

**UNICEF Pacific**

**TERMS OF REFERENCE FOR PROJECT COORDINATOR**

**Position: Project Coordinator, Kiribati Parenting and Early Childhood Education Project.**

**Requesting Section:** Education

**Date:** 22 June 2017

**Programme Area and Specific Project involved:** Kiribati Quality Early Childhood and Primary Education, Kiribati Parenting and Early Childhood Education Project

1. **Purpose of Assignment:**

To provide a project coordination for the three-year UNICEF Pacific Kiribati Parenting and Early Childhood Education (Kiri-PECE) project.

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1. **Background**

The project has two main strands: one strand is on positive parenting in communities in South Tarawa using a co-design approach with communities, working with consultants (Connect and Co) who set up and managed the New Zealand-based Strategies for Kids / Information for Parents (SKIP) service for 10 years, and the second strand is working with the Ministry of Education on modification / development of Early Childhood Education policies, guidelines and a standardised curriculum.

The goals of the project are as follows:

1. Parents are aware of positive parenting practises and their impact on children’s development.

2. Children have increased access to early childhood care and education activities.

3. Parents demonstrate increased interaction with their children and take greater responsibility for their children’s development.

4. Improved school readiness, health, safety and development of pre-school children in targeted areas in Kiribati.

The project outputs are as follows:

1. Positive parenting approaches introduced to target communities.

2. Resources designed and produced for positive parenting and early childhood development in target communities.

3. Early childhood education policies, guidelines and standardised curriculum developed.

4. In-service training provided for early childhood care and education teachers.

There are currently approximately 225 pre-schools/ECCE centres serving children aged 3-5 years across Kiribati, however many children are still missing out on Early Childhood Care and Education (ECCE) as shown:

**Gross Enrolment Ratio – Early Childhood Care and Education by Gender, 2005 - 2013**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2005** | **2006** | **2007** | **2008** | **2009** | **2010** | **2011** | **2012** | **2013** |
| **Female** | 51% | 59% | 32% | 36% | 29% | 27% | 34% | 33% | 35% |
| **Male** | 51% | 51% | 31% | 32% | 32% | 29% | 26% | 33% | 32% |
| **Total** | 51% | 55% | 32% | 34% | 29% | 27% | 34% | 32% | 33% |

Source KEMIS Statistical Digests 2005 to 2013[[1]](#footnote-1)

Factors such as the inability to pay the fees required (and in some cases uniforms), transport costs and families not understanding the importance of ECCE, limit the ability for children to attend. Strengthening the quality of ECCE service delivery and parents understanding of its importance in their child’s development generates demands among families to enroll their children, especially when they see the benefits. It also ensures children start schooling at the right age through awareness building on the benefits of ECCE and ensuring an effective transition from home and ECCE centres to school.

The positive parenting component of this Activity, through a co-design approach, will reinforce to parent groups their roles and responsibilities as parents, and how their behaviour directly affects their children’s development. There will also be a focus on school readiness for the parenting component, so parents with children aged 5 or under will be of particular interest and parent-led pre-school activities will be enabled in communities where early childhood education classes are limited or unavailable.

1. **Scope of Work/ Work Assignments:**

The assignment is from 1st August 2017 to 31 July 2020 with effective work time under the contract will be 36 months. During this period, the project coordinator will focus on:

1. Overall monitoring of all approved work plan activities for the project and producing progress reports with gender disaggregated data
2. Support the National ECCE working group in collaboration with the Ministry of Education (MoE) Officials and UNICEF Pacific in the modification and/or development of Early Childhood Education policies, guidelines and standardised curriculum
3. Provide support and coordination to the Positive Parenting Implementation Team in the implementation of the Positive Parenting Compoent
4. Provide coordination support to the NZ-based consultants (Connect and Co) and liaise with the Ministry of Women, Youth and Social Affairs (MWYSA) on the positive parenting project component
5. Assist Ministry of Education Officials in building capacity of the ECE teachers in formulating action plans as well as the implementation and monitoring of Teachers Code of Ethics (CoE) initiative
6. Monitor jointly with Ministry and ECCE teachers the collection and analysis of relevant data on Teachers CoE
7. Monitor utilisation and maintenance of positive parenting resources provided to communities
8. Undertaking field visits for monitoring purposes and preparing monthly and quarterly progress reports to systematically document results
9. Support inter-sectoral work such as WASH in schools, Child Protection and C4D
10. Support liquidation process of MoE and provide the right documentation with support from UNICEF PA.
11. Ensure regular coordination with the donor (New Zealand Ministry of Foreign Affairs and Trade Kiribati Post) and other key stakeholders
12. Actively participate and contribute in the UNICEF Kiribati staff meetings and activities
13. Support education in emergencies if needed
14. Contribute to the mid-year and annual reports and any other required reporting
15. Participate in any education partners group meetings
16. Coordinating activities and exchange information with the Chief of the Kiribati Field Office, Chief of Education, Suva and other UNICEF sections to contribute to the achievement of overall country program objectives; and
17. Participate and report on relevant meetings such as the National ECCE working group meetings and assist in information sharing between UNICEF, MoE , KEF partners and other Development Partners in the Kiribati Education Sector.

