**TERMS OF REFERENCE**

**Summary**

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| **Title** | Proposal Development: Sub-Regional environmental programme focused on (inter alia) air quality with adolescent/youth engagement, for the Western Balkans, in cooperation with SEPA. |
| **Supervision** | Under the direct supervision of ECARO Regional Emergency Advisor, with technical support from the Regional Advisor on Adolescent Development and coordination with Swedish EPA and Western Balkan UNICEF Country Offices.  |
| **Type of Contract** | Individual Consultant |
| **Location** | Home based |
| **Duration** | Total of 85 working days during the period of 25 September 2020 – 15 April 2021  |
| **Tentative start date** | 25 September 2020 |

**Background/Rationale for the Assignment**

The Western Balkan (WB) countries of Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Kosovo and Serbia have become a hot spot in relation to air pollution due to outdated coal plants, smoke-emitting cars and many households using fossil fuel and woods. The population of the Western Balkans region is exposed to some of the highest concentrations of air pollution in Europe, up to five times higher than the national and EU guideline levels, let alone WHOS’s AQG.

Air pollution is a significant contributing factor to premature deaths among the population in 19 cities in the Western Balkan countries, with the total number of premature deaths directly attributable to air pollution standing at nearly 5,000 per year (UNEP, 2019)[[1]](#footnote-1). The health effects of air pollution are well documented in global toxicological, clinical and epidemiological research studies. Epidemiological studies and meta-analyses provide data on functional relationships between concentrations of air pollutants and increased health risks associated with exposure (WHO H., 2013). Since 2005, the evidence for a biological mechanism, derived from both epidemiological and toxicological studies, has also increased and indicates that exposure to PM2.5 is associated with systemic inflammation, oxidative stress and alteration of the electrical processes of the heart (Brook et al., 2010). Other effects of air pollution on health include acute and chronic respiratory infection, lung cancer, and impaired immune response.

Among the population affected, children are uniquely vulnerable to air pollution – due both to their physiology, and the type and degree of their exposure. Children breathe twice as quickly as adults and take in more air relative to their body weight, their immune systems are weaker, and their brains are still developing. Their respiratory tracks are more permeable and thus more vulnerable. Air Pollution will cause children to suffer from both short-term health impacts (i.e. respiratory conditions such as pneumonia, bronchitis and asthma); and long-term health impacts (i.e. chronic obstructive pulmonary disease, cardiovascular disease, lung cancer, neurodevelopmental impacts such as cognitive development, neurodegenerative disease, and diabetes).

At the same time, children and young people can play a key role in addressing climate-related risks and environment protection issues, including air pollution, by exercising their views, opinions and concerns, identifying and working on solutions, and promoting environmentally sustainable lifestyles – setting an example for their communities.

**Purpose & Expected Results**

The consultant will help develop UNICEF’s input to a joint proposal for a sub-part of a SIDA funded regional program for the Western Balkans in cooperation with Swedish Environmental Protection Agency (Swedish EPA). The programme will cover issues related to, inter alia, air quality improvement and adolescent/youth engagement on environmental issues. Swedish EPA’s and UNICEF’s cooperation in the program will form a substantive sub-part of the regional programme as a whole, with multiple linkages to other program parts yet to be determined.

The consultant will provide technical assistance to UNICEF Regional Office (ECARO) in consultation with UNICEF’s Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Kosovo[[2]](#footnote-2) and Serbia country offices (COs) to consolidate UNICEF’s inputs for the proposal. UNICEF’s role in the programme will focus on youth/ adolescent engagement in decision making and advocacy for air quality improvement and will be defined and expanded based on country needs, gap assessments and opportunities in the area of air pollution/environment protection and youth engagement. To facilitate this, the consultant will undertake the following:

