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TERMS OF REFERENCE

Airtel Africa Project Coordinator

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Senegal, WCARO (Remote with possible travel to Dakar, Senegal, and/or Airtel countries)
DURATION OF CONTRACT	6 months

Purpose of Assignment

In 2021, UNICEF signed a 57-million-dollar partnership (one of the largest to date with a Mobile Network Operator) with Airtel Africa to promote digital learning by connecting schools to the internet and providing free access to national and UNICEF learning platforms across six countries in the region. Six countries in WCAR directly benefit from the ongoing partnership. With Airtel in WCAR, more than 1,000 schools have been connected to the internet, and ~1 million students and teachers are accessing more than 20 zero-rated platforms, such as UNICEF Learning Passport, for learning and teaching.

The partnership focuses on three strategic pillars:

1.Connectivity for Opportunity – connecting schools and learners through the Airtel initiative.

2.Accessible Learning Platforms – providing affordable or zero-rated access to high-quality digitaleducation content such as the Learning Passport.

3.Championing Digital Education for Africa's Children – advocacy, communication, and behaviour changeto promote digital learning inclusion.

To support the effective coordination and implementation of this multi-country initiative, UNICEF seeks a qualified consultant to serve as Project Coordinator for the partnership in the West and Central Africa Regional Office (WCARO).

Scope of Work

The Project Coordinator will provide technical, coordination, and administrative support to ensure timely and quality implementation of the Airtel Africa initiative for the West and Central Africa Regional Office. The consultant will act as the focal point between UNICEF regional and country offices, Airtel Africa's group team, and national affiliates, supporting joint planning, monitoring, reporting, and communication efforts.

KEY RESPONSIBILITIES

A.Project Coordination and Implementation

- Support day-to-day coordination of activities across UNICEF regional and country offices and AirtelAfrica's teams.
- Track implementation progress across all 6 partner countries, ensuring alignment with partnership goals and timelines.
- Facilitate joint work planning sessions, co-creation workshops, and technical meetings betweenUNICEF and Airtel Africa.
- Coordinate with UNICEF's Giga and Learning Passport teams to align digital learning and connectivitycomponents.
- Draft white paper on expanding connectivity partnership to include out of school children in phase 2

B.Monitoring, Evaluation, and Reporting
•Update and maintain the Airtel monthly KPI reporting document and Airtel dashboard.
•Consolidate quarterly and annual progress reports, highlighting reach, achievements, challenges, andlessons learned.
•Support data collection and reporting on KPIs such as number of schools connected, learners reachedthrough zero-rated content, and advocacy milestones.
•Ensure timely submission of progress updates and donor reports to UNICEF and Airtel Africa.

C.Communication and Advocacy Support
•Liaise with UNICEF and Airtel communication teams to plan joint visibility activities.
•Support the organization of high-level events, launches, and communication campaigns promotingdigital learning.
•Draft communication briefs, case studies, and success stories showcasing impact.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Project Planning	Inception report with detailed work plan and coordination framework	15/10/2026
Project Coordination and Implementation	Monthly progress reports - Airtel monthly KPI reporting document and Airtel dashboard	31/03/2027
Monitoring, Evaluation, and Reporting	Documentation of lessons learned and best practices - consolidated quarterlyand annual progress	31/03/2027
Project Closure	Final report and guidance document (draft white paper on expanding connectivity partnership)	31/03/2027
Communication and Advocacy Support	Organization of high-level events, launches, and communication campaigns promoting digital learning, and relevant reporting. Applicants are asked to include in the proposal an estimate for travel to a 3-day workshop in Senegal (Dakar or Saly).	31/03/2027

Payment Schedule:
Payment will be made on submission and acceptance of 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.

Important Notes

- 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.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates 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. It 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.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Education:

- Masters in any of these disciplines: Education, Blended learning, Pedagogy and Instructional Design, Education Technology, Multimedia Design, Project Management, Technology

Work Experience:

- A minimum of 5 years of relevant professional experience in designing, managing, coordinating, or technically advising digital education activities, preferably in multi-country, international development contexts.

Knowledge/Expertise/Skills:

- Strong project management skills and ability tocoordinate multi-country projects, includingmanagement of deliverables, timelines, and reviewprocesses across multiple stakeholders.
- Strong analytical, organizational, and communicationskills, including the ability to synthesize complexmethodological, technical, and operational inputsinto clear guidance, reports, briefs, andpresentations.