

TERMS OF REFERENCE

Sierra Leone Senior Consultant

CONTRACT MODALITY Individual Consultancy

DUTY STATION Freetown, Sierra Leone (remote)

DURATION OF CONTRACT 3 months

Purpose of Assignment

EOF is due to launch a new Outcomes Fund in Early Childhood Care and Education (ECCE) in Sierra Leone in June 2026. This new programme is building upon the existing partnership with the MBSSE and aims to improve the access and quality to ECCE services of children between 3-5 years old through establishing new community-based centers.

Scope of Work

EOF requires a consultant to provide strategic and technical expertise to the delivery of EOF's outcomes fund in Sierra Leone. EOF, including its programs and personnel, will transition to being hosted by UNOPS from 01 August 2026.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline (in weeks/months) and input days to complete the deliverable
<p>Deliver at least 3 workshops for senior government partners and implementing partners on the EOF program in Sierra Leone. This should cover the fundamentals of outcomes-funds, its key differences from other program models, and the implications for the implementation of EOF's program in Sierra Leone.</p> <p>Each workshop is estimated to be 1-day in length.</p>	<p>Deliverable 1: 3 capacity-building workshops with government partners and implementing partners on outcomes-based funds</p>	<p>31.07.2026 (6 days)</p>
<p>Produce contact reports (estimated 1-2 pages) following meetings with program stakeholders. Prepare for meetings, attending discussions, and summarizing</p>	<p>Deliverable 2: Contact reports from meetings with program stakeholders. Estimated 20 contact reports: each of 1-2 pages.</p>	<p>10 contact reports completed by 30.05.2026 The remaining contact reports by 31.07.2026 (8 days)</p>

<p>key points, actions and next steps.</p>		
<p>Develop technical guidance and pre-reading materials (estimate 20-slide PowerPoint) and facilitate governance meetings involving government, grantees (service providers / investors), the independent evaluator and donors. The aim of these meetings is to resolve challenges that may arise between government, service providers and the evaluator, actively communicating with all parties to find solutions. This will include providing technical guidance based on sector best practices, the context needs and government priorities.</p>	<p>Deliverable 3: Pre-reading materials prepared (estimated 20-slide PowerPoint, for 1 governance meeting successfully facilitated, leading to resolution of key challenges.</p>	<p>31.07.2026 (4 days)</p>
<p>Conduct site visits (in coordination with EOF's contracted independent evaluator) to a sample of program sites (5 sites per visit), ensuring program implementation aligns with standards. Write detailed site visit reports summarizing activities, successes, challenges, and recommendations for improvement. Reports must be shared with stakeholders within one month after visits.</p>	<p>Deliverable 4: 1 site visits to EOF's implementing partners conducted, with a detailed report (estimated 10-pages) summarizing the key observations from the site visits.</p>	<p>31.07.2026 (2 days)</p>

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

Minimum requirements:

- Education: Bachelor's degree in political science, economics, finance, business, education, international development or a related field. Master's degree is preferred but not required.
- Work Experience:
 - A minimum of **8 years** of professional experience in a relevant area. This includes education, international development, public policy, think-tanks, charity, or management consulting
 - Experience in programme management, preferably in an international development or global education context
 - Experience working in Sierra Leone, preferably in the education sector
- Language Requirements: Fluency in English

Desirables:

- Experience with innovative finance, particularly the design and implementation of outcomes funds is strongly preferred
- Experience with basic education, early childhood care and education (ECCE) or skills-for-employment is strongly preferred
- Experience working in Africa or the Middle East is preferred
- Experience in evaluation design or management is preferred
- Fluency in French, Arabic or Spanish is preferred