



TERMS OF REFERENCE
Consultant / Individual Contractor

Summary:

Table with 4 columns: Field (Section, Title, Reporting to, Duration), Value (EDUCATION, Support the development of a National Strategy for Out-of-School Children in Guinea Bissau, Education Chief, 45 days within the period of October 15, 2022, to January 31, 2023), Field (Date, Duty station, Contract type, Start date), Value (15 September 2022, Bissau, Guinea-Bissau, Consultant, 15 October 2022)

Child Safeguarding

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?

[] YES [x] NO If YES, check all that apply:

Direct contact role [] YES [x] 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:

[Empty text box for direct contact role details]

Child data role [] YES [x] 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):

[Empty text box for child data role details]

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

1. Background

Guinea-Bissau has a small but young and rapidly growing population, estimated at 1.9 million in 2019, of which about 54% is under 20 years old (World Bank). The country is among the poorest countries in the world, ranking 175 out of 189 countries on the United Nations Human Development Index (UNDP, 2022). Guinea-Bissau is also classified as a fragile state and is ranked 27th on the list of most fragile states on the 2021 Fragile State Index (FFP, 2021) due to persistent political instability. This high fragility has been worsened by COVID-19 and weakened the ability of government institutions to provide basic services for the most vulnerable boys, girls, and their families. Guinea Bissau is ranked 4th on the 2021 global report on the impact of climate crisis on children for the Children's Climate Risk Index (UNICEF, 2021).

Women and children in Guinea-Bissau have limited access to quality basic education. In 2019 (MICS6), the net attendance rate for primary education was 69% (70% for girls), and only 9% for lower secondary (8.7 for girls).

The rate of out-of-school children of primary education school age was 27.7% (26.4% for girls) and 23% (26% for girls) for lower secondary education. The completion rates are also particularly low for both primary and lower secondary education, respectively 27% and 17%. The skill levels of children in Guinea Bissau are quite low. Only 12 per cent of children aged 7-14 years old have basic skills in reading and only 7 per cent in numeracy. Moreover, 1 out of 2 young people are illiterate. The literacy rate among 15–25-year-old was 48% in 2019 (46% for young women). There are strong inequalities by area of residence and by economic quintile, with those who are wealthier or live in an urban area having higher rates.

The COVID-19 outbreak and the subsequent closure of schools in 2020 had a further negative impact on access and learning. Although data remains scarce, evidence strongly suggests that there have been significant losses in terms of access to education and levels of learning outcomes. Nearly 500,000 children were affected by school closure, including 319,176 at a pre-school level.

In 2018, the Ministry of Education, with the support of UNICEF, conducted a study on Out-of-School Children, which reinforced the need for the Ministry of Education to engage, with its partners, in a joint action against the phenomenon of out-of-school children, which is a significant impediment to the education goals under the 2030 Agenda. Among others, the study highlights the problem of late entry into the regular education system, which significantly influences the early exit of children from the system (without completing the 6-year primary cycle). In 2019, (i) the probability of a child not entering the system at the right age was 26% for a girl and 29% for a boy, (ii) the probability of leaving the system without completing grade 6 was 75% for girls and 71% for boys and, (iii) the probability of leaving without completing grade 9 was 84% for girls and 82% for boys (MICS6).

To respond to this phenomenon of children's access and retention in the education system, some initiatives and experiential interventions have been implemented in the last five years, but they are very different from each other and not harmonized. The Joint Sector Review 2021 exercise demonstrated the need to review the strategies and targets outlined in the Education Sector Plan 2017-2025 to respond to the issue of out-of-school children, in terms of access, quality and good governance. The need to clearly define the roles and responsibilities within the Ministry of Education was also highlighted, as well as the need to define the different interventions to allow a more efficient monitoring and a more rational mobilization of resources.

In this context, the present Terms of Reference have been drawn up with the aim of providing the Ministry of Education with technical assistance for the development of the National Strategy for Out-of-School Children in Guinea Bissau. This intervention is supported by UNICEF.

2. Objectives

The main objective of the consultancy is to develop a national strategy and a three-year budgeted action plan to address the challenges of out-of-school children. This strategy should be the result of an inclusive and participatory process of reflection, with different stakeholders, under the leadership of the Ministry of Education, notably the National Institute for Educational Development.

3. Scope of Work

More specifically, it will involve:

- Drafting a literature review of relevant research evidence on out-of-school children, with a focus on Guinea-Bissau or similar contexts. This should include a review of out-of-school strategies and policies in similar contexts;
- Undertaking an analysis of the current policy environment and context with regards to out-of-school children in Guinea-Bissau, identifying strengths, opportunities, weaknesses, and threats;
- Guiding a national technical working group (TWG) in the reflection and design of a draft National Strategy for Out-of-School Children in Guinea Bissau and a budgeted action plan, which considers (i) system strengthening to leave no one behind, (ii) partnerships and engagement with the public and

all civil society stakeholders, (iii) community engagement and social and behavioural change interventions, (iv) advocacy and communication, (v) multi-sectoral interventions;

- Facilitating the technical validation of the strategy through presentations to key stakeholders;
- Incorporating feedback to finalize the National Strategy for Out-of-School Children in Guinea Bissau, including a budgeted action plan

Approach

The consultant should use a participatory approach that involves all key players in the sector and develop a National Strategy that is appropriate and reflects the country's overall situation. For the purpose, the work will include consultations, interviews, and workshops with key stakeholders.

