

Title	Funding Code –	Type of engagement	Duty Station:
Education Officer	SC180817 / Non Grant	<input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor	Kingston

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context: UNICEF Jamaica is seeking the support of an individual contractor with expertise in education research and programming. The individual contractor will support UNICEF office in the design, implementation and monitoring of programmes aimed at supporting learning recovery efforts and adolescent skills and employability

Purpose for the job: Under the general guidance of the Education Specialist, the individual contractor is responsible for providing technical support to the implementation, monitoring, and evaluation of programs on learning recovery.

The individual contractor will work with government and civil society partners to create concrete and sustainable interventions. The consultant will also work toward increasing the access of vulnerable children to quality education.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Support to programme development and planning

- Research and analyze regional and national political, education, social and economic development trends. Collect, analyze, verify, and synthesize information to facilitate programme development, design and preparation, particularly in the area to support the transition from education to work for adolescents and youth.
- Support preparation of technical reports and provide inputs for programme preparation and documentation ensuring accuracy, timeliness and relevancy of information, particularly in the area to support the transition from education to work for adolescents and youth.
- Contribute to the development/establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, collection, analysis and reporting of education and other related information for development planning and priority and goal setting particularly with focus on the transition to work for adolescents and youth.
- Provide technical and administrative support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluation of results.
- Prepare required documentations and materials to facilitate the programme review and approval process.

2. Programme management, monitoring and delivery of results.

- Work closely and collaboratively with internal colleagues and partners to collect, analyze and share information on implementation issues.
- Suggest solutions on routine programme implementation and submit reports to alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verify compliance with approved allocation, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare draft inputs for programme/donor reporting.

3. Technical and operational support to programme implementation

- Undertake field visits and surveys and share information with stakeholders to assess progress and refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems

for timely action to achieve results.

- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on water, sanitation, hygiene and related issues to support programme implementation, operations and delivery of results.

4. Networking and partnership building

- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on education programmes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships and alliances, and support fund raising for education programmes.
- Participate in appropriate inter-agency (UNCT) meetings and events on programming to collaborate with inter-agency partners on UNDAF operational planning and preparation of education programmes/projects and to integrate and harmonize UNICEF's position and strategies with the UNDAF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

5. Innovation, knowledge management and capacity building

- Provide support in identifying, capturing, synthesizing, and sharing lessons learned for knowledge development and capacity development of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Research, benchmark and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

6. Support Education in Emergency preparedness and response

- Contribute to planning, delivery and reporting efforts.

Budget Year: 2023-24	Requesting Section/Issuing Office: Programme/Kingston Jamaica	Reasons why consultancy cannot be done by staff: Strengthen the Education team	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Education Specialist	Start Date: 4 January 2023	End Date: 15 Dec 2023	Number of Days (working) 11.5 months
IV. Impact of Results			
<p>The efficiency and efficacy of support provided by the Education Officer to programme preparation, planning and implementation, contributes to the achievement of sustainable results to improve learning outcomes and universal access to quality, equitable and inclusive education. Success in education programmes and projects in turn contribute to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.</p>			

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
<p>Tasks are not chronological and will require simultaneous management. The consultant will be required to produce monthly reports with updates describing their contribution to the achievement of key activities described in this ToR or other activities within the Education programme of Jamaica Country office assigned to her/him. The consolidated report will be based on the outputs as agreed with the supervisor.</p> <p>The individual contractor will be required to work on-site in Jamaica Country office. The individual contractor will be required to conduct field missions that will be defined in coordination with the Supervisor. Expenses related to these travels will be covered by UNICEF and paid to the Consultant as per UNICEF travel rules and regulations</p>			
<p>Minimum Qualifications required:</p> <p>A Masters Degree in Education, Psychology or relevant subject</p> <p>A minimum of one year of professional experience in programme planning, management, and/or research in education is required.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> Eight years of relevant work experience at national and international levels in education are an asset. Experience in education programme planning and delivery and monitoring. Advanced knowledge of one or more of the technical areas of UNICEF education programmes is an asset. Experience working in Jamaica is considered as an asset. Teaching experience is an asset. Fluency in English 		
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>		
<p>Request Authorised by Section Head</p>	<p>Request Verified by HR:</p>		
<p><i>Approval of Chief of Operations (if Operations):</i> _____</p> <p style="text-align: right;"><i>Approval of Deputy Representative (if Programme)</i> _____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>			