

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**  
**NATIONAL CONSULTANT FOR EDUCATION IN EMERGENCY**

**1. Background:**

The government's decision to close all education facilities including schools and kindergartens due to COVID 19 has directly affected more than 900,000 children under the age of 18. By order No A/43 of the Minister dated 27 January 2020, rapid response actions were decided to ensure education is continued during this time through broadcasting of TV lessons for pre-school, primary and secondary levels based on their respective curricula. The TV lessons continued since 3rd of February.

The schools re-opened in September but closed again in November 2020 due to community transmission of COVID-19 in the country. This has effectively halted the learning process of children nationwide for almost 2 consecutive academic years. As a result, many children including those from disadvantaged groups are at high risk of learning loss of a varying degree as well as their physical and mental wellbeing.

This requires for more rapid actions and response in terms of ensuring equitable and inclusive access to distance learning for all children as well as strengthening education system for emergency preparedness and response in the future scenarios.

In this regard, UNICEF Mongolia has working closely with the Government in taking major key response measures such as development of the Education sector contingency plan, safe- school re-opening protocols and support their implementation. Also, online interactive e-learning contents which complements existing TV lessons by ensuring children engagement and participation in the learning process was developed to support the provision of continuity of quality education. Moreover, in order to reach out to children with no access to TV and online platform, audio lessons as well as workbooks for both pre-primary and primary education have been developed and distributed to the target children and parents. In addition, UNICEF Mongolia as a co-lead for Education Cluster for Emergency, has been leading and coordinating education sector response measures, along with other partner organizations.

**2. Purpose of Assignment:**

Evolving situation of COVID 19 requires continued action and effort from UNICEF Mongolia in education sector response measures. The planned emergency responses require quality implementation of interventions in timely manner, education cluster coordination, availability of timely information and data for better planning and targeting. Thus, the consultant will provide support in ensuring effective and efficient coordination of UNICEF Mongolia's interventions and response actions to support education sector during and beyond pandemic.

**3. Scope of Work:**

Under the supervision of Education Specialist, the consultant will work closely with sectoral specialists to ensure the implementation of emergency response activities of UNICEF Mongolia to COVID 19 but not limited to: and strengthen emergency preparedness and response measures of country office for any further emergency. He/she will also work closely with the education cluster members to make sure contingency plan of education is implemented. The specific tasks include but not limited to:

- Take a lead on planning, implementing and monitoring of UNICEF Mongolia's response actions to COVID 19 in education sector (e.g., implementation of education contingency plan, safe school re-opening protocols and so on)
- Ensure cross-sectoral collaboration in UNICEF Mongolia's COVID 19 response, wherever necessary
- Provide support in coordination and management of on-going initiatives around digital transformation developed in response to COVID 19
- Support the Education cluster coordination for emergency and actively participate cluster meetings
- Proactively identify areas of opportunity to improve the current circumstance and take necessary follow-up actions
- Documentation and knowledge management including facilitation and support of production of case studies, lessons learned, and visibility materials related to COVID-19 response.
- Provide support for coordination, collaboration and communication with regional office, cluster members and other partners in emergency response and preparedness
- Lead internal/external all types of reporting on COVID 19 response measures in education sector and support the relevant fundraising opportunities by developing compelling proposals to donors and funds.
- Work in close collaboration with the Education team and complete other tasks as assigned by the Education Specialist, and as necessitated by the emergency situation.

**4. Programme Area and Specific Project Involved:**

Education (Education in emergency, emergency preparedness and disaster risk reduction)

**5. Contract duration (start and end date):**

15 June 2021 – 30 May 2022 (11.5 months.)

**6. Type of engagement: (Full time/Part time)**

Full time. Consultant will be eligible for 1.5 days paid time off (PTO) per month. During COVID-19 pandemic, specific internal procedures including COVID-19 care pathway will apply in addition to the Mongolian Government policies and measures.

#### **7. Deliverables, Timeframe and Payment Schedule:**

The consultant will be paid upon the presentation and acceptance of the satisfactory monthly progress report with the completion of key deliverables.

#### **8. Project Management:**

Direct supervisor: Education Specialist

Frequency of performance review: Weekly progress and monthly performance review will be conducted by the direct supervisor to ensure the quality and timely delivery of given tasks.

#### **9. Qualifications and requirements:**

- a. Minimum qualifications required:
  - Masters or advanced degree in education, social sciences, international development, humanitarian response or related field.
- b. Relevant working experience:
  - At least 5 years of progressively responsible professional work experience at the national and/or international levels in education sector, preferably basic education
  - At least 2 years of professional work experience in areas of emergency preparedness and response, and/or disaster risk reduction
  - Solid 3-5 years of experience in programme/project management and coordination among different stakeholders will be advantage.
- c. Knowledge/expertise/ skills required
  - Fluency in Mongolian and English (verbal and written).
  - Good working knowledge of Microsoft Office and collaborative document software.
  - Proven excellent project/programme coordination and management skill
  - Previous experience working with humanitarian organization and humanitarian setting is a plus.
  - Familiar with the UN system and knowledge about cluster mechanism is desirable.

**Nature of 'Penalty Clause' to be Stipulated in Contract:**

UNICEF reserves the right to withhold the consultancy fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNICEF.

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**Note: (text should 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.