The consultant will start by inventorying local and regional practices that can serve as models and be replicated, adapted, or encouraged, by making sure that local practices do not contradict to those promoted by UNICEF at the global level and are aligned with the Education Sector Plan.

Expected results and methodology

For the development of the strategy and its three-year budgeted action plan, we are looking for the services of an international consultant, specialised in the education sector, recruited for 45 days and present in Guinea-Bissau for a minimum number of 30 days.

Leading a national multi-institutional technical working group from the Ministry of Education and other partners (approximately 10-15 people), the consultant will:

✚ First stage (November-December 2022):

- Carry out a diagnosis of the current context and present a first consultation report that includes a consolidation of the working methodology. To do this, and with the help of UNICEF and the Ministry of Education, it is suggested that the consultant (i) carry out a review of the literature and available secondary data, (ii) carry out a survey of key informants, direct and indirect actors in the education sector, (iii) carry out visits to some school communities.
- Develop the draft strategy and the budgeted action plan. To do this, and with the help of UNICEF and the Ministry of Education, it is suggested that the consultant engage in the following activities:
 - i. organise workshops with the national technical team to develop the strategy document and the three-year budgeted action plan (most of the work will take place at the National Institute for the Development of Education (INDE), where a room will be made available to the team);
 - ii. consolidate and submit a draft that can be shared with the sector partners for review before the technical validation session.

✚ Second stage (January 2023):

- Facilitate the presentation of the strategy at a technical validation workshop. For this purpose, and with the assistance of UNICEF and the Ministry of Education, it is suggested that the consultant (i) prepare a Power Point presentation, which describes the development process and the main elements that make up the strategy, (ii) record the most relevant inputs and take them into consideration for the finalisation of the strategy document.
- Finalise and submit a clean version of the strategy document together with the final report of the consultancy.

Geographic Scope

The consultancy will be mostly based in Bissau, with some field missions.

4. The Work Plan (Key deliverables, Tasks, Timeframe and Payment Schedule)

The table below presents a description of the actions and an indicative timeline for the intervention. The consultant may propose a different timeline, always ensuring clear information on the different phases considered.

Key deliverables	Tasks	Timeframe
<p>1. Inception report submitted in Portuguese*</p> <p><i>*Each deliverable will be the object of up to 5 back-and-forth between UNICEF and the consultant to ensure compliance with UNICEF quality standards.</i></p>	<p>Remotely and In Bissau</p> <ul style="list-style-type: none"> - Inception meeting with UNICEF staff - Review of relevant out-of-school literature and policies in Guinea-Bissau, from the regional, and globally - Inception meeting with the Technical Working Group, including a proposed ToR to guide the work of the group - Initial meetings with key stakeholders, partners, and communities to inform the inception report - Finalization of inception report and work plan, with contextual analysis, detailed methodology, and proposed work plan. 	<p>2 weeks (10 working days), and by the 2nd week of November</p>
<p>2. Draft of the Strategy and the budgeted action plan submitted</p>	<p>In Bissau</p> <ul style="list-style-type: none"> - Primary data collection with stakeholders, key informants - Continued review of relevant documents (national, regional, and global level) - In partnership with the TWG, draft the first version of the National Strategy - In partnership with the TWG, draft the first version of the budgeted action plan - Review of the draft documents by the TWG and UNICEF 	<p>4 weeks (20 working days) and by December 9, 2022</p>
<p>3. Presentation and technical validation workshop conducted of the proposed strategy and three-year action plan organized</p>	<p>In Bissau</p> <ul style="list-style-type: none"> - Power Point presentation summarizing key elements of the strategy and the main components of the costed action plan submitted and approved - Organisation of a validation workshop of key partners including the members of the Local Education Group. This should include participatory activities to foster feedback from participants - Draft a report of the validation workshop that highlights the main comments and recommendations coming from the workshop 	<p>3 working days, including one day for the workshop</p>
<p>4. Final version of the National Strategy and budgeted action plan and accompanying documents submitted, and final consultancy report validated. *</p>	<p>Remotely</p> <ul style="list-style-type: none"> - Final version of the National Strategy and budgeted action plan is submitted and accepted by UNICEF. - Power Point Presentation which summarizes the National Strategy, including slides on the budgeted action plan 	<p>7 working days</p>

<p><i>*Each deliverable will be the object of up to 5 back-and-forth between UNICEF and the consultant to ensure compliance with UNICEF quality standards.</i></p>		
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The consultant must ensure that there is an efficient transfer of skills to the national technical team involved in the different stages of the consultancy.

