**TERMS OF REFERENCE**

**Purpose of the Assignment:** Provide support to the Education Section on Learning Passport programme in Mozambique

**Section Submitting:** Education

1. **Purpose and Objective:**

The Education section in UNICEF Mozambique is seeking an individual consultant to provide technical support and management of the implementation of the Learning Passport, as part of the emergency education response to the COVID-19 pandemic, and beyond.

Digital platforms have taken a central role in delivering continuity of learning during the COVID-19 crisis. The Learning Passport - <https://www.learningpassport.org/> a UNICEF Supported Digital Education Platform is an ambitious new partnership between UNICEF, Cambridge and Microsoft. It aims to improve the education of millions of vulnerable children around the world who face barriers to learning because of poverty, discrimination, conflict and disaster such as COVID-19. It **ensures** continuity of learning amid the closure of schools due to the COVID-19 pandemic and will remain an online learning resource beyond COVID-19.

The platform for Mozambique will provide a digitized curriculum with textbooks and a selection of supplemental content, in national languages, that is jointly curated by the Ministry of Education and Human Development (MINEDH) to best serve learners’ and educators’ specific needs. The Learning Passport will capture a record of the curriculum subjects each student learns and guides learners with little additional support needed. The objectives for deploying digital online content by UNICEF and The Ministry are:

* Provide learners in both formal and non-formal education access to learning resources
* Complement and aid learning in institutions

For students, this means continued access to their formal curriculum and supplementary content that can be populated and offered, e.g. content that complements the curriculum or alternative content like COVID-19 messaging, digital skills content. For teachers, it can mean continued access to training and support opportunities during and after the COVID-19 crisis.

1. **Methodology and Technical Approach:**

UNICEF Mozambique requires an enthusiastic and committed Technology and Education Consultant to support Education section

Under the guidance of Education Manager in close collaboration with Innovation Specialist, the overall purpose of the individual consultant is to:

* Support the Mozambique Country Office to deploy Learning Passport as part of the emergency response and development programming;
* Support MINEDH to manage and coordinate all programme implementation activities related to Learning Passport;
* Oversee all knowledge management, monitoring and reporting activities related to Learning Passport; and,
* Provide technical guidance to Mozambique Country Office on strategies and issues related to Learning Passport and other education and technology initiatives.

This will be a full-time consultancy. The duration will be for 11.5 months from 16th of August 2021 to 31st of July 2022.

1. **Activities and Tasks:**

Under the supervision of the Education Manager, in close collaboration with Innovation specialist and Private Sector Engagement specialist, the individual consultant will deliver on the following key activities:

* 1. Coordinate and oversee the rapid deployment of Learning Passport Platform to MINEDH, providing technical assistance in the localising of the technology, curating content, coordinating various actors, supporting Country Office Learning Passport staff and ensure deployment and user success.
	2. Serve as key focal point and coordinator for LP and partners in MINEDH, including content creators and other UNICEF stakeholders, as well as designing and implementing the pilot activities in the field.
	3. Serve as lead support in troubleshooting and user support for users and stakeholders at key moments of engagement, e.g. support sourcing and uploading content in collaboration with Education Staff and government agencies, creating categories, courses, and lessons, and providing analytical reports from data aggregated by the platform.
	4. Provide technical support to procuring digital content services (e.g. curation, digitization, localization, production) and quality assure their deliverables from a digital perspective.
	5. Estimate the requires supplies and services for the pilot in the field, and ensure necessary preparation in coordination with the DPE, potential technical partner and the supply team.
	6. Contribute and manage knowledge resources and support general knowledge sharing by producing knowledge management resources, organizing activities to ensure sharing, exchange and collaboration and documenting lessons learned, challenges, and good practices.
	7. Draft monitoring, financial and other regular reports to Country Office, Regional Office and global teams; Oversee and provide inputs to monitoring exercises for internal and external stakeholders and funders of the Learning Passport (grants’ reports, annual results report, needed updates, etc.).
	8. Scope complimentary ICT for learning and Edtech tools that could be integrated to support Learning Passport related technology efforts.
	9. Support UNICEF Mozambique on other activities related to the Education and Technology agenda in Mozambique.

Once on-board, the Supervisors and the Consultant will develop the consultant’s overall workplan as per the ToR. S/he will also prepare his/her monthly workplans regularly, also based on any changes in the overall programme plans.

