

**THE UNITED NATIONS CHILDREN'S FUND (UNICEF)  
TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR**

**TECHNICAL SUPPORT FOR THE IMPLEMENTATION OF THE EDUCATION WORK PLAN, INCLUDING  
ASSISTANCE WITH KEY PARTNERSHIPS AND COMMUNICATION PRODUCTS**

**PURPOSE**

To provide technical support needed for the implementation of the Education work plan, as well as to provide strategic support with key partnerships and communication products related to the education agenda for LACRO.

**Background**

At country level, UNICEF supports governments and community-based initiatives that guarantee access to school and provide training on strategies to improve the quality of education and improve learning, reduce repetition and dropout rates and help increase the participation of families and communities in schools.

UNICEF LAC RO contributes to ensuring that every girl, boy and adolescent in LAC benefits from policies, programmes and interventions that guarantee their access to education and learning opportunities from early childhood, through primary and secondary education. Programming efforts prioritize delivering results for children who are most at risk of not fulfilling their right to education, particularly, out-of-school children, children with disabilities, children who suffer discrimination because of their ethnicity, and those affected by armed violence, and emergencies. Strategic areas of work include improving transitions between education levels (e.g. early education to primary school and primary school to lower secondary), preventing/reducing school dropout, improving access, completion, and the relevance and flexibility of the education systems, and the identification and strengthening of innovative responses to improve learning environments and learning outcomes for all children.

To support Country Offices to achieve these goals the Education Section at the Regional Office sustains key partnerships with other international agencies, regional inter-governmental organizations, research centers, and other relevant partners to create regional dynamics, agendas and policies aligned to country priorities to respond to children and adolescents needs.

**Duties and Responsibilities**

Within delegated authority, the Contractor will be responsible for the following duties within the Education Section in UNICEF LAC Regional Office:

- Support the establishment, implementation, reporting, and oversight of agreements with key partners, mainly CECC-SICA, CLADE, UNESCO, CELAC, MERCOSUR and other relevant partners.
- Provides support to coordinate the production and publication of the Inclusive Education Booklets.
- Provides support to the drafting on the Guidance Note on Children with Disabilities.
- Provides support in the preparation of presentations and/or graphic materials such as infographics, using appropriate technology/software, ,

- Provides support in the launching and coordination of the disability/inclusive education cluster: supports the drafting of ToRs, the facilitation of meetings, keeps updates and maintains distribution lists; creates and updates an online repository of materials
- Facilitate and coordinate the completion and publication of publications/documents on education,
- Support in the inter-sectoral coordination between Education and other sections in LACRO.
- Support the Education Section in the preparation and facilitation of information for PFP.
- Support the yearly LACRO reporting process on Education

## Products and Deliverables

The consultant is expected to develop the following products:

- Write monthly monitoring notes on the implementation and advancement of the agreements between LACRO and CECC-SICA, UNESCO, MERCOSUR and CLADE. These monitoring notes should include relevant email exchanges and documents such as FACE and ICE forms, and progress reports.
- Write Terms of Reference for pending products in the work plan for the Education and ECD specialists to review. Support the processes of recruitment of consultants for undertaking such products and the quality assurance of the products.
- Coordinate the production and publication of the Inclusive Education Booklets.
- Coordinate the edition and publication of the Guidance Note on Children with Disabilities.
- Coordinate the launching and meeting of the disability/inclusive education cluster
- Draft the preparation of briefing notes related to Education for PFP: on the priorities and expectations of the Education Section, examples of experiences at the regional/country levels, how strategies are measured, etc.
- Design power point presentations and graphic materials such as infographics, using appropriate technology/software, including –but not limited to- one presentation (in English and Spanish) of the Secondary Education Strategy.
- Coordinate the layout, copy editing and other publishing aspects of the Secondary Education Strategy.
- Collect information from the Education and ECD specialists and draft inputs for the Education and ECD newsletter -monthly.

<u>Date:</u>	<u>Deliverables:</u>
15 Aug 2017	<ul style="list-style-type: none"> <li>- Report on current partnerships developed</li> <li>- Revised Inclusive Education Booklets no. 1 and 2</li> <li>- Coordinated the edition of the Inclusive Education Booklets no. 1 and 2</li> <li>- Prepared ToRs for the disability/inclusive education cluster</li> <li>- Coordinated the preparation of a funding proposal for a partnership with SAMSUNG</li> <li>- Prepared inputs for the Education and ECD newsletter</li> <li>- Prepared a progress report on partner agreements with CECC-SICA, CLADE, UNESCO, CELAC, MERCOSUR</li> <li>- Provided inputs for the Education RTF package</li> </ul>
15 Sep 2017	<ul style="list-style-type: none"> <li>- Revised Inclusive Education Booklets no. 3-6</li> <li>- Coordinated the edition of the Inclusive Education Booklets no. 3-6</li> <li>- Created an online repository of materials for the disability/inclusive education cluster</li> <li>- Coordinated the revision of the documents on good practices and experiences on working with children with disabilities in the LAC region</li> <li>- Prepared inputs for the Education and ECD newsletter</li> </ul>