**4. Work Schedule/Deliverables: Some dates and tasks may change to reflect realities on the ground**

The contract duration is for 6 months initially starting 1 August 2017 and ending 31 January 2018.

*Support to education in emergencies will be required if there is a threat of emergency or actual emergency. This will require support to the Education Cluster and onset rapid assessment.*

*2017 2018*

|  | | | Aug | Sep | Oct | Nov | Dec | Jan |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **OVERALL PLANNING.** | | | | | | | | | | | | | | | | | | | | |
| KAP survey outcomes known / assesed | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Implementation team identified/recruited. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Establish and confirm gov/mgmt arrangements. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| MoU or similar with all project partners. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
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| Design of implementation approach. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Training workshop for I-Kiribati Implementation Team | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Identifying / engaging communities | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Train Parent Champions | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Co-design approach workshops in communities with parents/caregivers | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Introduction of positive parenting approaches / sessions into communities. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
|  |  |
| Assess current parenting resources and materials. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Research undertaken to design teaching and learning materials. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Research and development of specific resources for positive parenting of children with disabilities. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Identifying Creative Design Team | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Workshop for i-Kiribati artisans in developing appropriate parenting resources (Creative Design Workshop) | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Develop a national communication strategy/action plan to generate awareness on young child development | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Trial and then finalise resource designs. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Produce resources. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Introduce resources to communities. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
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1. **Payment Schedule:**

Payments will be on monthly basisupon submission of deliverables and monthly report highlighting activities carried out**.**

1. **Type of Supervision that will be Provided:**

The Chief of the Kiribati Field Office will provide overall operational and administrative supervision. The project coordinator will receive technical guidance and supervision from UNICEF Pacific Chief of Education in close consultation with the ECD and Education Specialist based in Fiji.

1. **Project Coordinator’s work plan and Official Travel Involved:**

The work plan is in line with the work schedule above and UNICEF will cover the cost for travel to the field by the project coordinator on actual basis. Travel costs should be submitted not later than 15 days from travel.

1. **Consultant’s Work Place:**

Consultant will be based full time in the UNICEF Kiribati Field Office, South Tarawa and a workspace will be made available. Consultant at times can work outside of office pending approval from the Chief of Field office. Consultant must have own computer though UNICEF will provide one linked to the office system for better linkages.

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

**Qualifications:**

* University degree in Education, Development Studies, Social Sciences or Community Development preferably with specialization in an area pertaining to basic education.

**Knowledge, Skills and Experience**

* Minimum of 5 years of professional work experience in education system development; strategy development and practical education services experience
* Knowledge of education issues and contemporary trends in system approaches
* Strong experience in participatory processes and community-based work
* Knowledge and/or experience of ECE sector is desirable
* Knowledge and/or experience of positive parenting is desirable
* Knowledge and/or experience of behavior change projects in communities is desirable
* Previous work experience in the Kiribati Education Sector is desirable
* Ability to use computer - microsoft word, excel, PowerPoint and internet
* Fluency in English, verbal and written.

**Personal Competencies**

* Ability to exercise sound judgment in a stressful environment.
* Action-oriented approach and strong drive for results.
* Highly developed negotiation and interpersonal communication skills and ability to work in a team.
* High tolerance for operating in an environment characterized by uncertainty and ambiguity.
* Able to work effectively in a multi-cultural environment and a high sense of integrity.

1. **UNICEF Standard Terms and Conditions-**

1.LEGAL STATUS

Individuals engaged under a consultant contract serve in a personal capacity and not as representatives of a Government or of any other authority external to the United Nations. They are neither "staff members" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor "officials" for the purpose of the Convention of 13 February 1946 on the privileges and immunities of the United Nations. Consultants may, however, be given the status of "experts on mission" in the sense of Section 22 of Article VI of the Convention. If they are required to travel on behalf of the United Nations, they may be given a United Nations certification in accordance with Section 26 of Article VII of the Convention.

2. OBLIGATIONS

Consultants shall have the duty to respect the impartiality and independence of the United Nations and shall neither seek nor accept instructions regarding the services to be performed for UNICEF from any Government or from any authority external to the United Nations. During their period of service for UNICEF, consultants shall refrain from any conduct that would adversely reflect on the United Nations or UNICEF and shall not engage in any activity that is incompatible with the discharge of their duties with the Organization. Consultants are required to exercise the utmost discretion in all matters of official business of the Organization. In particular, but without limiting the foregoing, consultants are expected to conduct themselves in a manner consistent with the Standards of Conduct in the International Civil Service. Consultants are to comply with the UNICEF Standards of Electronic Conduct and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse, both of which are incorporated by reference into the contract between the consultants and UNICEF. Unless otherwise authorized by the appropriate official in the office concerned, consultants shall not communicate at any time to the media or to any institution, person, Government or other authority external to UNICEF any information that has not been made public and which has become known to them by reason of their association with the United Nations. The consultant may not use such information without the written authorization of UNICEF. Nor shall the consultant use such information for private advantage. These obligations do not lapse upon cessation of service with UNICEF.

