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TERMS OF REFERENCE

Monitoring and Reporting Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Peshawar, Pakistam (office based with travel)**
DURATION OF CONTRACT	**12 months**

Purpose of Assignment

The Government of Khyber Pakhtunkhwa, through the Elementary and Secondary Education Department (E&SED), in collaboration with UNICEF, is implementing the Multi-Year Work Plan (MYWP) 2025–2027 to strengthen the education sector's capacity to deliver equitable, inclusive, and quality education services. The MYWP aligns with national and provincial education sector strategies and aims to address systemic challenges through evidence-based planning, crosssectoral coordination, and sustainable implementation models.

Given the complexity and scale of the MYWP, there is a critical need for dedicated technical support to ensure that high quality, equitable inclusive services are provided at school level.

This role is crucial for tracking progress, identifying areas of improvement, and ensuring the MYWP's objectives are achieved through evidence-based decision-making process.

These Terms of Reference outline the scope of work, deliverables, and timelines for developing and implementing a comprehensive Monitoring and Evaluation (M&E) framework for the above-mentioned program.

Scope of Work

The primary objective is to design and operationalize a robust M&E system to effectively track program/project progress, measure outcomes and impact, ensure data quality, and foster a culture of learning and adaptation to inform strategic decision-making and continuous improvement.

The M&E activities encompass the following core tasks:

- Support the UNICEF Education Section and relevant government and implementing partners—including DPD, DCTE, Directorate of E&SED, ESEF KP, and NCHD—in systematically tracking and monitoring the implementation progress of key education interventions, including FLN teacher training, school solarization, WASH facilities, double-shift schooling, non-formal education, inclusive education and implementation of reducing OOSC strategy. This will include maintaining updated progress information, identifying implementation gaps and bottlenecks, and facilitating timely follow-up with relevant stakeholders.
- Maintain an activity-wise implementation tracker, consolidating information received from relevant government Directorates, implementing partners, and third-party monitoring mechanisms.
- Coordinate with relevant Directorates and partners to follow up on agreed actions, implementation bottlenecks, and pending deliverables.
- Review and consolidate key findings and recommendations from third-party monitoring reports and support follow-up with relevant government counterparts.
- Support the organization of periodic programme review meetings with relevant Directorates and document key decisions, action points, and follow-up responsibilities.
- Prepare concise activity-wise progress updates highlighting achievements, implementation gaps, bottlenecks,

and recommended actions for management consideration.
- Support documentation of good practices, lessons learned, and implementation challenges emerging from key education interventions.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Inception and Programme Tracking Setup	**Deliverable 1** – An activity-wise implementation tracker for key education interventions is developed and approved by UNICEF. The tracker will focus on indicators related to teacher training, school solarization, WASH facilities, doubleshift schooling, Child Friendly Communities, inclusive education, nonformal education, and field-level implementation of OOSC Strategy	15/11/2026
Programme Progress Tracking and Coordination	**Deliverable 2** – 12 Monthly updates on the approved implementation tracker These updates will be prepared using inputs from relevant Directorates, implementing partners, and programme teams, and will track pending actions, implementation bottlenecks, and follow-up requirements.	15th of every months during the contract period
Programme Review	**Deliverable 3** – 2 presentations for mid and end year review meetings	15/04/2027 15/10/2027
Progress Analysis and Management Updates	**Deliverable 4 –** 04 Quarterly progress analysis reports developed and approved by UNICEF	15/01/2027 15/04/2027 15/07/2027 15/10/2027
Documentation and Learning	**Deliverable 5 –** 01 final report on key implementation experiences, good practices, challenges and lessons to inform programme planning and implementation.	15/10/2027

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:** A first university degree (Bachelor's or equivalent) in statistics, demographics, public policy, international development, economics, or related field
- **Work Experience:** Minimum of five years of professional experience in managing large scale program, monitoring & evaluation, managing upstream policy work, wide range of data and systems, Program implementation of multisectoral Projects.
- **Language Requirements:** Fluency in English and Urdu; knowledge of Pashto is a plus.
- **Knowledge/Expertise/Skills:**
    - Familiarity with the education landscape and policy environment in Pakistan, especially KP.
    - Proficient in digital tools for project management, research, reporting, presentation and communication.
- **Desirables:**
- Communication and Reporting Skills
    - Strong written and verbal communication abilities, including report writing, presentations, and stakeholder engagement.
    - Strong analytical skills

- Problem-Solving Capability
    - Proven ability to identify and resolve financial matters as per UNICEF financial protocols
- Familiarity with UNICEF and Donor-Driven Programming
    - Prior work with or understanding of UN systems, donorfunded programs, financial management and risk mitigation
    - Working with government departments on large-scale projects
    - Experience in coordinating and ensuring consistency in the implementation of the different projects