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TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title:	Digital Pathways to Inclusion: UNICEF Tools Transforming Life opportunities for youth in Jamaica
Duration:	3 months
Estimated Start Date:	May 2026- July 2026,
Duty Station:	Jamaica
Reporting to:	Rebecca Tortello, Education Specialist

BACKGROUND & ORGANIZATIONAL CONTEXT

UNICEF Jamaica seeks a consultant to stage informational sessions – one for youth with disabilities (online), one for parents of children with disabilities (online), and one for sector stakeholders (hybrid open to regional participants) bringing together policymakers, practitioners, development partners, youth leaders, and private sector actors to strengthen understanding and coordination around the UNICEF Jamaica Country Office's (JCO) inclusive tools including materials for foundational literacy and numeracy (i.e. Accessible Digital Textbooks), general state-based support and school-to-work transition (STWT) resources..

PURPOSE OF ASSIGNMENT

Coordinate these 3 sessions and prepare a final report noting recommendations for strengthening programming and reach overall. Ensure the sessions showcase promising models, promote peer learning, and opportunities for regional adaptation.

Target participants include:

- UNICEF country and regional staff
- Employers, private sector leaders, and chambers of commerce
- National and regional Technical and Vocational institutions and skills councils
- Youth-led and youth-serving organizations
- Youth delegates, student councils, and peer leaders
- Students in special education schools
- Parents of children with disabilities

MAIN DUTIES AND RESPONSIBILITIES

Session design, coordination and execution including use of sign language interpretation. .
Final report preparation and presentation to UNICEF Jamaica Country Office (JCO), Easter Caribbean Region (ECA) and the Regional Office (RO).

Based on UNICEF JCO and Regional Office (RO) guidance:

1. **Design the session formats and participation,** confirming a list of speakers, format of sessions, audience profile and host, generating invitations and flyers, promoting the event and confirming attendance. Liaise with the UNICEF Jamaica Country Office Youth Council and the UN Youth Advisory Group to assist in session development where able.
3. **Ensure that youth perspectives and lived experiences** are integrated to inform regional and national programming. The UNICEF life skills chatbot, FUNDOO, should be used as a preparation tool to encourage youth participants to complete relevant, short, FUNDOO tasks (i.e. on career planning) prior to participation in the youth focused workshop
5. **Identify scalable models, partnerships, and policy opportunities** to strengthen outcomes for children and youth with disabilities, highlighting promising practices.

6. **Prepare a post-sessions summary brief** capturing recommendations, commitments, and opportunities for follow-up.

EXPECTED RESULTS

A detailed financial proposal must be attached to application.

Deliverables	Deliverable Date	Payment %
Review existing UNICEF Jamaica Country Office tools and prepare a plan for each session including interactive activities, promotional materials and pre-session information.	By Mid May 2026	30%
Successfully stage and manage each of the 3 inclusive sessions including interactive activities to keep participants engaged.	By Mid June 2026	40 %
Prepare final, designed report and presentation to JCO and RO and presentation including recommendations, highlighting best practices.	By mid-July 2026	30%

MINIMUM REQUIREMENT & QUALIFICATIONS

The selected supplier will be expected to possess at minimum the requirements and qualifications listed in the table below:

Education	Bachelor's Degree in Education
Work Experience	The consultant will have the proven ability to: - Communicate effectively both in spoken and written word - Work creatively and analytically with strong problem-solving skills - Organize workflow and tasks across multiple workstreams - Be self-motivated and learn quickly. - Able to work well with others and engage effectively with diverse partners particularly community level partners - At least 1 year's experience facilitating workshops - Facilitate online meetings with varying functionalities or Zoom or Microsoft Teams
Languages	Fluency in English is required
Technical knowledge	Knowledge of workshop planning and facilitation; experience with inclusion an asset

Other skills and attributes	Demonstrated excellent skills in communication. Demonstrated ability to engage youth Ability to work efficiently under tight deadlines Must be detail-oriented and creative Able to work effectively in a multicultural environment Sets high levels of quality and productivity for self Ability to clearly define objectives and plan activities Demonstrated experience with UNICEF will be an asset

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: less than 10
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):
Less than 10
More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

Budget/ 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.

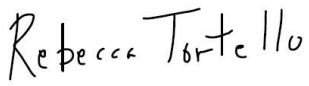
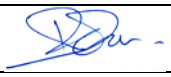
Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the contractor.

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 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.

Travel will be covered by UNICEF as per policy.

- Travel costs will be estimated and added to the contract once they are determined based on UNICEF Financial Rules and Regulations.
- For agreed country visits, the contractor/consultant will be responsible in administering their own travel. UNICEF will reimburse travel related expenses based on actual costs or on the below criteria whichever is lower and upon presentation of receipts.
- Any travel involved should be budgeted according to UN Travel Standards as a ceiling.
- UN Secretariat Administrative Instruction on Official Travel, ST/AI/2013/3: Sect. 4, para. 4.2, numerals (d) and (e)

For information on Daily Subsistence Allowance (DSA), can be found on the International Civil Service Commission website

Endorsements and Approval			
Specialist			
Name:	Rebecca Tortello	Date:	April 13, 2026
Title:	Education Specialist	Signature:	
Deputy Representative [If Programme]			
Name:	Mohammad Mohiuddin	Date:	April 13, 2026
Title:	Deputy Representative	Signatura:	

EVALUATION CRITERIA

All applications will be evaluated based on lowest priced, technically compliant quotation.

Cost Estimates are invited for the coordination of these sessions. Applicants must stipulate and itemize all-inclusive fees, including lump sum travel and subsistence costs, etc., as applicable under each deliverable noted on page 2.

PAYMENT TERMS

Payment of 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 contractor.

All travel costs are to be estimated and included with the proposed cost estimate for consideration. For agreed out of town visits, the contractor/consultant will be responsible in administering their own travel. UNICEF will reimburse travel related expenses as noted in the contract and upon presentation of receipts. For information on Daily Subsistence Allowance (DSA), can be found on the International Civil Service Commission website

SUBMISSION

Should you need further clarification, please send your queries to Charlene Buckley at cbuckley@unicef.org