**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title**  **Education Consultant** | **Funding Code**  **RR** | **Type of engagement**  Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | **Duty Station:**  Kinshasa |
| **Purpose of Activity/Assignment:**  As a prominent development partner and Coordinating Agency for the education sector, UNICEF is regularly engaging with officials from ministries of education, development partners, and civil society organizations to:   1. Support the implementation and monitoring of **public education policies** 2. Accompany and facilitate **GPE policy and grant application processes** 3. Promote a better coordination of education stakeholders as coordinating agency   In addition, UNICEF is implementing several education interventions across DRC, either from its own resources or from external funding. Lessons learned, good practices, and evidence honed through project implementation allow UNICEF to provide relevant contributions to the national dialogue on education policies.  UNICEF is looking for an experienced consultant to support UNICEF’s engagement in national policy processes and to support the work program of the UNICEF DRC Education section.  Under the guidance and supervision of the Chief of Education (Level 5), the education consultant will work with UNICEF staff and education stakeholders to: (i) support education sector planning and monitoring processes (including through capacity building), (ii) accompany GPE grant application processes, (iii) participate in various sector and donor coordination mechanisms, (iv) support the monitoring and evaluation of UNICEF project interventions, and (v) contribute to the implementation of UNICEF’s Education section work program. | | | |
| **Scope of Work:**  The consultant will be assigned several activities to support the rolling annual work plan (PTR) of the UNICEF Education section. This includes:   1. **Supporting policy and planning cycle:**  * Organize training sessions with MoEPST representatives at the decentralized level to build capacities in the use of administrative data for planning and management. * Work with the Ministries of Education and development partners to organize the mid-term review of the Sector Strategy for Education and Training (SSEF) to take stock of progress achieved since 2016. * Work with the ministry and development partners to support the finalization of the education sector analysis (RESEN), while ensuring that evidence generated by UNICEF is mobilized and featured. * Engage in prospective discussions with the Ministry of Education around policy priorities beyond 2025.  1. **Facilitating GPE policy and grant processes:**  * Support the validation, endorsement, and submission of the Partnership Compact to GPE * Support the dissemination of the Partnership Compact to socialize system transformation priorities within the national education community. * Support the SPACE in the coordination of the Grant Agent selection process. * Contribute to the drafting and the submission of the grant application package documents * Contribute to the drafting of project documents (after the Grant Agent selection process).  1. **Participating in sector and donor coordination mechanisms**  * Participate in Development Partner Group (PTF) meetings and conduct analytical assignments to identify areas for increased coordination among donors. * Participate in Local Education Group (CCS) meetings and support efficient and participative sector dialogue among education stakeholders, in line with UNICEF’s role of Coordinating Agency.  1. **Supporting UNICEF program implementation, monitoring, and evaluation:**  * Monitor the implementation of UNICEF education programs in DRC including technical and operational support to program implementation. * Collect and process evidence honed through program implementation to develop communication and advocacy materials as well as to mobilize knowledge for policy dialogue.  1. **Contributing to the implementation of UNICEF Education Section work plan:**  * Produce and/or contribute to the dissemination of various pieces (briefing notes, fact sheets, donor reports, presentations) to support the Education Chief and the UNICEF Education Section. * Organize regular training sessions for staff in national and field offices on Excel, SharePoint, and other Microsoft software for greater work efficiency. | | | |
|  | | | |
| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?       YES       NO     If YES, check all that apply:      **Direct contact role** YES       NO   If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:     |  | | --- | |  |     **Child data role** YES      NO   If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):     |  | | --- | |  |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget Year:** | **Requesting Section/Issuing Office:** | | **Reasons why consultancy cannot be done by staff:** | | | |
| *2022* | *Education section, DRC* | | Dedicated human resources required for facilitating the GPE processes (coordinating among development, civil society and government partners, preparing the request on behalf of government and partners to submit to GPE, among other tasks). | | | |
| **Included in Annual/Rolling Workplan***:*  Yes No, please justify: | | | | | | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** | | | | |  | |
| **Supervisor** | | **Start Date:** | | **End Date:** | | **Number of Days (working)** |
| Helena Murseli, Chief of Education | | May 2.2021 | | November 4, 2022 | | 131 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Assignment Overview** | | | |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline | Estimate d Budget |
| Provide technical inputs and coordination support to policy processes (RESEN, Mid-term review, etc..) in line with UNICEF’s Coordinating Agency mandate | Mid-Term review held; RESEN finalized; trainings on data use held | 04.11.22 |  |
| Coordinate the GPE application process as per UNICEF’s responsibility as Coordinating Agency | Partnership Compact validated; Grant Agent selected; Program document drafted | 04.11.22 |  |
| Representing or co-representing UNICEF in its role of Coordinating Agency in sector and donor coordination mechanisms | Policy and technical contributions provided; Meetings organized and documented; sector dialogue supported | 04.11.22 |  |
| Supporting the implementation of UNICEF education projects | Regular engagement with staff in field offices; lessons learned from project implementation identified; grant reports drafted and/or reviewed. | 04.11.22 |  |
| Support UNICEF Education Section work plan | Analytical and communication pieces drafted; meetings held | 04.11.22 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Estimated Consultancy fee** | **8,000 USD / month** | **6 months** | **48,000** |
| Travel International (if applicable) forfeit (ticket + visa) |  |  | 2,000 |
| Travel Local (please include travel plan)  Field missions/forfait | 1,500 USD | 6 months | 9,000 |
| DSA (if applicable) | 2,500 USD/ month | 6 months | 15,000 |
| Total estimated consultancy costs[[1]](#endnote-1) |  |  | 74,000 |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | | |
| Bachelors  Masters  PhD  Other  Enter Disciplines | * An advanced university degree in one of the following fields is required: education, economics, or social sciences fields relevant to international development. * Experience: A minimum of five years of professional experience engaging with national policy processes and sector dialogue mechanisms (sector analysis, sector plan development, joint sector reviews, local education groups). Experience in program management in development and emergency contexts is a plus. * Strong analytical, organizational, writing, and presentation skills are required. * Relevant experience in a UN system agency or international organization is considered an asset. * Experience with GPE grant application processes and program design. Knowledge and/or prior experience with GPE’s new operating model is a plus. * Language Requirements: Fluency in French and English is required. * Strong knowledge of education sector indicators, education sector analysis methodologies, and quantitative skills is appreciated. Advanced knowledge of Excel is required. | | |
|  |  | | |
| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | Home Based  Office Based:  If office based, seating arrangement identified:  IT and Communication equipment required:  Internet access required: | | |
| **Request Authorised by Chief of Education, Helena Murseli** | **Request Verified by HR:** | | |
|  |  | | |
| *Approval of Chief of Operations (if Operations): Approval of Deputy Representative (if Programme)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Representative (in case of single sourcing/or if not listed in Annual Workplan)*    *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | |
|  | | | | |
|  | | | | |

1. Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

   Payment of professional fees will be based on submission of agreed 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

   **Text to be added to all TORs:**

   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. [↑](#endnote-ref-1)