

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title:	Funding Code	Type of engagement	Duty Station:
National consultant of school infrastructure needs to be conducted, including a school mapping exercise to ensure that the design of the learning environments considers the voices of children.	SC210677	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	YCO
<b>Background and Justification</b>			
<p>UNICEF received funds from Credit Institute for Reconstruction (Kreditanstalt für Wiederaufbau (KfW)) funds to support multisectoral activities. The project is titled "Multi Multi-sectoral Interventions to address vulnerabilities of conflict-affected displaced and host communities in Yemen". The overall objective is "to provide integrated WASH, Education and Protection support package and improve access to basic services of conflict-affected vulnerable populations, especially children whose needs are further exacerbated by the Ukraine crisis, to strengthen their resilience to further shocks.</p> <p>In response, the education program is implementing the following activities:</p> <ul style="list-style-type: none"> <li>-Rehabilitation of 36 schools and provision of 20 modular classrooms to extend the capacity of existing schools</li> <li>-Provision of school equipment for 10,200 students and 400 teachers.</li> </ul> <p>Children, particularly conflict-affected girls, and boys, in the governorates of Al Jawf, Hajjah, Al Mahweet, Marib, Taiz, and Sada'a are among the beneficiaries of these interventions. As part of construction activities, an assessment of school infrastructure is planned, including a school mapping exercise to ensure that the design of the learning environments considers the voices of children, especially girls, in the planning and implementation phases, and reflects their needs to enhance the learning environment and reduces barriers to education. Therefore, this ToR is to recruit an individual consultant to conduct a study that can capture and incorporate the voice and aspirations of the beneficiaries in Al Jawf, Hajjah, Al Mahweet, Marib and Sada'a before designing and implementing the construction work.</p>			
<b>Purpose of Activity/Assignment:</b>			
<p>The purpose of the exercise is to produce:</p> <ul style="list-style-type: none"> <li>- Document reflecting school infrastructure needs in Al Jawf, Hajjah, Al Mahweet, Marib and Sada'a from the point of view of stakeholders, ensuring their voices especially these of children (boys and girls) are considered in the planning and implementation of the intended construction work</li> </ul>			
<b>Work Assignment- Specific Tasks to be completed:</b>			
<p>the activities will include:</p> <ul style="list-style-type: none"> <li>- Conduct a desk review of available literature on interactive studies documenting the needs, aspirations, and recommendations of the targeted population with regard to school construction including a focus on the new modular school that UNICEF is in consultation with the MoEs on their design. .</li> <li>- Draft the report template to be approved by UNICEF.</li> <li>- Develop the guiding questions to be used in the Focus Group Discussions (FGDs) with children, including girls, children in rural and under-served areas, and children with disabilities, to solicit their views and feedback on current school construction and their recommendations on the new modular school structure.</li> <li>- Draft the analysis framework of the data collected.</li> <li>- Conduct the FGDs</li> <li>- Submit the draft report (Arabic and English)</li> <li>- Address feedback as shared by UNICEF and partners</li> </ul>			

<p>- Incorporate feedback and share the final report (Arabic and English). Share a ppt presentation of the methodology, findings, and recommendations.</p>			
<p><b>Methodology</b> The report will be built through desk review of available resources and similar studies to solicit children's voices on how school construction should be. This will be further enriched by a discussion with MoE to better understand the context and needs. The core is the fieldwork to solicit children and other stakeholders' feedback through FGDs in targeted areas. Gathered information from different resources will be used and reflected in the final report.</p>			
<p><b>Budget Year:</b> <b>2023</b></p>	<p><b>Requesting Section/Issuing Office:</b> <b>Education</b></p>	<p><b>Reasons why consultancy cannot be done by staff:</b> Outside the scope of work and technical expertise of the staff member</p>	
<p><b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:</p>			
<p><b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both</p> <p><b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)</p>		<p><b>Request for:</b> <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment</p>	
<p><b>If Extension, Justification for extension:</b></p>			
<p><b>Supervisor:</b> AbdulRahman Al Sharjabi, Education Specialist</p>	<p><b>Start Date:</b> 20/7/2023</p>	<p><b>End Date:</b> 30/8/2023</p>	<p><b>Number of Days (working)</b> 30 working days</p>

National Consultant to Conduct an Assessment for School Infrastructure Needs for 1.5 Months, Sana'a, Yemen

<b>Work Assignment Overview</b>			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
- Conduct a comprehensive and analytical review of existing/planned literature	Inception report with plan, tools, and reporting template	(7days)	10%
- Field visits to targeted governorates in which focus groups will be met	Draft desk review report and presentation materials	(16days)	80%
- Draft the final report (Arabic and English) and send it for approval - Share and validate the study findings and recommendations. - Draft the final report (Arabic and English) and submit it for approval. - Submission of the final report (Arabic and English).	Final report after approval from UNICEF.	(7 days)	10%
<b>Monitoring and Reporting:</b>			
All deliverables are to be approved by UNICEF Yemen prior to finalization to ensure that they meet quality criteria.			
<b>Submission of offers</b>			
The Offer should be in two parts: Part A – Technical; Part B – Financial, of no more than 5 pages.			
<b>Part A: Technical</b>			
<ol style="list-style-type: none"> <li>1. Background information that includes an interpretation and understanding of the terms of reference.</li> <li>2. Methodology and approach outlining a clear conceptual and analytical framework for the work to be undergone.</li> <li>3. Proposed work plan outlining clear timeframe and logical steps in conducting the assignment.</li> <li>4. Name and brief background of the vendor, including existing experience and expertise that will be of benefit to the proposed assignment.</li> <li>5. Names and contact information of referees for the 3 most recent and relevant projects.</li> </ol>			
<b>Part B: Financial</b>			
An itemized budget divided into professional fees and direct cost of activities in United States Dollars.			
Estimated Consultancy fee	Unit cost in \$	Rate in \$/trip	Total\$
Travel International (if applicable)	0	0	
Travel Local (please include travel plan) to (Sadaa,Aljawf, AlMahweet, Hajjah) and back to the destination	100	4	
DSA (if applicable) (Sadaa,Aljawf, AlMahweet, Hajjah) 4 days to each governorate	16	Sadaa 155, Aljawf 100, Almahweet 100,Hajjah 100)	
Consultancy fees			
<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b>	<b>Knowledge/Expertise/Skills required:</b>		

<p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <ul style="list-style-type: none"> <li>- Advanced degree from a recognized university in social sciences, education, engineering, international development, or other related fields.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrated knowledge and work experience in social research (in sampling, data collection instrument design, analysis of qualitative and quantitative data, and report writing)</li> <li>- Experience in conducting assessment and mapping exercises.</li> <li>- Practical experience in the use of participatory methods for conducting assessments</li> <li>- Proven working experience in the Arab region.</li> <li>- Computer skills (word processing, spreadsheets, statistical analysis software application, internet research, etc.);</li> <li>- Fluency in English is essential. Additional fluency in Arabic will be preferred.</li> <li>- Strong communication skills, with the ability to communicate detailed concepts clearly and concisely both in writing and verbally.</li> </ul>
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>
<p><b>Request Authorised by Section Head</b></p> <p>Jumma Khan, OIC for Chief of Section</p> <p>Date:5/7/2023</p>	<p><b>Request Verified by HR:</b></p>
<p><i>Approval of Chief of Operations (if Operations):</i> _____</p> <p><i>Approval of Deputy Representative (if Programme)</i> _____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>	

<sup>i</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**Text to be added to all TORs:**

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.