	<ul style="list-style-type: none"> <li>- Prepared a progress report on partner agreements with CECC-SICA, CLADE, UNESCO, CELAC, MERCOSUR</li> </ul>
15 Oct 2017	<ul style="list-style-type: none"> <li>- Revised Inclusive Education Booklets no. 7-10</li> <li>- Coordinated the edition of the Inclusive Education Booklets no. 7-10</li> <li>- Updated distribution list for the disability/inclusive education cluster</li> <li>- Updated online repository of materials for the disability/inclusive education cluster</li> <li>- Prepared inputs for the Education and ECD newsletter</li> <li>- Prepared a progress report on partner agreements with CECC-SICA, CLADE, UNESCO, CELAC, MERCOSUR</li> <li>- Provided inputs for the Education RTF package</li> <li>- Designed a power point presentations and graphic materials such as infographics, using appropriate technology/software, including –but not limited to- one presentation (in English and Spanish) of the Secondary Education Strategy.</li> <li>- Coordinated the layout, copy editing and other publishing aspects of the Secondary Education Strategy.</li> </ul>
15 Nov 2017	<ul style="list-style-type: none"> <li>- Revised Inclusive Education Booklets no. 11-14</li> <li>- Coordinated the edition of the Inclusive Education Booklets no. 11-14</li> <li>- Coordinated and organized the cluster meeting 1.</li> <li>- Coordinated the revision of the Guidance Note on Children with Disabilities.</li> <li>- Prepared inputs for the Education and ECD newsletter</li> <li>- Prepared a progress report on partner agreements with CECC-SICA, CLADE, UNESCO, CELAC, MERCOSUR</li> </ul>
15 Dec 2017	<ul style="list-style-type: none"> <li>- Coordinated the publication of the Inclusive Education Booklets</li> <li>- Coordinated the edition and publication of the Guidance Note on Children with Disabilities.</li> <li>- Prepared inputs for the Education and ECD newsletter</li> <li>- Prepared a progress report on partner agreements with CECC-SICA, CLADE, UNESCO, CELAC, MERCOSUR</li> <li>- Provided inputs for the Education RTF package</li> </ul>
30 Dec 2017	<ul style="list-style-type: none"> <li>- Updated distribution list for the disability/inclusive education cluster</li> <li>- Updated online repository of materials for the disability/inclusive education cluster</li> <li>- Prepared inputs for the Education and ECD newsletter</li> <li>- Prepared a final report on partner agreements with CECC-SICA, CLADE, UNESCO, CELAC, MERCOSUR</li> </ul>

#### Minimum Qualifications & Experience

- **Education:** Completed undergraduate degree (Bachelor) in an Education field. A Master's degree in Education applied to International Organizations is desirable, but not mandatory.
- **Experience:** At least one year of working experience supporting education teams in an international organization.
- **Language skills:** Written and spoken proficiency in English and Spanish

#### Skills and Experience

- Demonstrated interest in the field of development and the work of international organizations.

- Previous experience in:
  - o Organization of workshops/ events
  - o Partnership management and building and stakeholder consultations

- o Support to communications management
- o Support to research and policy development as well as experience in developing countries is desirable.
- Knowledge of the UN work environment an advantage.
- Good oral and written communications skills and demonstrated research abilities and interest
- Internet proficiency as well as proficiency in MS Office (Word, Excel, PowerPoint) is required.
- Experience with the development of charts in Excel and Power Point presentations

#### Competencies

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

#### LENGTH OF CONTRACT AND START DATE

5.5 months (starting July 2017) at UNICEF Regional Office for Latin America and the Caribbean in Panama City, Panama.

#### CONTRACTOR'S WORK PLACE

The individual contractor will work from UNICEF Regional Office in Panama City, Panama.

#### HONORARIA & FEES

Applicants are requested to submit an economic proposal based on the deliverables mentioned above and a short paragraph in English and Spanish on your motivation to apply.

#### CLOSING DATE

All interested candidates may submit an up-to-date CV, P-11 UN Personal History Form (attached) as well as an economic proposal to: [panamarecruit@unicef.org](mailto:panamarecruit@unicef.org).

The deadline to receive applications is **7 July 2017**.