

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
National Consultant - Numeracy Specialist		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Hybrid Freetown
<p>Purpose of Activity/Assignment:</p> <p>Since 2018, Sierra Leone has made concerted efforts to improve access to and quality of education for all children, with an emphasis on the most marginalized and early years learners. However, the country still faces challenges to fully strengthen and transform the system to improve foundational learning outcomes for all. For instance, the vast majority of children in Sierra Leone cannot read a simple text with comprehension by age 10, or in other words, are experiencing learning poverty.</p> <p>The Government has therefore identified Delivering the Foundations of Learning for All as the priority reform that will be achieved through education system transformation in the country. The transformation will be done by addressing bottlenecks and working collaboratively with all stakeholders, partners, the Global Partnership for Education (GPE) and other donors. This is articulated and elaborated in the programme design to access GPE financing through the System capacity building, system transformation and multiplier grants. UNICEF is the Grant Agent (GA) to access and support the implementation of the three grants in Sierra Leone.</p> <p>Efforts to achieve this transformation will focus on pedagogical solutions and innovations in pre-primary and the first four years of primary school, supported by transversal data and governance reforms. While all levels of education will require strengthening to support the country's growth and human development, substantial investments in foundational years will ensure that young children develop key literacy, numeracy, and socio-emotional skills to prepare them for future success in school and work. The GPE programme will address systemic factors inhibiting the development of foundational numeracy skills in Sierra Leone.</p> <p>It is against this background that UNICEF, in collaboration with the MBSSE, seeks to hire a National expert to support the education project that provides technical assistance to deliver foundational numeracy for P1-P4, through a structured pedagogy approach – which aligns teacher trainings, instructional core, detailed lesson plans, and TLMs.</p>			
<p>Scope of Work:</p> <p>As a supporting role in the UNICEF Education project, the national consultant will work closely with the International consultant and National Technical to provide & support technical assistance and capacity development for the tasks outlined below. The responsibilities include:</p> <ol style="list-style-type: none"> 1. Assist in Setting up the National Technical Team: a) Provide suggestions for key local participants for the National Technical Team dedicated to Foundational Learning. 2. Kickoff Event Preparation and Delivery: a) Support the MBSSC/TSC in preparing and delivering the kickoff event titled "Improving Foundational Learning for All." 3. Capacity Building for the National Technical Team: a) Assist in contextualizing the science of teaching early grade numeracy to the Sierra Leonean context, facilitating the development of teaching and learning materials for classes 1, 2, and 3 in primary schools. 4. Stocktaking Exercise: a) Support the development and conduct a stocktaking exercise to review existing numeracy instructional materials in Sierra Leone, produced with support from key partners. 			

5. Definition of Adapted Learning Outcomes and Scope: a) Contextualize expected learning outcomes and scope and sequence for teaching early grade numeracy in classes 1, 2, and 3, based on the existing curricula framework and syllabus for Numeracy.
6. Development of Student Books and Workbooks:
 - i) Assist in creating models of lessons and testing them in real classrooms.
 - ii) Collaborate on developing final draft versions for testing in a larger pilot.
7. Preparation/Revision of Complementary Materials:
Preparing or revise complementary materials, including posters for numeracy development and manipulatives.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” 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:

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):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Assist in Setting up the National Technical Team: a) Provide suggestions for key local participants for the National Technical Team dedicated to Foundational Learning.	National Technical Team members list	June 2023	
Kickoff Event Preparation and Delivery	Event agenda, concept note	June 2023	
Capacity building of National Technical Team a) Assist in contextualizing the science of teaching early grade numeracy to the Sierra Leonean context, facilitating the development of teaching	PPT & handouts, Training report	July 2023	

and learning materials for classes 1, 2, and 3 in primary schools.			
Definition of Adapted Learning Outcomes and Scope: a) Contextualize expected learning outcomes and scope and sequence for teaching early grade numeracy in classes 1, 2, and 3, based on the existing curricula framework and syllabus for Numeracy.	Learning outcomes document	July-August 2023	
Stocktaking Exercise: a) Support the development and conduct a stocktaking exercise to review existing numeracy instructional materials in Sierra Leone, produced with support from key partners.	Document/ppt summarizing key findings from the stocktaking exercise, which will be used to orient the development of materials	August-September 2023	
Development of Student Books and Workbooks: i) Assist in creating models of lessons and testing them in real classrooms. ii) Collaborate on developing final draft versions for testing in a larger pilot.	Lesson plans	September-November 2023	
Preparation/Revision of Complementary Materials	Posters for numeracy development and manipulatives	December 2023-January 2024	
Assistance in developing/revising lesson plans	Lesson plans	January-March 2024	
Concept note to document and analyze the process of program design and implementation-bringing in local context	Concept note	April-May 2024	
Total			

Budget Year: 2023-2024	Requesting Section/Issuing Office: Education	Reasons why consultancy cannot be done by staff: Special expertise required that is lacking in the section
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> Consultancy

Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Suman Sachdeva, Education Specialist	Start Date: 15 June 2023	End Date: 1 May 2024	Number of Days (working) 150

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)	Meet partners at MBSSE, Local partners, TSC		
DSA (if applicable)			
Total estimated consultancy costs¹			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other An advanced university degree in one of the following fields is required: social sciences, natural sciences, learning assessment, curriculum, monitoring and evaluation, educational planning public or social policy, or another relevant technical field.	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> Sound knowledge of the education sector in Sierra Leone and MBSSE policies and processes Strong technical expertise in science of numeracy for primary classes Strong interpersonal skills Excellent programme management, planning, design and coordination skills Fluency in written and spoken English Strong data analysis skills Understanding of technology platforms and their use for learning and training Ability to engage with a wide range of people, including government partners, academic centres, formal and in-formal networks and collectives, NGOs/CSOs and technical experts if required to collate all relevant information. 		
Administrative details: Visa assistance required: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/>		

Transportation arranged by the office: <input type="checkbox"/>	IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>
Request Authorised by Section Head	Request Verified by HR:
<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>	

¹ 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

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