**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title:**  Excel Training | **Funding Code:**  **GC Non-Grant** | **Type of engagement**  Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | **Duty Station:**  Freetown |
| **Purpose of Activity/Assignment:**  UNICEF Sierra Leone CO has decided to enhance the capacity of its staff in excel training as per the approved 2021 learning plan. The objective is to improve the quality and efficiency of common work processes by providing relevant excel trainings to staff members at different levels.  Expected results is that staff members to increase the application of Excel in their work and enhance quality of reports produced. | | | |
| **Scope of Work:**  The proposed scope of work is a series of excel trainings, each offered for group of staff members at different levels – such as Beginners, Intermediate and Advanced stages.  The selected provider will work with UNICEF HR Unit, to plan and design tailored trainings based on common file types (e.g. workplans, pivotable, dashboards and budget analysis). The provider will deliver the trainings and collect evaluations/ feedback to guide planning for future sessions.  Sessions are expected to be approximately **1.5** hours in length, and overall training will be customised for at least three months with highly practical and hands-on schedules, and may include:   * Basic excel (entering/editing data, formatting/modifying worksheets, functions, printing, etc.). This may draw on budget, supply tracking and workplan formats. * Basic excel (charts and graphics). * Intermediate excel (managing workbooks and worksheets, outlining and subtotals, data structure & tables, auditing, etc.). This may draw on budget, workplan and donor reporting formats. * Advanced excel (pivot tables, etc.). This may draw on workplan and donor reporting formats (for advanced users who will use pivot in these file types).   It is expected that multiple sessions will be provided across the above categories to ensure hands-on training. Sessions with Field Offices can be set up where there is demand and the office is able to organize in the conference room by Zoom (with projector to allow staff to use their own computers for practical examples).  The training should be provided on the latest available version of excel (Microsoft Office 365) and should include content on the Excel App as well as Excel Online.  The provider will be responsible to evaluate staff during training sessions and make recommendations for future trainings. | | | |
| **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:     |  | | --- | |  |     **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](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) | | | |

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| **Work Assignment Overview** | | | |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline | Estimate Budget |
| Plan for sessions (topics, levels, file types, agenda, methodology, calendar). | Pre-evaluation report | A week prior to commencement of training | N/A |
| Brief report on each session, including summary of topics, evaluation results, participant feedback, and suggestions for the way forward. Report to be accompanied by the plan for the remaining sessions. | Daily attendance record and summary of topics covered | End of each session | N/A |
| Each session should be planned, developed, reviewed, and finalized, then delivered with evaluation results compiled (including staff pre/post self-assessment). | Final assessment of students | Monthly | N/A |
| Final report on all sessions, including summary of topics, evaluation results, participant feedback, and suggestions for the way forward. | Final assessment of students and final report containing feedback | At the end of the training | N/A |
| Develop and issue certificates to students | Certificates issued | At the end of the training | N/A |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | | **Reasons why consultancy cannot be done by staff:** | | | |
| 2021/2022 | HR/Operations | | This is a specialized field that requires trained and qualify personnel to preform this task. The internal resources within ICT unit may not have the time to undertake this assignment. | | | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | | | | | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** | | | | |  | |
| **Supervisor:** | | **Start Date:** | | **End Date:** | | **Number of Days (working):** |
| *Elizabeth Brima* | | *01.07.2021* | | *31.12.2021* | | *120* |

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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| Bachelors  Masters  PhD  Other  Enter Disciplines: IT | * Successful candidate must be enrolled from a recognized IT company * Proven experience developing and delivering excel trainings from basic-to-advanced levels * Experience in delivering excel training remotely is preferred * Experience adapting trainings to fit for purpose * Proven experience delivering highly interactive and practical trainings with demonstrated learning results achieved |
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| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | Home Based  Office Based:  If office based, seating arrangement identified:  IT and Communication equipment required:  Internet access required: |
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