

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

<b>Title:</b>  Project Coordinator	<b>Funding Code</b>  [REDACTED]	<b>Type of engagement</b>  <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b>  Georgetown, Guyana
--	---------------------------------------	---	---

**Purpose of Activity/Assignment:**  
 To support UNICEF’s Lifelong Learning / Education Programme and contribute to a well-planned and coordinated integrated approach for implementing safe and healthy learning and living ECD and dormitory environments in migrant and host communities in Guyana’s hinterland and selected coastal areas in Guyana.

**Background:**

The **Lifelong Learning Programme** focuses on the critical concepts of healthy children, school readiness, active participation and optimum performance within developmental benchmarks in various formal and informal safe and protective learning environments. It facilitates seamless programming from early childhood through middle childhood and adolescence. It is aimed at “improved education and developmental outcomes and equitable and inclusive learning environments across the life cycle for the most disadvantaged boys, girls and adolescents including in emergencies by 2021”. Its main strategy sets out to close the inequity gap.

Guyana is grappling with the realities and challenges of climate change to ensure safe and resilient service provision for its children and their parents and especially for the families living in the hinterland. The debilitating effects of the COVID-19 pandemic and the continual arrival of Venezuelan and Brazilian migrants exacerbated by unsupervised border controls in host communities, further threaten the coping mechanisms of the Ministry of Education (MoE), the Ministry of Health (MoH, )the Ministry of Human Services & Social Security (MoHSSS) and the Regional Democratic Councils (RDCs), the sub-national arm of the Ministry of Local Government (MoLG), to cope with the demands of communities. . Lock downs, closure of schools and other learning spaces and social services have negative impacts on young children’s optimum development, participation and performance. These stressors affect livelihoods; parents’ ability to cope with family demands and have increased the family members’ vulnerabilities to increased domestic and gender- based violence. There is urgent need to respond to the unique needs of these marginalised community groups with special attention being paid to young children and adolescent boys and girls and women.

The project partnership between the Canada High Commission and UNICEF aims at ***promoting safe and healthy learning and living environment to migrant and host communities in Guyana’s hinterland: Making Early Childhood Development Programming , School Dormitories and communities resilient to climate change.*** This presents many opportunities for responding to the survival and development needs of the young child and the adolescent and their parents as well as to amplify the cross-cutting issues necessary for all round development in safe and protective spaces. The project is guided by 2 objectives to

promote safe and healthy learning and living environments in migrant and host communities in Guyana's hinterland and selected coastal areas in Guyana namely:

- **Early Childhood Development (ECD) in safe, secure environments in Guyana's** hinterland and selected coastal locations to ensure that all girls/boys < 4 years and their parents have access to quality early childhood development programming
- **Safe, secure, healthy learning environments for secondary school** adolescent boys and girls living in dormitories in Guyana's hinterland, through system strengthening and gender responsive programming for healthy lifestyles

All aspects of nurturing care positioned under the ECD components and strategies for Child and Adolescent Health and Nutrition (CAHN), positioned in Safe and Secure learning and living environments are addressed in this project. The project's objectives and their planned results aim to address the equity gaps for safe and healthy learning and living environments most evident in migrant and host communities in the hinterland and selected coastal areas in Guyana. This project demands critical and creative thinking, innovative strategies and sound technical support for conceptualizing, implementing and monitoring across the decentralized health and education systems in the country.

**Scope of Work:** Under the guidance of the Education Specialist the Project Coordinator will be responsible to coordinate, plan and monitor the implementation of the project and specifically:

- Develop and monitor an integrated programme (health, education) for assessment, training and field visits related to **all aspects** of the programme identified under the two objectives and their activities.
- Ensure that all missions are inter-sectoral with identifiable planned results; comprise manageable groups; unobtrusive to classroom instructional times.
- Coach focal points in Ministries and community leaders in leadership and planning so as to ensure sustainability of the programme beyond the 11 months
- Provide technical guidance to the following focal points in Child and Adolescent Health Unit in the MoH for the young child and adolescents in project sites and Leaders/ Programme Monitors in each project site/Region.
- Develop a supply plan for the ECD and health-related aspects of the project.
- Periodically represent UNICEF in relevant technical meetings.
- Provide inputs to the ECD and health-related donor, global and regional reports as well as to meetings/documents for UN and Government review e.g. Nutrition dashboard.
- Support the monitoring of timely quality progress reports.
- Monitor the release and reporting of funds.
- Accomplish any other related task assigned by supervisor.

### 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:

11 months

**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):

11 months

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

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
2021	Programmes/ Georgetown Guyana	There is no staff available

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:

Not applicable

Supervisor: Audrey Michele Rodrigues

Start Date:

May 15, 2021

End Date:

April 15, 2022

Number of Days (working)

220- (11 months)

<b>Work Assignment Overview</b> Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Together with project team, review general work plan and scope of work for each consultant for the period of the consultancy and make necessary adjustments to work plan	Work plan submitted	May 20,2021	<b>38,500.00</b>
Organise and facilitate meeting in Safe dormitory school programming relevant to the specifics in the proposal MoH; MoE), Understanding concepts, roles and responsibilities for each Ministry (gender responsive programming including SRH, MHM; GBV)	Report of meeting	June 30	Payments made monthly at 3500/mth in accordance with deliverables
Development plan of action for Adolescent Development Programming for gender sensitive programming for improved lifestyles and positive approaches for SRH	Action plan submitted	June 30	
Develop supply plan for all aspects of the programme	Supply plan submitted	July 30, 2021	
Prepare quarterly reporting	Quarterly reports submitted	August 30, December 15, 2021	
Prepare Draft Report of Project	Report submitted	March 25, 2022	
Submit Final Report of Project	Report submitted	April 15, 2022	
Monitor all activities and progress	Monthly reports		

<b>Estimated Consultancy fee</b>		
Travel International (if applicable)		Nil
Travel Local (please include travel plan)		7,000
DSA (if applicable)		7,000
<b>Total estimated consultancy costs<sup>i</sup></b>		<b>52,500</b>
<p><b>Minimum Qualifications required:</b></p> <p><input checked="" type="checkbox"/> Bachelors   <input type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <ul style="list-style-type: none"> <li><b>Enter discipline:</b> A university degree in Education, Public Health, Administration and a minimum of ten (10) years of professional leadership experience in designing, implementing and supervising programmes. Proven experience in managing project and diplomas specific to the programme will be an asset</li> </ul>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>Knowledge and experience in clarity of understanding and conceptualization of ECD and adolescent health programming</li> <li>Knowledge and experience of a good understanding of equity issues in ECD, health education and adolescent development programming.</li> <li>Proven analytical skills and experiences lending to the ability to identify and evaluate best practices and innovative approaches to be utilized by the project</li> <li>Experience working with a Development Agency</li> <li>Knowledge of the workings of the decentralized system in Guyana</li> <li>Good communication skills and ability to work with all partners with minimum supervision</li> <li>Strong organizational, writing and presentation skills</li> <li>Must be a Guyanese national living in the country.</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>	

<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

**Conditions and remarks:**

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.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check. Successful individuals will be required to produce the following:

- Certificate of good health
- Proof of Health Insurance
- Statement of good standing
- Designation of beneficiary form
- Mandatory training certificates from UNICEF’s e-learning platform (prior to commencement of the Assignment)