

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Project Coordinator	Funding Code	Type of engagement <input checked="" type="checkbox"/> Consultant at NOB/ NO2 level <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Georgetown, Guyana
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Purpose of Activity/Project:
 To support UNICEF’s Education & Skills Programme and contribute to a well-planned, coordinated and integrated approach for implementation of the project “Promoting safe and healthy learning and living environment to migrant and host communities in Guyana’s hinterland and selected coastal areas” supported by the Government of Canada.

Background:

The Education & Skills programme focuses on ensuring that children and adolescents, in development and humanitarian contexts – especially the most vulnerable –benefit from equitable, inclusive and gender-transformative quality education, leading to improved learning outcomes, increased resilience and skills for life and work. UNICEF provides technical support for the development of quality assurance criteria in ECE and ECD, child-centred curricula and improved pedagogical practices. Through its 2022-2026 Country Programme, UNICEF is also engaging national partners in elaborating affordable, climate-smart and cost-effective solutions aimed at adjusting education policies and teaching methods in mainstream schools to accommodate the needs of children with disabilities and other vulnerable groups.

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: Supporting Early Childhood Development and adolescent programming***. 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) are addressed in this project. The project’s objectives and planned results will 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 activities 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 support for overall planning, implementation, coordination and monitoring of the integrated Early Childhood Development programme in Guyana and will specifically:

- Develop and monitor an integrated approach (for health, education, social services, WASH) for the project that encapsulates the two project objectives and their activities.
- Coordinate with the focal points in Ministry of Human Services and Social Security, Ministry of Health and Ministry of Education in relation to the implementation of the project activities.
- Work closely with international ECD consultants to provide input to their work, facilitate networking, connect them with resources, review their deliverables and share feedback.
- Provide technical guidance, and follow-up, where necessary to focal points in the implementing Ministries and community leaders so as to ensure sustainability of the initiatives.
- Support the monitoring of project activities to ensure timely, quality progress reports for the project and provide technical input to these reports. This includes supporting both the development of data collection tools and any related training undertaken by Ministry partners/international consultants.
- Provide logistic support to UNICEF staff and international consultants in relation to field and monitoring visits.
- Support procurement of items for the project including identifying items, designing materials and tracking the delivery of same to beneficiaries.
- Monitor the release of project funds and providing updates on project expenditures.
- Prepare monthly status updates on project activities and outputs for supervisor.
- Periodically represent UNICEF in relevant technical meetings.
- Accomplish any other related task assigned by supervisor, Deputy Representative and Representative.

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:

12 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):

12 months

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

Budget Year: 2023	Requesting Section/Issuing Office: Programmes/ Georgetown Guyana	Reasons why consultancy cannot be done by staff: There is no staff available	
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 Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: Not applicable			
Supervisor: Fiona Persaud	Start Date: October 2, 2023,	End Date: September 18, 2024	Number of Days (working) 238

Work Assignment Overview Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Together with UNICEF Staff, develop workplan for project activities in line with project budget, activities and expect results. This should entail sub-plans for each Implementing Partner.	Work plan submitted	October 15, 2023	
Organise and facilitate meetings with Ministry focal points which are implementing the project. These include Ministries of Health, Education & Human Services & Social Security.	Status reports completed on activities	Monthly updates	
Review and update supply plan for all aspects of the programme	Updated Supply plan submitted	October 30, 2023 March 31, 2024 June 30, 2024 September 18, 2024	
Prepare quarterly reporting (inclusive of expenditure report and Performance Monitoring update)	Quarterly reports submitted	December 15, 2023 March 31, 2024 June 30, 2024	
Submit Final Report of Project	Report submitted	September 18, 2024	

Estimated Consultancy fee			
Travel International (if applicable)			Nil
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required:</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"> • Enter discipline: 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 projects. 	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Program and or project management experience. • Knowledge of and experience in the social sectors in Guyana (education, health, social services). • Proven analytical skills and experiences lending to the ability to identify and evaluate best practices and innovative approaches to be utilized by the project. • Experience working with a Development Agency. • Knowledge of the workings of the decentralized system in Guyana. • Good communication and networking skills and ability to work with all partners with minimum supervision. • Strong organizational, writing and presentation skills. • Must be a Guyanese national living in the country. 		
<p>Administrative details:</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>		

ⁱ 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)
