

# TERMS OF REFERENCE FOR SERVICE CONTRACTING

<b>Assignment</b>	Consultancy to support the review and development of a 5-year National Strategy and costed Action Plan to End Child Marriage in Nigeria (2023-2027)
<b>Estimated budget</b>	USD1.00
<b>Budget Source</b>	UNICEF
<b>Location</b>	Home-based
<b>Duration</b>	TBD
<b>Estimate number of working days</b>	(180 days)
<b>Start date</b>	TBD
<b>End date</b>	TBD
<b>Reporting to</b>	Chief, Child Protection and Child Protection Specialist (Harmful Practices)
<b>Closing date for proposals</b>	<b>29th March, 2023</b>

## 1. JUSTIFICATION/BACKGROUND

Nigeria has the largest number of female child brides in Africa (with 25.9 million<sup>1</sup> girls married or in union before the age of 18 (12.2 million before age of 15) and carries the third largest burden of married girls globally, after India (21.6M) and Bangladesh (41.6M). At least 44.1 per cent of girls in Nigeria are married before their 18<sup>th</sup> birthday, while 18.5 per cent are married before they turned 15 so almost 1 in 5 girls. Child marriage is a key driver of socio-economic challenges especially in northern Nigeria, leading to school drop-out and adolescent pregnancy which is also linked to high maternal mortality and malnutrition, among other issues<sup>2</sup>. Child marriage occurs in a context of limited knowledge and access to sexual and reproductive health and rights (SRHR) information and services, with complications of early childbearing (maternal mortality ratios is at 576 per 100,000) and obstructed labor such as obstetric fistula which affect an estimated 20,000 women and girls every year in Nigeria<sup>3</sup>. While the data shows a 9 per cent decline in the prevalence of child marriage since 2003, and a projected further decrease by 6 per cent by 2030, because of the rapid increase in population, the number of female child brides will increase by more than a million by 2030 and double by

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<sup>1</sup><https://data.unicef.org/data-for-action/charting-brighter-futures-for-girls-ending-child-marriage-by-2030/>; note 23.6 million <https://data.unicef.org/data-for-action/charting-brighter-futures-for-girls-ending-child-marriage-by-2030/>

<sup>2</sup> Girls Not Brides (2017) *Ending Child Marriage in Nigeria*, Journal of Gender, Information and development in Africa (JGIDA), volume 6, Numbers 1 & 2, pp73-94

<sup>3</sup> WHO Guidelines on Preventing Early Pregnancy and Poor Reproductive Outcomes Among Adolescents in Developing Countries, 2011

[http://apps.who.int/iris/bitstream/handle/10665/44691/9789241502214\\_eng.pdf;jsessionid=E4CB4D6401F0DC3BCC0264CDF89CEED5?sequence=1](http://apps.who.int/iris/bitstream/handle/10665/44691/9789241502214_eng.pdf;jsessionid=E4CB4D6401F0DC3BCC0264CDF89CEED5?sequence=1)

2050<sup>4</sup>. Additionally, an estimated 10 million more girls will be at risk of becoming brides as a result of the pandemic<sup>5</sup>. The recent MICS 2021, showed a 14 percent decline in national prevalence among girls before the age of 18 years (from 44% to 30%) and 8% decrease among under 15 (from 20.4% to 12.3%) since 2016/7.

Nigeria has committed to ending child marriage within the African Union Commission framework and launched the National Campaign and Strategy to End Child Marriage on 29 November 2016. The National Strategic Plan to End Child Marriage in Nigeria 2016–2021 was the first national action plan adopted by the Federal Government aimed at “highlighting the multi-sectoral, multi-faceted activities needed to bring about successful elimination of this harmful practice based on the premise of a strengthened coordination platform led by the Federal Ministry of Women Affairs”. The key actors for this include but are not limited to various MDAs such as Health, Education, Information and National Orientation Agency, Finance, Budget and National Planning; traditional and religious bodies, civil society organizations, foreign and national donors and implementing partners.

Following the expiration of the strategy at the end of 2021, a consensus was reached at a meeting (March 2022) of the Core Group of the Technical Working Group (TWG) on Ending Child Marriage in Nigeria, chaired by the Federal Ministry of Women Affairs, on the need to review and develop a new 5-year National Strategy and costed Action Plan to End Child Marriage in Nigeria (2022-2027) which will provide a strategic roadmap to coordinate the efforts of different actors to work towards realizing one common national plan as well as an evidence for advocacy and resource mobilization document, with a view to accelerating efforts towards ending child marriage in Nigeria by 2030.