* Support the Regional Office to facilitate discussions and development of UNICEF inputs to the programme, in coordination with UNICEF WB COs and Swedish EPA;
* Provide technical support and coordination on needs, gaps assessment and opportunities at country level and consolidation of UNICEF inputs to a cohesive programme;
* Draft and finalize UNICEF’s inputs to the regional proposal, in consultation with WB COs, ECARO and Swedish SEPA as per the provisional structure of the proposal (*see annex as an example*);
* Help to organize/convene, participate in, and provide technical inputs in SIDA-SEPA-UNICEF meetings at planning, drafting and finalization of the proposal stages throughout September 2020- April 2021. Key meetings with SEPA, SIDA planned in late September/early October 2020, December 2020 and the final meeting to present the proposal to SIDA in April 2021.
* Develop and share with SEPA/UNICEF COs a comprehensive presentation (slides) on UNICEF’s contribution to the proposal at key stages and for key meetings related to proposal development.
* Develop a written report on the activities implemented during the proposal development stages by UNICEF (throughout September 2020 – April 2021). The report should be submitted by UNICEF to Swedish SEPA no later than 31 April 2021.

**Deliverables:**

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| **Key Deliverables**  | **Days**  | **Comments**  |
| 1. Workplan and outline for the process of proposal development in consultation with the COs.
 | 5 | Based on the timeline of SEPA, in consultation with the Regional Emergency Advisor (REA).  |
| 1. Guidance, template for COs inputs for the regional proposal as per the structure and SIDA/SEPA guidance/recommendations.
 | 10 |  In close consultation with REA and SEPA focal points.  |
| 1. Summary of needs and gaps assessment
 | 10 | For each country, in consultation with COs and RO.  |
| 1. Draft and finalize UNICEF inputs to the regional proposal throughout December 2020-April 2021. Below are the key milestones:
2. Meeting in the end of September: UNICEF technical inputs based on the discussion with respective COs, RO colleagues.
3. December: UNICEF inputs to the updated workplan with SEPA/SIDA
 | 50 | Based on the COs’ and RO’s inputs. * 1. Sharing views of the problem analysis and discuss possible theories of change. Planning ahead, decide on working methods, etc.
	2. Based on the consultations with the COs, RO, SEPA.
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| 1. Presentation (slides) on the UNICEF’s part of the proposal to be delivered at the UNICEF-SEPA-SIDA meeting on final proposal (April 2021).
 | 5 | Based on the final UNICEF inputs to the proposal.  |
| 1. Final report on the activities carried out during the proposal development by UNICEF (i.e. September 2020- April 2021)
 | 5 | A written report with description of activities carried out during the proposal development stage to be submitted to Swedish SEPA by UNICEF.  |

**Work modality:**

The consultant will be home-based. She/he will work in active and close consultation with the UNICEF ECARO Advisors on Emergency and Adolescent Development and other colleagues as required. Close coordination with the WB country offices focal points and SEPA focal point should be established from the beginning of the assignment. She/he will be reporting on a day to day basis to the UNICEF Regional Emergency Advisor.

**Qualifications and Competencies**

**Education**

Advanced University degree in Social Science, Environment Protection and related fields.

**Skills and Experience**

* Minimum 5 years of experience in the field of environment protection, climate change adaptation, air pollution, education, research, assessment. Experience on youth and adolescent development is a strong asset;
* Demonstrated capacities in conceptualizing, planning and executing complex programmes and donor proposals, in collaboration with a wide range of stakeholders
* Advanced ability to express clearly and concisely ideas and concepts and proven writing and budgeting skills.
* Experience/knowledge of the UNICEF programmes, strategies and tools on adolescent and youth development, environment protection and climate change, education, etc.
* Familiarity, experience of working in the countries in the Western Balkan region;
* Familiarity with SIDA and Swedish EPA funding modalities
* Familiarity with the EU Approximation and Accession processes and evolving EU policy, like the new Green Deal and IPA 3 and other relevant multilateral agreements and initiatives effecting the environmental work in the Western Balkans.
* Experience in the work of international development and/or humanitarian organizations
* Demonstrated ability to operate with minimal supervision and professional discretion
* Demonstrated ability to establish harmonious and effective working relationships with a wide variety of stakeholders

**Languages:**

* Fluency in English is required.

**Estimated Duration of the Contract**

Total of 85 working days during the period of 25 September 2020 – 15 April 2021

**Duty Station and Official Travel**

The consultancy is home based. One or two missions to Geneva/WB country if required and COVID situation allows.

