

**UNICEF Pacific**

**TERMS OF REFERENCE**

**Primary School Principal Self-learning Module in Vanuatu**

**Requesting Section:** Education

**Date/Updated date:** 09 March 2017

**Programme Area and Specific Project involved:** Outcome 4: Quality Primary Education, Output 4.5: By 2017, children in Vanuatu, including those living with disabilities in targeted areas, benefit from improved literacy and numeracy outcomes

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**Background:**

Globally, primary school principals play a vital and multifaceted role in setting the direction for schools that provide an enabling work place for teachers and vibrant learning environments for children. In general, principals are expected to improve teaching and learning, be educational visionaries, instructional and curriculum leaders, assessment experts, disciplinarians, community builders, and mediate the often-conflicting interests of parents, teachers, students and district office officials. They are expected to have skills in school management, budgeting, and mentoring and coaching. As such, it becomes the responsibility of principals to work with teachers to define educational objectives, provide the mentoring and necessary resources for learning, and create new learning opportunities for students and staff. In Vanuatu, many young teachers are appointed to remote multi-grade primary schools where they also have to take on the role as school principal without any previous experience. To assist these teachers in their new role as principal, there is a need for an effective way to build their capacity.

UNICEF supported VITE-ISU in developing an instructional leadership (IL) module to further strengthen the capacity of primary school principals to assist teachers in their professional development. This IL module complements the UNICEF-supported Vanuatu school-based in-service teacher training (VanSBITT) and was successfully piloted in Penama province in 2015. As a result, VITE-ISU decided to roll out the IL module nationwide in 2016.

To further bolster IL and VanSBITT in the Vanuatu education sector, VITE-ISU proposes to make these interventions part of a primary school principal self-learning induction package. The induction package will outline the roles and responsibilities of principals and include different sub-modules to further strengthen their management and leadership performance. The first sub-module will focus on IL as well as VanSBITT and will assist all principals, including newly appointed principals, in applying sound IL practices and supporting the professional development of their teachers. The water, sanitation and hygiene in schools (WinS) sub module is currently being developed by the UNICEF WASH programme and other sub-modules such as the teachers’ code of ethics are planned to be developed at a later stage which will incorporate the lessons learnt from developing and implementing the first two sub-modules.

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**Purpose of Assignment:**

The purpose of this consultancy is two-fold:

1. To develop a primary school principal self-learning induction package outlining roles and responsibilities of primary principals as well as a sub-module on supporting teachers’ professional development in schools through instructional leadership (IL) and using the Vanuatu school-based in-service teacher training (VanSBITT) as a tool for promoting professional development at the school level
2. To build capacity of all principals, zone curriculum advisors and Vanuatu Institute of Teacher Education In-service Unit (VITE-ISU) provincial trainers in Penama province to use and monitor the implementation of primary school principal self-learning induction package and sub-modules.

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**Scope of Work/ Work Assignments:**

Under the supervision of the UNICEF Pacific Chief of Education and with support from the education specialist based in Suva as well as the local education consultant based in Port Vila, the consultant will work closely with the counterparts from VITE-ISU and other Ministry of Education and Training (MoET) departments to:

1. Develop a primary school principal self-learning induction package outlining the roles and responsibilities of primary school principals as well as a self-learning sub-module focusing on IL and supporting teachers’ professional development using the VanSBITT.
2. Field test the primary school self-learning induction package as well as the IL/VanSBITT and WinS sub-modules with principals in selected schools on Efate island in Shefa province.
3. Jointly prepare two training workshops, one in Ambae and one in Pentecost, to introduce the primary school principal self-learning induction package as well as the sub-modules with VITE-ISU.
4. Jointly build the capacity of all primary school principals, zone curriculum advisors and provincial trainers in Penama province on the introduction and use of the primary school principal self-learning induction package as well as the sub-modules on IL/VanSBITT and WinS with VITE-ISU.
5. Prepare a final report on the overall training workshop results with recommendations to further strengthen the implementation of the primary school principal self-learning induction package and sub-modules.

**Work Schedule:**

The duration of consultancy is 35 working days with 30 days in country and 5 days from own base spread between 1 June and 21 July 2017.

The consultant will work closely with the teams assigned by MoET to develop the primary school principal self-learning induction package and IL/VanSBITT sub-module. S/he will also visit selected schools on Efate island to review the produced training materials with primary school principals.

In-country travel will be arranged by UNICEF with no additional per-diem, however the consultant has to make own arrangements for one round trip international travel from place of recruitment to Vanuatu.

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**Payment Schedule**

1st Payment (10%): Upon signing of the contract

2nd Payment (45%): Upon delivery of the primary school principal self-learning induction package and IL/VanSBITT sub-module as well as the field testing of these materials with principals in selected primary schools.