UNICEF is therefore, supporting the Federal Ministry of Women Affairs (FMWA) to develop a National Strategy and costed action Plan to end child marriage in Nigeria by the end of 2030 as per the commitment of the Government of Nigeria. These Terms of Reference (TOR) were submitted and reviewed by the core group of the TWG on ending child marriage.

## **2. OBJECTIVE**

The aim of this assignment will be to develop, finalise and validate a new National Strategy and 5 year costed action plan to end child marriage (including an Monitoring & Evaluation framework) for Nigeria accompanied and informed by a comprehensive situational analysis, Theory of Change (ToC), a business case for ending Child Marriage. This will employ highly consultative and participatory processes involving key stakeholders from relevant government ministries, women’s and youth groups working on gender issues, traditional/religious leaders and champions as well as state-level committees on ending child marriage.

## **3. SCOPE OF THE WORK (WORK ASSIGNMENT)**

- Develop a National Strategy and costed plan of action with a defined package of prudent interventions rooted in rights-based and gender transformative approaches to prevention and response (health, SRHR and justice) to child marriage, positioned to accelerate and scale up efforts to end child marriage in Nigeria.
- Conduct a situational analysis of the prevalence, trends, patterns, drivers/causes, determinants, and impact, with a focus on the high burden states that reflects on literature and evidence on what has worked/gaps to end child marriage, enablers policies and laws. This will be used to identify key priority drivers and include

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<sup>4</sup> UNFPA and UNICEF, Child marriage in West and Central Africa: at a glance (<https://www.unicef.org/wca/media/2596/file>)

<sup>5</sup> <https://data.unicef.org/resources/covid-19-a-threat-to-progress-against-child-marriage/>

identification and analysis of pathways of change based on the findings which will directly inform the development of strategy.

- Review of relevant literature including studies commissioned by the UNICEF Country Office, on 'Economic burden of Child marriage and Assessment of the integration of Education Child Marriage Policies and Plans into Government Budgets' and Country studies, strategy development and learning exchange on child marriage in West, Central, Eastern and Southern Africa by Child Frontiers for sub-regional comparisons as relevant.
- Develop a comprehensive Theory of change (TOC) for the strategy
- Develop a business case for investments to end CM
- Review tools and indicators that inform data collection about child marriage and service provision (drawing on data collected during period of national strategy 2016-2021 assessing how these align to standardised indicators and tools in line with global and regional examples of good use of data and outcome level indicators measuring prevalence of CM among women (20-24 years)

#### 4. EXPECTED DELIVERABLES

- Situational analysis report analysing prevalence, trends, patterns, drivers/causes and determinants and impact, context, evidence on what has worked and scaled with key findings of direct relevance to the development of strategy, with broader regional comparisons
- Comprehensive Theory of change (TOC) for the strategy
- National Strategy and costed plan of action with an M&E framework
- A business case for investments to end Child Marriage
- Consultation workshop conducted with summary of inputs and comments discussed during the consultation workshop regarding the draft Costed Roadmap on ECM is elaborated
- Inputs and comments are incorporated in the reviewed versions of the strategy
- Refined national Strategy on ECM including its M&E framework
- High level validation workshop conducted

#### 5. REALISTIC DELIVERY DATES AND DETAILS ON HOW THE WORK MUST BE DELIVERED

Submission of Inception report for the assignment outlining methodology and timelines	13 weeks from signing
Submission of draft Situational analysis and theory of Change	17 weeks from signing
Submission of Business case for investment	21 weeks from signing
Consultative workshops, FGDs and KIs	21 weeks from signing
Submission of draft National Strategy and costed action plan on Ending Child marriage 2022-2027 to UNICEF and TWG for finalisation	23 weeks from signing
Conduct High level validation workshop conducted	24 weeks from signing
Submission of final Situational analysis, Theory of Change (ToC), strategy document and Business case for investment	24 weeks from signing

Technical Criteria	Technical Sub-Criteria	Maximum Points
<b>Overall Response</b>	Completeness of response	10
	Overall concord between request for proposal requirements and proposal	10
<b>Maximum Points</b>		20
<b>Company and Key Personnel</b>	Range and depth of experience with similar projects	10
	Number of customers, size of project, number of staff per project	5
	Client references	5
	Key Personnel: relevant experience and qualifications	10
<b>Maximum Points</b>		30
<b>Proposed methodology and Approach</b>	Project management, monitoring and quality assurance process	10
	Technologies used, and compatibility with UNICEF	10
<b>Maximum Points</b>		20
<b>Total Maximum</b>		<b>70</b>

