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| **Education Communications & Donor Relations Consultant**  **Section in Charge**: Education (BEGE)  **How does the consultancy relate to work plan:** This consultancy aligns with BEGE MYWP’s overall objective to strengthen the communications of BEGE activities with the Ministry of Education (MoE), partners and donors, including, and importantly, reporting. In particular, the consultancy supports BEGE MYWP Output 2: *Primary/ Secondary/ Alternative Delivery – Enhanced coverage, quality, and inclusivity of child friendly teaching and environments in primary and secondary schools, including the provision of quality alternative education*, as well as Output 3, A 1: *Communications and advocacy for key education topics.*  **Outcome reference**: Increased number and proportion of children accessing and completing quality basic education in targeted townships.  **Output reference**: Output 2: Primary/ Secondary/ Alternative Delivery – Enhanced coverage, quality, and inclusivity of child friendly teaching and environments in primary and secondary schools, including the provision of quality alternative education. | | |
| **1. Background:** Education in Myanmar is in transition. With the new government in place for over a year, the Ministry of Education (MOE) has recently completed its restructuring. The MOE launched the National Education Strategic Plan (NESP) in February 2017. Curriculum reform is ongoing both at primary and post-primary education levels. The country is progressing with peace process, which has elevated the sensitivity of some issues concerning education, such as the use of ethnic languages in education system.  Donors supporting Education Sector in Myanmar have increased, and their modality of support has diversified, in recent years. This also influences the role UNICEF Myanmar plays in the education sector in Myanmar, with implications to the volume of communications made and knowledge shared. The type of donors supporting UNICEF programme has diversified, too, including the private sector, as exemplified in H&M Foundation.  In this evolving context, UNICEF Myanmar Education section is looking for an Education Communications & Donor Relations Consultant to provide technical support to the section for documentation, reporting and communication of results and lessons learned from the Education Programme. | | |
| **2. Objectives of the Consultancy:** Education Communications & Donor Relations Consultant will help the Education section in documentation, reporting and communication of results and lessons learned from the Education Programme, in light of an enhanced knowledge sharing and donor relations. In particular, the consultant will undertake reporting requirements for the Education Section and will jointly prepare a series of short documents on key issues currently supported by H&M Foundations, Government of Japan and other Grants (including of BEGE programme based on the new Country Programme), for the use in future funding proposals. The assignment requires dedication of time that is beyond the time available to the Education team as it currently stands. | | |
| **3. Geographic Area:** Yangon, Myanmar, with travels to the Field locations. | | |
| **4. Duration:** July 2017- May 2018 (**11 months**), full-time. | | |
| **5. Supervisor:** The consultancy will be managed by the Education Section Chief. | | |
| **6. Deliverables:** The following provides an overview of the deliverables and timelines for the deliverables to be completed during the assignment. | | |
| **Tasks** | **End Product/deliverables** | **Duration/**  **Deadline** |
| Coordinate the preparation of eight (8) donor reports | * Eight (8) donor reports prepared with inputs from Education staff in the advised format, and presented to the Chief, and assist the section for finalization and submission, according to the office calendar to meet the deadline. * BoQBEP progress report: February 2018 * Progress reports on Grant SC160108: 31 Aug. 2017 & 28 Feb. 2018 * Progress reports on Grant SM1500488: 31 Oct. 2017 & 30 April 2018 * Country Office Annual Report: 15 Dec. 2017 * Education Thematic Report: 28 Feb. 2018 * Progress report on Dutch Natcom: 31 May 2018 | As per the calendar |
| Support UNICEF Myanmar Education team on the production of communication materials | * At least 11 blog updates from the implementation of H&M, Government of Japan and/or BoQBEP-suppoted activities produced (one per month) with the section’s relevant staff and assisted for dissemination. * Ten (10) Human Interest Stories (HIS), relevant to UNICEF work supported with H&M foundation, Dutch NatCom, and others, produced with the section’s relevant staff and assisted for dissemination. * Bi-weekly digital posts with photos for social media produced with inputs from the relevant education staff. * Advocacy messages and materials based on findings from studies that are supported with grant from H&M foundation, including those on out-of-school children initiative, child labor and education, and conflict and education (timeframe to be determined in due course). | End of each month  End of each month (except the last month)  At least one, at the end of each month  TBC |
