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

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| **TITLE** | **FUNDING CODE** | | **TYPE OF ENGAGEMENT** | | **DUTY STATION** | | |
| *Consultancy to provide* technical *support to the Office of the DDG Planning and Delivery Oversight (and Branch) of the Department of Basic Education on the function shift of ECD* |  | | 🗹 Consultant  □Individual Contractor Part-Time  □ Individual Contractor Full-Time | | SOUTH AFRICA/ Pretoria | | |
| **Purpose of Activity/Assignment:** | | | | | | | |
| **Goal:**  Under the supervision of the Education Manager (ECD) and the Office of the DDG Planning and Delivery Oversight (and Branch) at the Department of Basic Education or senior official designated by him/her, the consultant will provide strategic technical support to the Deputy Director General, Chief Director and Director ECD on the function shift of ECD to the DBE.  **Objectives:**   1. To provide direct technical and strategic support to the DDG, Chief director and director for ECD for the coordination of all internal and external activities related to the function shift. 2. To provide technical assistance in the implementation of the national HRD strategy for early childhood development workforce linked to the function shift. 3. To provide technical support and guidance on the additional year of early childhood development before Grade R. | | | | | | | |
| **SCOPE OF WORK:** | | | | | | | |
| The consultant shall execute the assignment under the general supervision of Office of the DDG Curriculum Policy, Support and Monitoring at the DBE, or person designated by the DDG, and the Education Manager (ECD) at UNICEF with a focus on the following activities in relation to the objectives spelled out above:   1. provide direct technical and strategic support to the DDG, Chief Director and Director for ECD for the coordination of all internal and external activities related to the function shift with particular focus on:    1. Participation in the DBE’s work streams that are established for the purpose of the function shift and provide strategic guidance and keep the DDG, Chief director and director for ECD up to date with developments.    2. Supporting the work of the Government Technical Advisory Centre (GTAC) that has been contracted to support the DBE and DSD with the ECD function shift.    3. Provide strategic and technical guidance on the development and implementation of the department’s implementation plan for the function shift.    4. Provide strategic and technical support related to the DBE’s national census, audit and case studies on ECD as well as the development of national early learning index.    5. Provide technical assistance in the development of national norms and standards for the registration of early learning and development programmes with the DBE.    6. Assisting with coordination and strategic direction of the national ECD Think Tank led by the DBE.    7. Support the work on the National ECD Framework that is led by the DBE.    8. Provide technical and strategic assistance with government, business and other partners or funders that are involved or planned to be involved in activities pertaining to the function shift.    9. Provide technical assistance to the DDG, Chief Director and Directorate on the preparation of strategic documents and reports related to the function shift.    10. Prepare a monthly status report on the key indicators related to the function shift. 2. Provide direct technical and strategic support in relation to the ECD Human Resource Development strategy with particular focus on the implementation thereof and regulatory requirements as far as it pertains to the function shift. 3. Provide technical support and guidance on the additional year of early childhood development before Grade R, inclusive of a framework for the implementation of the additional year linked to the existing foundation phase and the function shift of ECD. 4. Any other task related to the function shift, by mutual, agreement, that is assigned by the DDG. | | | | | | | |
| **Work Assignment Overview** | | | | | | | |
| **Task/ milestone** | | **Deliverables/Outputs:** | | | | **Timeline** | |
| Tasks as indicated in the scope of work | | **Monthly report 1:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed monthly report in the prescribed format | | | | Monthly | |
| Tasks as indicated in the scope of work | | **Monthly report 2:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed monthly report in the prescribed format | | | | Monthly | |
| Tasks as indicated in the scope of work | | **Monthly report 3:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed monthly report in the prescribed format | | | | Monthly | |
| Tasks as indicated in the scope of work | | **Monthly report 4:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed monthly report in the prescribed format | | | | Monthly | |
| Tasks as indicated in the scope of work | | **Monthly report 5:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed monthly report in the prescribed format | | | | Monthly | |
| Tasks as indicated in the scope of work | | **Monthly report 6:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed monthly report in the prescribed format | | | | Monthly | |
| Tasks as indicated in the scope of work | | **Monthly report 7:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed monthly report in the prescribed format | | | | Monthly | |
| Tasks as indicated in the scope of work | | **Monthly report 8:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed monthly report in the prescribed format | | | | Monthly | |
| Tasks as indicated in the scope of work | | **Monthly report 9:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed monthly report in the prescribed format | | | | Monthly | |
| Tasks as indicated in the scope of work | | **Monthly report 10:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed monthly report in the prescribed format | | | | Monthly | |
| Tasks as indicated in the scope of work | | **Monthly report 11:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed monthly report in the prescribed format | | | | Monthly | |
| Tasks as indicated in the scope of work & consolidation of work assignment | | **Monthly report 12:** Satisfactory completion of tasks contemplated in the scope of work and the submission of a signed final consolidated report in the prescribed format that includes a summary of work done and related deliverables | | | | Monthly | |
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| **MINIMUM QUALIFICATIONS required** | | **KNOWLEDGE/EXPERTISE/ SKILLS required:** | | | | | |
| □ Bachelors 🗹 Masters □PhD □ Other  **Enter disciplines**: | | * *Knowledge of early learning and development and the ECD sector in South Africa is a requirement.* * *Minimum of five years professional work experience in ECD, education, programme management in an education field, preferably in curriculum as well as sound analytical and policy experience.* * *Sound knowledge of current developments in the field of early childhood development and basic education as well as sound analytical and policy experience* * *Good skills in MsWord and MsExcel as well as excellent and concise writing skills.* * *Excellent interpersonal skills.* * *Willingness to travel and a valid driver’s license.* * *Proactive and energetic approach to work.* * *Ability and commitment to work under tight timeframes* | | | | | |
| *A minimum of an advanced degree or equivalent in education, early childhood education, basic education, child psychology, social sciences or related technical fields* | |
| **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: □ | | | | | |
| ***The consultant will be based at the Department of Basic Education***  *The contract will be managed by UNICEF and the Department of Basic Education. The consultant will work as per agreement with Department of Basic Education with resources availed by Department of Basic Education for the execution of the assignment, unless otherwise agreed to during the finalisation of the contract.* | | | | | |
| 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 | | | | | | | |

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| **How to Apply:** |
| Interested and qualified candidates are requested to submit their application to the following link: [https://www.unicef.org/about/employ/?job=](https://www.unicef.org/about/employ/?job=5)545265 by **22 October 2021**.  This notice will also appear on <http://www.unicef.org/about/employ/>, <http://www.unicef.org/southafrica>, UN Job List, UN Jobs  Please indicate your ability, availability and daily/monthly rate (in ZAR) to undertake the terms of reference above (including admin cost if applicable).  Only written enquiries will be responded to.  Please refrain from sending any enquiries directly to individual UNICEF staff members. Such enquiries will not be responded to and not be deemed valid.  Mark all enquiries in the email heading: **ENQUIRY: DBE TECHNICAL-1**. This will assist with the expediious handling of enquiries. |
| **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 is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from South African nationals, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation**  **“UNICEF has a zero-tolerance policy on sexual exploitation and abuse, and on any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.”** |