Key Deliverables:

The consultant will provide the following products in Portuguese electronically (further details and deadlines will be specified during the inception meeting). (Note: The contents of these deliverables may be altered if agreed upon between UNICEF and the consultant):

1. **Inception Report**, including a detailed description of the methodology and suggested work plan. The report will be structured as follows:
 - Introduction presenting the purpose, scope, and objectives of the strategy
 - Preliminary analysis on the current situation/context of out-of-school children in Guinea-Bissau
 - Preliminary results of literature review (global, regional, local)
 - Detailed description of the methodology, including relevant data collection methods
 - Work Plan
 - Preliminary results from initial pilot consultations/data collection and analysis, if relevant, including any proposed changes to the structure and aims of strategy
 - Annex: List of the main documents reviewed; Proposed data collection tools; Initial list of key informants

2. **First Draft of the National Strategy for Out-of-School Children in Guinea Bissau** and the accompanying budgeted action plan. These will be the subject of several iterations (series of exchanges) between the consultant and the technical working group.

3. **Power Point presentation** summarizing key elements of the strategy and the main components of the costed action plan, to be presented at a validation workshop

4. **Report outlining the main findings from the validation workshop**, including key recommendations.

5. Final version of the National Strategy for Out-of-School Children in Guinea Bissau and the accompanying budgeted action plan. The full final report shall be structured as follows, unless otherwise discussed:
 - Table of Contents including List of Tables and List of Figures
 - Executive Summary (covering all main sections of the report)
 - Acknowledgements (all who supported the development of the strategy and provided strong cooperation and collaboration during the process)
 - List of abbreviations and acronyms
 - Introduction (objective, scope, indented use)
 - Contextual Analysis and Literature Review
 - Theoretical Model/Conceptual Framework (if applicable)
 - Strategy Design
 - Annex 1: Comprehensive Budgeted Action Plan
 - Annex 2: Monitoring and Evaluation Plan
 - Annex 2: Methodology

5. **Power Point Presentation** which summarizes the National Strategy, including slides on the budgeted action plan

6. Reporting Requirements and Key Responsibilities

The consultant will work in close collaboration with the education section, mainly with the Education Specialist and Programme Specialist, and will report to the Education Chief (direct supervisor).

UNICEF's intervention are aligned with national plans for the development of education sector and therefore, all activities related to the development of a national strategy for out-of-school children will have to be implemented with the close collaboration of the authorities of the Ministry of Education, in particular the National Institute for the Development of Education (INDE), the Directorate General of Literacy and Non-Formal Education (DGAeENF) and the Directorate General of Basic and Secondary Education (DGEBS).

The work will be carried out in close collaboration with a national technical working group composed Ministry of Education staff and key partners, under the supervision of the General Directorate of the National Institute for the Development of Education (INDE) and UNICEF.

In Bissau, the work will take place mainly at the premises of the INDE, during the institution's normal opening hours. The Ministry of Education will ensure that its technical staff is present at all stages of the process, collaborating in defining the Strategy.

The consultant must report on all stages of the process through:

- Technical coordination meetings with UNICEF and the Ministry of Education;
- Reports:
 - ✓ the inception report (which describes the context and programming of the work)
 - ✓ the final report that provides a summary description of the results achieved, with recommendations and actions to be considered in the short, medium, and long term;
 - ✓ Minutes of coordination meetings or any meeting where key recommendation/decision were addressed throughout the consultancy period.

7. Profile Requirements

Minimum Qualifications required:

Bachelor's degree in one of the following areas: Education, Adolescent development and participation, sociology, economy or another related field in the Social Sciences or Sciences.

Knowledge/Expertise/Skills required:

- Minimum of five years of experience in the areas of education, particularly in the research for the definition of educational strategies and policies.
- Experience facilitating co-creation workshops with different stakeholder, including government staff.
- Experience of the education sector of Guinea-Bissau or countries with similar contexts is desirable.
- Proficient in using MS EXCEL, WORD and PowerPoint.
- Highly developed communication skills and proven ability to work with stakeholders with different technical backgrounds.
- Professional proficiency in Portuguese and English is required.
- Experience working with the UN (United Nations) or similar development agencies is desirable.

Criteria for Selection Process:

Interested individuals must submit an expression of interest (5-10 pages) that includes:

1. A 1–2-page summary of how your experience and qualifications meet the requirements outlined in this Terms of Reference.
2. A brief technical proposal (2-6 pages) describing how the work will be carried out.
3. A financial proposal that includes all associated costs and expenses to carry out the consultancy.

8. Administrative Requirements

- Visa Assistance;
- Transportation arrangement by the office;
- Internet Access in UNICEF office.