

## TERMS OF REFERENCE:

### TRANSFORM - Leadership and Transformation Curriculum on Building and Managing Social Protection Floors in Africa

#### Technical support to the Coordination Hub on monitoring and strategic advocacy

## Background

Established by the ILO, UNICEF, UNDP and numerous regional partners active in the field of social protection, “TRANSFORM” is an innovative learning package on the implementation of National Social Protection Programs adapted to the regional context. The prime objective of the TRANSFORM learning package is to strengthen the technical capacity of the operational and administrative process in the governance and administration of social protection policies and programmes in Africa. More specifically, it targets practitioners of non-contributory social protection looking to better their knowledge base, and individuals that work through the whole structure spanning policy formulation, operation and administration through to the implementation.

An **Advisory Group** provides oversight on the continued evolvement of the training modules through peer reviewing as well as facilitating the regional institutionalization of the TRANSFORM training package. The ILO Lusaka Social Protection Team with technical support from the Regional SP Specialist in ILO Pretoria acts as secretariat and Coordination Hub of the TRANSFORM initiative.

The **TRANSFORM Coordination Hub** has to-date built the leadership skills and social protection technical capacity of over 2000 practitioners across over 15 African countries. It has further trained and accredited over 40 Social Protection experts in the region to become Master Trainer to foster a culture of human-right based social protection in the region as well as to support its expansion and sustainability. The demand for TRANSFORM has continued to grow since its launch in 2016 and it is now wide-spreading across French, Arabic and Portuguese-speaking countries of Africa, beyond its original reach across English-speaking countries of Eastern and Southern Africa.

The scope of work of the Coordination Hub has also evolved with the development and update of the existing curriculum with new training modules (shock responsive social protection, financing and financial management of social protection, leadership and change management, a revised compressed version for policy makers ), the establishment of new cohorts of Master Trainers under various language groups, the translation of the materials, the promotion and development of new formats ( online and blended formats) as well as the undertaking of several monitoring and evaluation assignments to assess the impact of the initiative and produce relevant evidence.

As such, and in line with the recently **launched ILO ROAF Social Protection Strategy 2021 -2025**, which specifically foresee capacity building as one of the main areas of intervention for the ILO to ensure extension of coverage to vulnerable groups, the Coordination Hub is now seeking to hire an External Collaborator to further support specific areas of development, deemed crucial for the progressive expansion and sustainability of the initiative, below listed.

## Main Objective

The main objective of the consultancy would be to provide specialised and complementary technical assistance to the Coordination Hub in:

- a) **Monitoring and knowledge management** of results and impact achieved by the TRANSFORM initiative since 2019 to date both at country and regional level, to inform communication, advocacy and resource mobilisation products.
- b) Strategic assessment of **visibility, promotion, and advocacy** opportunities for the TRANSFORM initiative at regional and global level, through both virtual and mainstream channels and consolidation of user-friendly technical content presenting evidence of results and impact achieved as per above.

## Main Tasks

The external collaborator will provide technical assistance to the Coordination Hub based at ILO Lusaka on specific tasks contributing to the above-mentioned objectives, such as:

1. Development of **user-friendly monitoring and follow up tools**, to support the assessment of progress against the established logframe indicators in terms of expansion of the initiative, visibility, relevance and impact achieved at country and regional level;
2. Provision of **technical assistance to specific country offices** organising TRANSFORM applications for the implementation of such monitoring and follow up tools, starting from planning stage of the training throughout implementation until final reporting;
3. Conduct analysis of training and other relevant reports to assess progress against established logframe indicators and **consolidation of data in existing database and/or user-friendly data management tools**, to inform information sharing internally and externally.
4. Advising the Hub on **strategic utilisation of data collected** to support **advocacy and sustainability of the initiative**, including promotion on digital channels, technical and promotional events in country, across the region and globally.