**Estimated Cost of the Consultancy**

Daily fee: TBC, as per the financial proposal.

**Payment Schedule**

50% upon deliverable 1, 2, 3.

50% upon deliverable 4, 5.

**UNICEF Supervisor**

ECARO Regional Emergency Advisor, in consultation with the Regional Advisor for Adolescent Development.

**Travel Clause**

* All UNICEF rules and regulations related to travel of Consultants/ Individual Contractors apply.
* All travels shall be undertaken only upon the prior written approval by UNICEF.
* The eligible maximum amount for travel is specified in the contract.
* The consultant is responsible for his/her for travel arrangements. The most economic and direct route is authorized. The consultant must travel on the approved by UNICEF airlines.
* Travel costs will be reimbursed after the completion of mission. UNICEF will pay the applicable DSA rate and other travel related expenses upon submission of the invoice together with the supporting documentation.
* The consultant shall be responsible for own health/medical insurance with repatriation coverage in connection with the travel.

**Nature of Penalty Clause in Contract**

If the final reports and documents are not submitted according to the deliverables stated in this TOR, the payments will be withheld.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines (fees reduced due to late submission: 20 days - 10%; 1 month -20%; 2 months -30%; more 2 months – payment withhold). All materials developed will remain the copyright of UNICEF and UNICEF will be free to adapt and modify them in the future.

Direct Supervisor

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Annmarie Swai

ECARO Regional Emergency Advisor

Additional UNICEF Resource persons:

Nina Ferencic, Regional Advisor for Adolescent Development

Tatiana Ten, Regional Emergency Specialist (Almaty)

Additional WB COs Resource persons (TBC later):

Dren Rexha, Social Policy Specialist, Kosovo CO

Annex: Provisional structure of the proposal

1. Summary

Text

1. Context Description and Analysis, Problems and Potentials

Text

1. Relevance of the Intervention

Text

1. Coherence with the strategic framework

Text

1. Objective System

Overall Goal

Outcomes

Outputs

Generic Activities;

* Impact hypothesis/Intervention Logic (What does the project want to achieve?
* How will the direct products and services from the project produce effects and changes for the target group?)
* Description of the target group
* Outreach (including beneficiaries and geographic focus)
* Level of Intervention (micro, meso, macro).
1. Strategy of Intervention
* What, with Whom and How will the project reach its objectives?
* Definition of the intervention approach/methodology/instruments
* Description of partner organizations, their roles
* Form of cooperation between involved partners
* Explanation how to address drivers and restrainers of change
* Measures to ensure sustainability of benefits / Scaling up / End of Propject vision / Exit strategy
* Reflections on the use of country systems
* Project facilitation and implementation arrangements and modalities
* Methodical approaches
* Mainstreaming of gender
* Synergies with other projects
1. Project Organization
* Timeframe
* Organizational setup of the project
* Roles of different project team members
* Project Steering arrangements
* Mechanisms of decision-making and accountability
* Information on sub-contractors for selected project components and/or interventions
* Administrative arrangements (financial management, audit etc.).
1. Risk analysis

Analysis of main risks and measures for mitigation.

1. Stakeholder Analysis

Assessment of key stakeholders, Description of their roles and responsibilities in relation to the project.

1. Resources

Human resources, infrastructure, know how, financial resources, specifying contributions of other partners; Overall budget; Reflections on cost-efficiency and/or cost benefit (if applicable).

1. Project Steering

Methods and instruments used for project steering, Monitoring and Evaluation, Reporting.

1. Monitoring and Evaluation

M&E Plan; Result oriented reporting system (focus on outcome monitoring); Timing for baseline studies; Planned reviews /evaluation.

1. Annexes
* Logframe
* Organizational Chart
* Insitutional set up
* ToR for key staff
* Project Implementation Plan
* Detailed Risk analysis
* Detailed Stakeholder Analysis
* Detailed Budget.
1. <https://www.unenvironment.org/news-and-stories/press-release/air-pollution-responsible-one-five-premature-deaths-19-western> [↑](#footnote-ref-1)
2. References to Kosovo\* are in line with UN Security Council Resolution (UNSCR 1244) [↑](#footnote-ref-2)