TERMS OF REFERENCE (ToR)

TEMPORARY APPOINTMENT

Post Title:	Programme Officer (Digital Education)
Type of Contract:	Temporary Appointment
Level:	NOA
Duration:	365 days
Duty Station:	Brasília, Brazil
Period of assignment:	August, 2026 to August 2027

1. Context

The United Nations Children's Fund (UNICEF) works in Brazil to ensure every child's right to quality education. In today's context, full child development requires access to connectivity and education that integrates digital technologies.

According to UNICEF's *Digital Education Strategy 2025–2030*, emerging technologies such as artificial intelligence, automation, and expanded internet access offer opportunities to address educational challenges and reshape learning. At the same time, they demand new skills for employability, highlighting the need to strengthen education systems through effective use of technology and innovative teaching approaches aligned with 21st-century needs.

Despite increased access to schooling in Brazil, learning outcomes remain a major challenge. Nearly 48% of students follow highly irregular educational trajectories, and many leave school without essential skills. In 2025, only 66% of 2nd-grade students achieved expected literacy levels. By the end of basic education, just 19% reach adequate proficiency in Portuguese and 5% in Mathematics. Digital skills are also limited: in 2023, only 24% of young people aged 16–24 demonstrated high digital proficiency.

In response, UNICEF Brazil supports the government in improving learning outcomes and skills development through a context-driven digital education strategy. Digital inclusion is a priority within its education program. Although school connectivity has expanded in recent years, reaching about 60% of public schools, significant gaps remain, especially in the North and Northeast regions. Many schools rely on low-quality internet, limiting its pedagogical use, alongside challenges related to digital content and teacher training.

Since 2022, UNICEF Brazil has collaborated with the federal government and Giga—a joint initiative with the ITU aimed at connecting all schools worldwide by 2030. Giga provides tools for school mapping, connectivity monitoring, and financing solutions to tackle digital exclusion.

Additionally, UNICEF Brazil leads the Connected Territories project, which promotes connectivity and innovative teaching in indigenous, quilombola, and rural schools. Focused on sustainable and inclusive digital education,

especially in the North and Northeast, the project has trained 1,450 teachers and education managers and benefited over 14,300 students by strengthening foundational learning through technology-supported practices.

2. Purpose of the position

Under the direct supervision of the Education Officer, the Programme Officer (Digital Education) will support the implementation of the strategy by leading advocacy efforts; developing and implementing school connectivity initiatives; designing digital skills projects for education managers, teachers, and students; and promoting the pedagogical use of digital resources to improve learning quality with equity.

Programs such as Giga, Connected Territories, and future initiatives will be implemented and monitored in UNICEF Brazil's priority territories, including the UNICEF Seal (Selo UNICEF), and aligned with ongoing programs such as Successful School Trajectories and 1 Million Opportunities

For school connectivity expansion, this role will lead activities across Giga's three pillars, data/mapping, financing, and connectivity, ensuring consistent implementation, monitoring, and integration into UNICEF's country program. Responsibilities include consolidating data and evidence, supporting national advocacy to advance equity, adapting Giga tools to the Brazilian context, coordinating with key stakeholders, and providing technical support to federal and subnational governments, as well as institutions such as NIC.br, Ministry of Communication, Ministry of Education, and Anatel.

This role will oversee the design, implementation, and quality monitoring of initiatives with national and local governments, ensuring alignment with UNICEF's digital education outcomes. It will support regional offices in engaging with local governments, education authorities, and schools, supervise implementing partners, and maintain coordination with key stakeholders.

Overall, this position is responsible for:

- Provide technical and operational support for digital education and connectivity initiatives within UNICEF Brazil, in coordination with the Chief Education in UNICEF Brazil, Giga team and Global UNICEF Education team.
- Serve as primary focal point on connectivity and digital education with relevant national stakeholders, governments entities, private sector players, civil society and ITU Brazil.
- Advocate for equitable, sustainable technology and connectivity models.
- Support data analysis on connectivity, monitoring systems, and evidence generation to strengthen accountability and improvement of learning outcomes and inclusion.
- Ensure coordinated planning, implementation and monitoring of initiatives to improve education outcomes.
- Support local partners in implementing school connectivity and digital education models.

3. Key Expected Results

Provide technical knowledge in school connectivity and digital education

- Support the UNICEF Brazil Country Office (BCO) in advocating for quality connectivity for all schools - specially indigenous, quilombolas and rural schools - in relevant national and international forums.
- Participate in meetings with the Ministry of Communications (MCom) and the Ministry of Education (MoE), providing support for the use of Giga principles, resources and tools.
- Provide critical input in design Giga workplan targets and activities in Brazil, coordinate Brazilian delegation's participation in Giga events, in close collaboration with the Giga Country Engagement team.
- Participate in online meetings promoted by the Giga initiative, to exchange experiences and update on the initiative's progress and resources.
- Provide technical input for documents related to discussions with the Giga team, funders, and other actors on models for financing school connectivity.
- Provide technical and institutional support to assist in integrating Brazil's connectivity monitoring platforms with Giga Maps.
- Develop advocacy and technical support for the GAPE (Working Group for Monitoring Funding of School Connectivity Projects), FUST (Telecommunications Services Universalization Fund) advisory committees and similar forums, focused on school connectivity.
- Provide technical support to relevant government partners (Nic.br, MCom, Anatel) for completing school mapping using AI (Artificial Intelligence) and testing the Giga connectivity management platform.
- Organize, with MoC and its partners, technical support for UNICEF Seal educational activities, focusing on schools installing connectivity meters to monitor the quality of internet in public schools in real time.

