leader
- Timely flag to CRIBS Team Leader and FOs teams on any emerging issues.
- Develop a robust M&E Framework, tied to programmatic outcomes and risk mitigation measures.
- Collaborate with the wider CRIBS teams in Abuja and FOs in tracking the progress (other than construction) milestones.

### Support risk management

- Establish a feedback and incident reporting mechanism for timely resolution of issues.
- Coordinate with FOs in organizing quality assurance missions.
- Monitor overall project progress and maintain an up-to-date project risk log, addressing issues proactively.

### Support coordination and communication

- Support development of a communication and visibility plan, outlining communication protocols, responsibilities, and meeting frequency.
- Support weekly or bi-weekly coordination meetings with UNICEF CRIBS team and document meeting minutes.

### Implementation support

- Support the CRIBS Team Leader in tracking progress, documenting the same and reporting as per need.
- Support quality assurance in coordination with technical and supply teams.
- Follow up Programme Associates on procurement requests and on the progress made.
- Conduct joint site visits and environmental and social safeguards screening to accelerate implementation of planned interventions.
- Review payments requests from the construction team and verify that matched with the reported technical progress.
- Prepare inputs for the donor reporting, ensuring accuracy, timeliness, and alignment with agreed indicators and formats.
- Support implementation of visibility requirements in line with donor conditions and requirements.

- Support project review to capture lessons learned and facilitate continuous improvements.
- Support the CRIBS Team Leader to coordinate with relevant CRIBS team members.

#### Progress reporting

- Support preparing necessary reports for UNICEF senior management and donors as per need.
- Organize progress review meetings with the stakeholders, prepare PowerPoint slides as needed and take minutes.
- Take the lead in developing project reports, technical reports, and lessons learned reports.

#### Child Safeguarding

Is this project/assignment considered as an “[Elevated Risk Role](#)” 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 immediate 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](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
2025-2026	WASH Section	<p>UNICEF has agreed with FCDO for the second phase of the CRIBS project (GBP 11 million) with a very tight timeline for the implementation of climate resilient infrastructures – Education and Healthcare facilities in several states. As the grant expiry date is 31 March 2026, all financial commitments need to be made by 31 March 2026.</p> <p>The CRIBS project aims to retrofit an estimated 150 facilities (PHCs and Schools) in about 30 LGAs in six states (Bauchi, Enugu, Gombe, Jigawa, Kaduna, and Katsina). Therefore, the assignment requires intensive engagement at the State and LGAs levels which is beyond the scope of current staff capacity.</p> <p>Given the skills, experience, and time requirements for the job, UNICEF staff will not be able to perform the task, hence the need for a highly qualified consultant.</p>

<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)	<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b>		
<b>Supervisor:</b> Chiranjibi Tiwari	<b>Start Date:</b> 1 Sept 2025	<b>End Date:</b> 31 July 2026

Deliverables/Outputs	Timeline	Inputs (Days)
An inception report with CRIBS milestone planning document	Sept	15
A robust M&E framework, tool for CRIBS progress tracking and a communication and visibility plan developed in consultation with Health, Education and Communication teams	Oct - Nov	20
Progress, emerging issues and recommended actions compiled from CRIBS team at FOs and Country Office and shared on a weekly basis	Weekly	50
Quarterly analytical reports compiled on FCDO format and shared with partners	Quarterly	12
Programme states and LGAs visited to clarify issues, guide local teams and accelerated progress– comprehensive field mission reports developed with pictures of CRIBS innovations, issues and lessons	Monthly	48
Inputs provided to CRIBS teams on various issues such as CRIBS progress trends versus planning, risks, mitigation measures etc	Regular	15

Meetings and workshops organised, and PowerPoint slides and meeting minutes prepared as per need	Regular	10
Final consultancy report drafted highlighting the approach, progress, and lessons	July 2026	10
<b>Sub-total</b>		<b>180</b>

<sup>1</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed 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. All payments for Nigerian nationals will be made in Nigerian Naira equivalent.

<p><b>Minimum Qualifications required:</b></p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Advanced Degree in Construction Management, Development Studies, Economics, Public Health, Community Health, Public Administration, Engineering, Environment, Climate Change and any other related field. Some experience in climate resilience work would be highly desired.</p> <p>Relevant work experience can be considered as a substitute for a higher degree.</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <p><b>Language:</b> Fluency in English (verbal and written) is required. Fluency in Hausa language is an asset, and an added advantage.</p> <p><b>Key qualifications</b></p> <p>The consultant shall have a minimum of 7 years’ experience in climate resilient infrastructures development in rural contexts.</p> <p>S/he should also have a solid analytical and writing skills in English language, with evidence of having done similar kinds of work at the national and sub-national level. Samples of written work could be asked for, if needed. Communication skills in Hausa language would be an added advantage.</p>
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p>	<p><b>If office based, seating arrangement identified:</b> <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

**Additional details:**

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 visa (applicable) and health insurance 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.

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