# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

| Title: | Funding Reference: | Type of engagement | Duty Station: |
|---|---|---|---|
| National Consultants (04) for I Am Music | 0690/A0/06/883/004/005<br>NON-GRANT<br>**Validity:** 12/31/2026 | ☒ Consultant | Yaounde |

**Purpose of Activity/Assignment:**

The purpose of the consultancy is to:

1. Support the implementation and continuity of the I Am Music program
2. Ensure alignment of all activities with the Education Section's strategic framework

**Background:**

UNICEF Cameroon, in collaboration with national stakeholders, has launched the I Am Music program to contribute to a Protective Learning Environment (PLE) for vulnerable children and adolescents, particularly girls. Inspired by the El Sistema methodology, the program provides free music education aimed at fostering life skills, emotional resilience, and social inclusion through collective musical practice. Nuclei are underway across various localities, with plans to scale the program nationally.

To ensure high-quality implementation, strategic scaling, and strong institutional coordination, UNICEF seeks a consultant to provide technical, programmatic and coordination support to the I Am Music program

**Scope of Work:**

Under the supervision of the Education Specialist (Protective Learning Environment), the consultants will support in:

A. Technical and Programmatic Support

- Coordinate and monitor the implementation of activities in existing music nuclei across the country.
- Contribute to the production of the 80th Anniversary anthem for UNICEF Cameroon.

B. Communication and Visibility

- Collaborate with the communication team to showcase program results.
- Document good practices, success stories and lessons learned.
- Produce human-interest stories and visibility content.

The above is not an exhaustive list of the tasks the consultants will do.

**Child Safeguarding**

Is this project/assignment considered as "Elevated Risk Role" 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:

128 hours / month

**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):

32 hours / month

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

| **Budget Year:** | **Requesting Section/Issuing Office:** | **Reasons why consultancy cannot be done by staff:** |
|---|---|---|
| 2026 | Education/Yaounde | Needed support for the I Am Music programme nuclei monitoring and it also requires specialized expertise in music production, artistic coordination, and stakeholder engagement for the development of UNICEF Cameroon's 80th Anniversary anthem. |

**Included in the Technical Assistance plan***:*

☐ Yes ☒ No

If no, please explain:

Because when the Technical Assistance Plan was developed, there were no available funds to cover the consultants needed for the I Am Music programme.

**Consultant sourcing:**

☒ National ☐ International ☐ Both

**Consultant selection method:**

☐ Recruitment from Roster. If so, please specify _____

☒ Competitive Selection (Advertisement / Internal pool of candidates)

| **Supervisor:** | **Start Date:** | **End Date:** |
|---|---|---|
| Georges Bissiongol, Education Specialist | 01 October 2026 | 20 December 2026 |
| | | |

**Work Assignment Overview**

| Tasks/Milestone | Deliverables/Outputs | Timeline | Estimate Budget |
|---|---|---|---|
| Coordinate and monitor implementation of activities in existing nuclei across the country. | • Implementation reports on nuclei activities.<br>• Updated activity dashboard. | October-December | |
| Implement tools to monitor program outcomes, document good practices, success stories and lessons learned. | Compendium of good practices, success stories, and lessons learned. | October - December | |
| Contribute to the production of the 80th Anniversary anthem for UNICEF Cameroon | Final UNICEF Cameroon 80th Anniversary anthem recording and accompanying promotional materials. | October-November | |

| | |
|---|---|
| Travel International (if applicable) | |
| Travel Local (please include travel plan) | No travel |
| DSA (if applicable) | No applicable |
| Activity Budget (if applicable) | |
| **Total estimated consultancy costs 1** | |

| | |
|---|---|
| **Minimum Qualifications required:**<br>☐ Bachelors ☐ Masters ☐ PhD ☒ Other<br><br>**Enter Disciplines:**<br>Music education<br><br>*Minimum requirements to consider candidates for competitive process | **Knowledge/Expertise/Skills required:**<br>• Musical skills<br>• Knowledge in musical pedagogy<br>• Knowledge in Child Rights and PSEA<br>• Knowledge in I Am Music Program<br>• Knowledge in El Sistema methodology<br><br>*Listed requirements will be used for technical evaluation in the competitive process |

**Evaluation Criteria [This will be used for the Selection Report (for clarification see guidance in the selection report template)]**

*Please specify the minimum passing technical evaluation score* (e.g. x / 75)

A) Technical Evaluation (maximum 75 Points) B) Financial Proposal (maximum of 25 Points)

| # | CRITERIA | POINTS |
|---|---|---|
| 1. | Musical skills and knowledge in musical pedagogy | 25 |
| 2. | Knowledge in El Sistema methodology | 25 |
| 3. | Knowledge in I Am Music program, Child Rights and PSEA | 25 |

| | |
|---|---|
| **Administrative details:**<br><br>Visa assistance required: ☐ | **If office based,** seating arrangement identified: ☐<br><br>IT and Communication equipment required: ☐ |

| | |
|---|---|
| ☒ Home Based ☐ Office Based: | Internet access required: ☐ |
| **Request Authorised by Section Head and CFO / Chief Field Operations** (if in a field office): | **Request Verified by People and Culture:** |
| *Approval of Chief of Operations (if Operations):*<br><br>_____ | *Approval of Deputy Representative (if Programme)*<br><br>_____ |
| *Representative (in case of single sourcing/or if not listed in Annual Workplan)*<br><br>_____ | |

_____

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

[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.

Individuals engaged under a consultancy 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. Consultants 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 consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant 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. The vaccine mandate, 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.