## Deliverables

1. Two (2) user-friendly training monitoring and follow up tools designed and/or revised to enable TRANSFORM implementing agencies and the TRANSFORM Coordination hub to conduct regular collection of data against established logframe indicators at country and regional level.
2. Monitoring and follow up tools disseminated amongst TRANSFORM implementing agencies at country level for testing and roll out. Feedback collected from at least 10 out of 15 countries of application via email/ virtual calls etc;
3. Two (2) regional level webinars planned, organised and facilitated to provide guidance on monitoring tools utilisation and receive feedback from relevant TRANSFORM implementing agencies across the region.
4. TRANSFORM Coordination Hub Database (Excel format) revised and updated to incorporate data collected from implementing agencies through the monitoring tools as well as through desk review of existing reports to assess progress against established logframe indicators (e.g. number of trainings conducted, sex-disaggregated number of participants, number of follow-up sessions conducted in country etc).

5. Two (2) user-friendly Briefs and/or Infographics ( or similar digital communication products) documenting results achieved by implementing agencies and the Coordination Hub through the TRANSFORM initiative in support to the ILO ROAF agenda for extension of social protection coverage at country and regional level developed to support advocacy and promotion amongst key stakeholders.

### Roles and responsibilities

The Excol will work under the direct supervision of the TRANSFORM Coordinator, with overall managerial and technical supervision respectively by the Social Protection Technical Advisor at ILO Lusaka and the Senior Social Security Specialist at ILO Pretoria.

The Excol will be expected to collaborate and consult with main TRANSFORM stakeholders including ILO Lusaka staff members of the Coordination Hub, TRANSFORM Master Trainers and the Advisory Group.

### Expected workdays and contract duration

It is estimated that the service provider will complete the expected deliverable in 30 to 40 working days.

The consultancy will be expected to start by end of January 2022 for completion not later than 30<sup>th</sup> April 2022.

The consultancy is expected to be completed remotely/ home-based, with the exception of face to face meetings with the Coordination Hub and other relevant stakeholders as necessary for the completion of assigned tasks.

### Profile of the consultant

The contract will be awarded to an individual consultant with the following skills and qualifications:

- First level degree in Development Studies, Economics and other relevant Social Sciences. A Master's Degree would be an advantage.
- At least three years of experience in monitoring and documentation of development programmes, preferably with specific focus on capacity building initiatives in the field of social development/ social protection;
- Demonstrable experience in design and application of monitoring tools; knowledge management and dissemination of results through user-friendly communication and advocacy products;
- Demonstrable experience in project management in relevant field of social and economic development, preferably social protection, at country or regional level;
- Experience in the development and or institutionilization of capacity building programs;
- Familiarity with the TRANSFORM initiative will be considered an asset;
- Excellent command of English, both written and oral; good working knowledge of Portuguese and/or French will be a strong advantage;

- Excellent drafting skills and demonstrable experience in consolidating concise, clear and impactful technical communication products in the field of social development/ social protection;
- Excellent IT competence (Microsoft Word, Excel and other relevant data management software packages);
- Strong interpersonal and planning skills, attention to detail, strategic thinking and ability to relate effectively with a wide array of stakeholders, through various communication channels;
- Individual consultants based in Africa are invited to apply. Preference will be given to individual consultants based in Zambia, whether national or international.

### Payment schedule

Payment will follow completion to a satisfactory level of the expected deliverable upon presentation of invoice as per following schedule:

25% of total professional fees upon completion and acceptance by ILO Lusaka of deliverable 1;  
 25% of total professional fees upon completion and acceptance by ILO Lusaka of deliverable 2;  
 25% of total professional fees upon completion and acceptance by ILO Lusaka of deliverable 3;  
 25% of total professional fees upon completion and acceptance by ILO Lusaka of deliverable 4 and 5.

### Deadline and Proposal Submission

Interested consultants are encouraged to submit a technical and financial proposal to [lusaka@ilo.org](mailto:lusaka@ilo.org) copying [ena@ilo.org](mailto:ena@ilo.org). The submission of an expression of interest for the above outlined assignment should include:

- A cover letter stating eligibility for the assignment in line with the above described profile;
- A brief technical proposal clearly indicating understanding of the assignment as presented in these Terms of Reference, a schedule of planned activities and all – inclusive budget;
- CV of the individual to undertake the assignment; and
- A summary or samples of similar assignments undertaken previously.

**The deadline for submission of applications is January 27<sup>th</sup>, 2022**

Interested consultants are encouraged to send their application with the subject of the email titled **“Monitoring and Advocacy Support to the TRANSFORM Coordination Hub”**.