3. TITLE RIGHTS

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the Organization by the consultant. At the request of UNICEF, the consultant shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law.

4. TRAVEL

If consultants are required by UNICEF to travel beyond commuting distance from their usual place of residence, such travel at the expense of UNICEF shall be governed by conditions equivalent to the relevant provisions of the 100 series of the United Nations Staff Rules (Chapter VII) and relevant UNICEF policies and procedures. Travel by air by the most direct and economical route is the normal mode for travel at the expense of UNICEF. Such travel will be by business class if the journey is nine hours or longer and by economy class if the journey is less than nine hours, and first class by rail.

5. MEDICAL CLEARANCE

Consultants expected to work in any office of the Organization shall be required to submit a statement of good health prior to commencement of work and to take full responsibility for the accuracy of that statement, including confirmation that they have been fully informed regarding inoculations required for the country or countries to which travel is authorized.

6. INSURANCE

Consultants are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services on behalf of UNICEF as they consider appropriate. Consultants are not eligible to participate in the life or health insurance schemes available to United Nations staff members. The responsibility of the United Nations and UNICEF is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

7. SERVICE INCURRED DEATH, INJURY OR ILLNESS

Consultants who are authorized to travel at UNICEF's expense or who are required under the contract to perform their services in a United Nations or UNICEF office, or their dependants as appropriate, shall be entitled in the event of death, injury or illness attributable to the performance of services on behalf of UNICEF while in travel status or while working in an office of the Organization on official UNICEF business to compensation equivalent to the compensation which, under Appendix D to the United Nations Staff Rules (ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1), would be payable to a staff member at step V of the First Officer (P-4) level of the Professional category.

8. ARBITRATION

Any dispute arising out of or, in connection with, this contract shall, if attempts at settlement by negotiation have failed, be submitted to arbitration in New York by a single arbitrator agreed to by both parties. Should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, then each party shall proceed to appoint one arbitrator and the two arbitrators thus appointed shall agree on a third. Failing such agreement, either party may request the appointment of the third arbitrator by the President of the United Nations Administrative Tribunal. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

9. TERMINATION OF CONTRACT

This contract may be terminated by either party before the expiry date of the contract by giving notice in writing to the other party. The period of notice shall be five days in the case of contracts for a total period of less than two months and fourteen days in the case of contracts for a longer period; provided however that in the event of termination on the grounds of misconduct by the consultant, UNICEF shall be entitled to terminate the contract without notice.

In the event of the contract being terminated prior to its due expiry date in this way, the consultant shall be compensated on a pro rata basis for no more than the actual amount of work performed to the satisfaction of UNICEF. Additional costs incurred by the United Nations resulting from the termination of the contract by the consultant may be withheld from any amount otherwise due to the consultant from UNICEF.

10. TAXATION

The United Nations and UNICEF undertake no liability for taxes, duty or other contribution payable by the consultant on payments made under this contract. No statement of earnings will be issued by the United Nations or UNICEF to the consultant.

11. OTHER PROVISIONS- Terms and Conditions for Studies and Evaluations

ETHICS FOR SAFEGARDING THE INTERESTS/RIGHTS OF CHILDREN AND WOMEN IN RESEARCH

NON-DISCRIMINATION

When consultants conduct interview/focused group research/survey that involves third party, consultants shall ensure that selection of participants and the processes and methods used serve to correct, not reinforce, patterns of exclusion. This requires attention to socio-economic barriers including gender and age discrimination as well as the different ways and capacities in which children and women express themselves.

PARTICIPATION

Consultants shall ensure that the purposes and processes of the research are fully explained, using alternative forms of communication where necessary and making reference to any implications for participants of time, cost and the possible influence of the outcomes. The way information is conveyed must be appropriate to the context and to the child capabilities when child is involved.

INFORMED CONSENT

Consultant shall ensure that the participants know their right to refuse or to withdraw from the research at any time and obtaining verbal or written consent without coercion. Parental consent is not an adequate standard in light of the rights of the child and consent should be ongoing negotiation process with child.

IDENTIFICATION OF RISKS

Consultant should be mindful of the risks involving children and women in the research. Consultant should withhold information where that information may place them at risk and take necessary measures to protect them from placing themselves at risk.

CONFIDENTIALITY

Consultants shall offer conditional anonymity and confidentiality to all participants and explain to participants the limitation of confidentiality and possible intervention based on what is in their best interests. Consultant is fully responsible for identifying the follow-up action and referrals to be made in case confidentiality is broken.

MISUSE OF INFORMATION

Consultants are fully responsible for considering the short and long term consequences of the research from the different perspectives of participants, policy-makers, researchers and UNICEF.

Prepared by Chief Education Approved by Deputy Representative (OIC)

Name: Niki Abrishamian Name: Marc Overmars

Date: Date:

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Reviewed by Chief Operations

Name: Devraj Daby

Date:

1. <http://unesdoc.unesco.org/images/0023/002314/231490e.pdf> [↑](#footnote-ref-1)