The consultant would be paid on a monthly basis to complete the assignments outlined in the TOR. There will be a monthly report prepared and submitted by the consultant of the activities performed and results achieved, according to the preliminary key tasks and deliverables and outputs outlined earlier. Each monthly report will include an update on the activities listed above, in particular:

* A summary of progress report against the workplan and noting of any changes therein;
* A summary of progress, bottlenecks, challenges and actions taken in relation to MINEDH support;
* Report on the active forum, teams site, knowledge management and sharing activities, as well as the pilot design and implementation;
* A summary of monthly status reports on deployment progress; and,
* A review and feedback submitted to MINEDH.
1. **Deliverables and Payments:**

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|  | **Deliverables** |  | **Tmeline** |
|  | Monthly status report 1  |  | 31 August 2021 |
| Monthly status report 2 |  | 30 September 2021 |
|  | Monthly status report 3 |  | 31 October 2021 |
| Monthly status report 4 |  | 30 November 2021 |
|  | Monthly status report 5 |  | 31 December 2021 |
| Monthly status report 6 |  | 31 January 2022 |
|  | Monthly status report 7 |  | 31 February 2022 |
| Monthly status report 8 |  | 31 March 2022 |
|  | Monthly status report 9 |  | 30 April 2022 |
| Monthly status report 10 |  | 31 May 2022 |
|  | Monthly status report 11 |  | 15 July 2022 |

The Monthly report includes update on the overall programme progress sheet.

Estimated Duration of Contract: 11.5 months, beginning on 1 August 2021.

1. **Management and Supervision:**

The consultant will work at the UNICEF country office in Maputo with occasional trips to the field under the supervision of the Education Manager. The consultant will interact regularly with the UNICEF Maputo office (Education, Innovation and private sector engagement) and field offices as well as counterparts (Government and other partners as required).

1. **Qualifications and Specialized Knowledge:**

**Academic qualifications:**

* Advanced degree in education, information technology, statistics, communication, engineering, or other relevant fields. In lieu of a specific academic degree, relevant experience may be considered to meet this requirement.

**Work experience:**

* At least 5 years of professional work experience in Technology for Development (T4D) and/or information system development, including mobile and web-based applications, with manifested capacity to manage programmes involving many stakeholders. Specific experience on ICT for learning or digital learning is an advantage.
* Experience managing user-driven design processes in software development and support.

Experience working with MINEDH and other government agencies in implementing digital or distance learning initiatives **Specific knowledge, competencies, and skills required:**

* Experience in digital learning design.
* Proven training and capacity building skills for a range of stakeholders.
* Good technical understanding and familiarity with information management systems.
* Knowledge of at least Teams, SharePoint, GitHub, Trello, Jira.
* Excellent communication abilities, in both written and oral forms. Consultant should be at ease in presentations and meetings with
* Demonstrated ability and experience in coordination, and able to work under pressure is required.

**Language skills:**

* Fluency in Portuguese and English is a minimum requirement.
1. **Conditions of Work:**

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| **Items** | **Provided by UNICEF** | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | X |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | x |  |
| In-country travel | X |  |  |
| Office Space | X |  |  |
| Computer in office premises | X |  |  |
| Access to printer in the office premises | X |  |  |
| Airtime |  | x |  |

1. **In-country Travel.**

Approved travel within Mozambique will be covered/reimbursed by UNICEF as follows:

Option a. Air tickets to be purchased by the consultant from approved airlines and reimbursed by UNICEF; per diem at 75% of the applicable UN Mozambique DSA rate (for the whole night spent outside the place of assignment), on a reimbursable basis; taxi/transport costs to and from the airport, on a reimbursable basis supported by the submission of original invoice/bill/receipt. All reimbursables to be included in their respective invoices.

Option b. Travel organised by UNICEF through a Travel Authorisation per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

1. **Evaluation Criteria**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. In principle, the office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time but will also consider other conditions in a comprehensive manner. The technical evaluation criteria are stipulated below.

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| **Item** | **Technical Criteria/Qualifications**  | **Max. Points** |
| **1** | **Education**  | **10** |
| **1.1** | Advanced degree in education, information technology, statistics, communication, engineering, or other relevant fields.  | 10 |
| **2** | **Work Experience**  | **35** |
| **2.1** | At least 5 years of professional work experience in Technology for Development (T4D) and/or information system development, including mobile and web-based applications, with manifested capacity to manage programmes involving many stakeholders.  | 15 |
| **2.2** | Experience managing user-driven design processes in software development and support. | 15 |
| **2.3** | Experience in working with MINEDH | 5 |
| **3** | **Technical Skills and Knowledge**  | **30** |
| **3.1** | Experience in digital learning design. | 10 |
| **3.2** | Proven training and capacity building skills for a range of stakeholders with evidence | 5 |
| **3.3** | Excellent communication abilities, in both written and oral forms including presenting | 5 |
| **3.4** | Demonstrated ability and experience in coordination under pressure | 5 |
| **3.5** | Knowledge of at least Teams, SharePoint, GitHub, Trello, Jira with evidence | 5 |
|  | ecblank**Total Technical Score** | **70** |
|  | **Minimum Technical for pass to financial assessment** | **50**  |
|  | **Financial proposal score** | **30** |

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| **Child Safeguarding** Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?        [ ]    YES    [ ]    NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[ ]  YES     [ ]   NO  If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

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 **Child data role**[ ]  YES    [ ]   NO  If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

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More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)   |