| Support UNICEF Myanmar Education team on the production of short documents on the key issues covered by the Programme, and develop funding proposals, for fund mobilization. | * Plan on how to develop communication materials (e.g. short documents on key issues) drafted in consultation with Education Chief, Specialists and Officers. * Short documents and PPTs on below key output areas (OA) and the issues within the Myanmar education sector developed in consultation with relevant Education Specialists and Officers. All short documents will include a brief situation analysis, UNICEF plan (interventions) with expected outcomes, and required tentative budget. * Overall Education programme based on the new Country Programme * OA1: Early Learning: * Early childhood intervention * Early childhood development scale * parental education * Early learning and language * OA 2: Inclusive Education for Social Cohesion: * Inclusive education * children with disability and education * language and education * in-service teacher education * student assessment * student participation e.g. student councils * education at sub-national level * gender equality in education * OA 3: Alternative Education: * out-of-school children * non-formal/ alternative education * education for adolescents * education in emergencies * education and peacebuilding * education and DRR * A generic funding proposal for the education programme drafted. * Five (5) issue-based proposals developed as below (the listed issues are subject to change and will be determined before the work), with deadline to be discussed and agreed with the supervisor: * Education and peacebuilding * Keeping children in school – inclusive education modelling * Other two issues will be identified based on the donor trend and updated country situation | 31 July 2017  31 July 2017  30 September. 2017  31 Dec. 2017  29 Feb. 2018  30 Sep. 2017  Tentatively:  31 Oct. 2017  31 Dec. 2017  TBC |
| Prepare for and support the donor visits, including H&M Foundation/Swedish NatCom and Dutch NatCom | * Agenda, speaking points, briefing notes and other communication products for donor visits prepared with the relevant Education Officers and Specialists, in collaboration with the Advocacy, Policy and Communication section. * Press release and other relevant articles on donor visits drafted | As per donor visit schedules including 2 visit in November (TBC) |
| Support the Section in editing/proofreading of Speech writing, official letters and Memos, external meeting minutes, ToRs, and strategy notes. | * Speech writing, official letters and Memos, external meeting minutes (the ones to be shared with partners), ToRs, and strategy notes edited/proofread. | As per needs |
| **7. Advertisement / Invitation / Request for Expression of Interest**  The consultancy will be advertised through UNICEF website and HR network with request for EOI. | | |
| **8. Selection process:** The consultant will be selected through a competitive process based on the qualifications presented below and immediate availability. A writing sample (without edits by any other) needs to be submitted. | | |
| **9. Qualification and specialized knowledge/experience required for the assignment:**   * Advanced degree in Education, Development, Communications or closely related field; * 3 years’ work experience in Education, Development, Communications or closely related field; * Excellent English communication skills, both written and verbal; * Demonstrated experience and ability in report writing and drafting grant proposals; * Proven inter-personal skills and experience working collaboratively with partners across cultures and sectors; * Excellent planning and coordination skills; * Proven ability to take initiatives, and work independently and systematically.   The following qualifications are preferred but not required:   * Familiarity with the education context in Myanmar; * Previous experience and familiarity with a United Nations organisation in particular UNICEF programming. | | |
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| **10. Other conditions:**  The consultant will be based in the Yangon office with some travel to field offices. Email account will be provided. A desk and computer may be provided if and once confirmed available in the office.  **Life and health insurance**  UNICEF does not provide or arrange life or health insurance coverage for consultants and contractors, and consultants and individual contractors are not eligible to participate in the life or health insurance schemes available to United Nations staff members. Consultants and individual contractors are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services as they consider appropriate.  **Payment**  Payment will be made monthly, based upon deliverables. The last from the second installment will be made covering 0.5 month, and the last installment will be made covering the final 1.5 month.  UNICEF will pay domestic travel in Myanmar (from Yangon to the field). However, DSA will not be paid for the working days in Yangon. DSA will only be payable for the time spent in the field.  **Confidentiality**  The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.  The contract signed with the consultant will include the other general terms defined by UNICEF. | | |
| **11. Nature of Penalty Clause to be stipulated in the contract:** UNICEF Myanmar reserves the right not to pay the Contractor or withhold part of the payable amount if one or more requirements established for this assignment is not met or deadline set for the accomplishment of the tasks is missed. | | |