**Financial - 30%**; only those proposals with the minimal score of 49% would progress to financial stage

**6. OFFICIAL TRAVEL INVOLVED - YES**

- Advanced University Degree in Social Development, Economics or other relevant field
- Eight (8) years progressively responsible professional work experience at national and international levels in public financing and budgeting including experience in the area of child protection
- Excellent writing skills (analytical, methodical and precise style of writing)
- Excellent communication, presentation and facilitation skills
- Analyses and integrates diverse and complex quantitative and qualitative data from a wide range of sources
- Prior work experience in the duty station area

**7. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE**

please see above

**8. UNICEF RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE**

UNICEF reserves the right to withhold payment on each consolidated output until the consultancy firm provide satisfactory quality output as reviewed by the project supervisor. In case of unsatisfactory performance, the payment will be withheld until quality deliverables are submitted. If the firm is unable to complete the assignment, the contract will be terminated by notification letter sent 30 days prior to the termination date.

**9. CALL FOR PROPOSALS**

A two-stage procedure shall be utilized in assessing the proposals, with assessment of the technical proposal being completed prior to any price proposal being compared. Applications shall therefore contain the following required documentation:

**Technical proposal:**

- A technical proposal that includes a brief cover letter and understanding of the assignment is required.
- Based on the proposed timetable laid down in the TOR, a proposal of the detailed methodology, tentative work plan and time schedule is required.
- Updated profiles/ CVs of the team members listing similar experiences/ assignments, highlighting those conducting the activities.
- Two examples (studies) of the firm's engagement in similar activities and assignments.

**Financial Proposal:**

A financial proposal with a breakdown of all costs that are to be charged to UNICEF. A summarized version on a letter headed paper dully signed with contact details is mandatory. This includes estimated number of working days, consultancy fees, all office administrative costs, international and local travel costs, as well as any additional requirements needed to complete project or that might have an impact on cost or delivery of products. Travel expenses should be based on the most direct route and economy fare. **Quotations for business class fare will not be considered.**

**10. REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA**

**\_\_70\_\_ % technical**

**\_\_30\_\_ % financial**

**100% total**

**1) Overall Response (10 points)**

- general adherence to Terms of Reference and tender requirements

**2) Company and Key Personnel (30 points)**

- team member(s) meet academic requirements
- company meets minimum (10) years of experience
- company has previously conducted similar work
- company is properly registered a/o has required certifications, memberships, etc.
- company policy on Child labor (articulate policies for the protection & safeguarding of children) - mandatory

**3) Proposed methodology and approach (30 points)**

- deliverables are addressed as per TOR
- proposed timelines are met
- Gender and disability considerations – As required

**Minimum technical score: 70% of 70 points = 49 points**

Submitted proposals will be assessed using Cumulative Analysis Method. All request for proposals will be weighed according to the technical (70%) and financial considerations (30%). Financial proposals will be opened only for those application that attained 49 points or above on the technical part.

**Financial Proposal: 30 points**

A financial proposal with a breakdown of all costs that are to be charged to UNICEF. This includes the cost of professional, travel and local travel and all other related costs.

**11. CONDITIONS**

- The contractor will work on its own computer(s) and use its own office resources and materials in the execution of this assignment. **The contractor's fee shall be inclusive of all office administrative costs**
- Local travel and airport transfers (where applicable) will be covered in accordance with UNICEF's rules and tariffs.
- Flight costs will be covered at economy class rate as per UNICEF policies.
- Please also see UNICEF's Standard Terms and Conditions attached.

Prepared and finalised

13 March 2023

\_\_\_\_\_  
(Requester's Name)

\_\_\_\_\_  
Date

**Instructions to bidders:**

1. All Financial proposal **MUST** be summarized on a letter headed paper duly signed with contact details with a breakdown page detailing out the cost structure
2. All completed proposals should be forwarded to : [ngrsupply@unicef.org](mailto:ngrsupply@unicef.org) ; don't copy any UNICEF staff. Please indicate the RFP number as subject matter of your forwarding email.
3. Deadline for submission : 29th March, 2023
4. Technical and Financial proposals **MUST** be made separately and submitted as such.
5. Incomplete proposal will not be accepted.