Manage the implementation of UNICEF Brazil's projects, focused on digital education in public schools

- Develop and implement digital education projects aligned with UNICEF's global framework for Digital Education, the Brazilian legal framework, and the interests and needs of Brazilian public schools—especially those serving Indigenous, quilombola, and rural communities—focusing on improving the quality of education with equity.
- Plan and manage the activities of digital education projects developed by UNICEF's Education area, acting as the focal point for these projects and working in close collaboration with Zonal Offices, local governments, Departments of Education, schools, implementing partners, and donors.
- Oversee the distribution of devices donated by UNICEF to Departments of Education and participating schools, carried out through implementing partners.
- Monitor the work of implementing partners of the Connected Territories Project and other digital education initiatives, in collaboration with UNICEF Brazil's Zonal Offices, tracking activities and deliverables outlined in the work plan, including teacher and school leadership training, development of pedagogical plans and activities using digital resources, and actions related to the closure of the academic year and planning for the next school year.
- Supervise the final delivery of training conducted by implementing partners throughout the academic year by reviewing and analyzing reports provided by the partners, as well as through in-person monitoring in selected territories.

Programme Development and Management

- Participate in the regular management meetings of the Education section and in the Education Working Group, aimed at following ongoing actions and defining next steps;

- Follow and assist in the implementation of connectivity and digital education components foreseen in the AWP, contributing with technical and professional assistance for the development and management of ongoing programmes and actions, using a results-based management approach;
- Monitor and assist the progress of the implementation of ongoing programmes and projects through data collection and analysis, suggesting, based on this, actions and measures that need to be taken to ensure the effective advancement of the work and the protection of adolescents' and youths' rights;
- Prepare action plans for new or ongoing projects as needed, in line with available resources and timelines, and in dialogue with the teams involved;
- Propose and promote adjustments or changes to action plans already underway, should project monitoring indicate the need for such modifications.
- Identify and develop financing opportunities for the strategy in Brazil, in close coordination with the PFP and NatComs.

Optimum Use of Program Funds

- Monitor the allocation and disbursement of grants according to the plan agreed with the Chief of Education, Education Officer and the programme assistant, ensuring that funds are properly used within their validity period and generate the expected results for UNICEF and its donors;
- Support the team by providing suggestions for the optimal use of resources throughout implementation;
- Support the team in all HACT (Harmonized Approach to Cash Transfer) procedures with implementing partners, such as organizing and conducting programmatic visits; creating Programme Documents; uploading documents into systems; approving items in systems, etc., to ensure that the initiative's implementation achieves the highest possible level of quality and efficiency.

Programme Monitoring and Evaluations

- During the monitoring of Ips (Implementing Partners), LTA (Long Term Agreements) contracts, and LVPs (Low Value Procurements), guide the work of those involved, providing clear instructions on necessary adjustments and corrections;
- Collaborate in internal UNICEF office meetings for programme and project review and evaluation, as well as in meetings with government partners, Giga, ITU, donors, and other institutional partners;
- Prepare interim and final reports for the BCO, the Education section, Giga Global initiative, donors (scope, activities, results vis-à-vis predefined goals, beneficiaries, communication actions) and governments partners.

4. Qualifications of a Successful Candidate

Education

- University degree in one of the following fields is required: education and technology, public administration or management, law or other relevant fields.

Experience

- A minimum of one year of professional experience in project management, management of educational programs using digital education in public schools; management of educational programs for populations in situations of social vulnerability, including Indigenous and quilombola communities, as well as residents of remote areas is required.
- Experience in engaging and coordinating with diverse partners at national and regional levels, including government entities, telecommunications regulators and companies, international development organizations, and civil society.
- Experience in presenting and promoting new ideas and business models to diverse stakeholders, including investors and government entities.
- Experience in working with technical teams or telecommunications infrastructure systems to develop and deploy systems and solutions in digital education, network/systems engineering, or technical product/program in education.

Knowledge and skills

- Understanding of emerging concepts and their practical application in digital education initiatives, including school connectivity and related policies/programs.
- Knowledge of Brazil's educational, sociocultural, and political environment, particularly in vulnerable contexts (including Indigenous, quilombola, and rural communities).
- Ability to work effectively with diverse, geographically distributed teams and across different technical fields (education, telecommunications, ICT, public administration, procurement, etc.).
- Strong writing and communication skills, including ability to tailor messages to different audiences and manage multiple priorities.
- Ability to translate complex topics into clear guidance, combined with strong stakeholder engagement and negotiation skills, and resilience in challenging situations

Language Requirements

- Fluency in English and Portuguese is required.

5. Competencies of a Successful Candidate Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Competency -Not supervisory

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (1)

- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)