3rd Payment (45%): Upon completion of the capacity development workshops of all primary school principals, zone curriculum advisors and provincial trainers in Penama province and final report approved by MoET and UNICEF.

**Deliverables/End Products**

To ensure that all primary school principals, including newly appointed principals are confident in applying IL and professional development through VanSBITT effectively, the consultant will have to produce the following deliverables:

1. Primary school principal self-learning induction package outlining their roles and responsibilities as well as a sub-module focusing on IL and supporting professional development using VanSBITT completed.
2. Field testing of the primary school self-learning induction package as well as the IL/VanSBITT and WinS sub-modules with principals in selected primary schools on Efate island in Shefa province completed.
3. Training workshop lesson plan, presentations and materials finalised.
4. Training of primary school principals, zone curriculum advisers and provincial trainers on the use of the principal induction package as well as the IL/VanSBITT and WinS sub-modules completed.
5. Final report on the overall training workshop results with recommendations to further strengthen the implementation of the primary school principal self-learning induction package as well as IL/VanSBITT and WinS sub-modules completed.

**All products should be in electronic and hard copy submission.**

**Supervisor Name and Type of Supervision that will be provided:**

The Chief of Field Office in Vanuatu will be the overall supervisor with the UNICEF Pacific Chief of Education providing the technical guidance and supervision in close coordination with the UNICEF Pacific Education Specialist based in Suva.

**Consultant’s Work Plan and Official Travel Involved:**

The consultant’s work plan is in line with the above work schedule. In-country travel will be arranged by UNICEF with no additional per-diem, however the consultant has to make own arrangements for one round trip international travel from place of recruitment to Vanuatu.

**Consultant’s Work Place:**

The draft primary school principal self-learning induction package and sub-module will be developed from home base. The field testing with selected principals will take place on Efate Island and the module will be finalised with the MoET teams in Port Vila working from the VITE-ISU office. The training workshops will be conducted in Penama province. **The Consultant should bring own computer.**

**Qualifications or Specialized Knowledge/Experience Required:**

Qualifications

* Advanced university degree in Education with focus on curriculum development or school and instructional leadership.

Experience and Skills

* At least 5 years of experience in teacher education, training and material development and instructional design;
* Expertise in developing interactive training materials for self-learning and distance learning for adult students;
* Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships;
* Proven ability to conceptualize, innovate, plan and execute ideas in national contexts;
* Good facilitation and communication skills;
* Good versatility, judgment and maturity skills;
* Computer skills, including internet navigation and various office applications.
* Previous working experience in the Pacific and with UNICEF education programmes will be an asset.

Languages

* Fluency in written and spoken English required. Knowledge of Bislama useful.

Competencies

* Good analytical, negotiating, communication and advocacy skills;

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**General Conditions** **of Contracts for the Services of Consultants / Individual Contractors**

**1. Legal Status**

The individual engaged by UNICEF under this contract as a consultant or individual contractors (the “Contractor”) is engaged in a personal capacity and not as representatives of a Government or of any other entity external to the United Nations. The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946. The Contractor may, however, be afforded the status of "Experts on Mission" in the sense of Section 22 of Article VI of the Convention and the Contractor is required by UNICEF to travel in order to fulfill the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

**2. Obligations**

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract must neither seek nor accept instructions from anyone other than UNICEF. During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF. The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICE relating to fraud and corruption; information disclosure; use of electronic communication assets; harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorized by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations. The Contractor may not use such information without the written authorization of UNICEF, and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contact.

**3. Title rights**

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

**4. Travel**

If UNICEF determines that the Contractor needs to travel in order to perform this contract, that travel shall be specified in the contract and the Contractor’s travel costs shall be set out in the contract, on the following basis:

1. UNICEF will pay for travel in economy class via the most direct and economical route; provided however that in exceptional circumstances, such as for medical reasons, travel in business class may be approved by UNICEF on a case-by-case basis.
2. UNICEF will reimburse the Contractor for out-of-pocket expenses associated with such travel by paying an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.

**5. Statement of good health**

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and to take full responsibility for the accuracy of that statement. In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings “H” and “A”, a list of which has been provided to the Contractor) the Contractor’s medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

**6. Insurance**

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above. The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members. The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

**7. Service incurred death, injury or illness**

If the Contractor is travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contractor, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval. Such compensation will be paid through a third party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Individual Consultants and Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

**8. Arbitration**

1. Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.
2. If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter. If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties. Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

**9. Penalties for Underperformance**

Payment of fees to the Contractor under this contractor, including each installment or periodic payment (if any), is subject to the Contractor’s full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF’s satisfaction, and UNICEF’s certification to that effect.

**10. Termination of Contract**

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice. If this contract is terminated in accordance with this paragraph 10, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF’s satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor. Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph 10.

**11. Taxation**

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract. Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant and individual contractor.