

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Innovation Consultant for the development of SRGBV audio-visual materials.		<input checked="" type="checkbox"/> Consultant	Freetown, Sierra Leone
<p>Purpose of Activity/Assignment:</p> <p>Background.</p> <p>In alignment with the global Safe to Learn Call of Action, the Government of Sierra Leone has committed to ensuring the translation of benchmarks, minimum standards, policies, and commitments for safe schools into practice at the school and community levels. As part of this commitment, a whole-school approach to address school-related gender-based violence (SRGBV) was piloted in 18 schools between 2021 and 2022. The whole school approach aims to create safer, more child-friendly, inclusive, and gender-sensitive learning environments by engaging various stakeholders, including students, teachers, school support staff, principals, local communities, education authorities, and governmental authorities. Subsequently, the Ministry of Education has emphasized the integration of Whole School Minimum Standards to tackle SRGBV, covering various areas such as school leadership, Code of Conduct, child rights, reporting mechanisms, and community and parent engagement.</p> <p>The local SRGBV-related interventions implemented, including during the pilot phase of the whole school approach, have shown positive outcomes with strengthened SRGBV prevention and response capacity, increased engagement against SRGBV, and improved monitoring and reporting systems. However, challenges and gaps have also been identified, such as insufficient capacity and commitment among school principals, the need for further training on the Code of Conduct for teachers, inadequate referral pathways, and limited knowledge among parents. In addition, the importance of collaboration with community leaders, coordination among local duty-bearers, and student participation was highlighted. Overall, addressing SRGBV requires long-term efforts to shift attitudes, behaviours, and structural factors.</p> <p>As part of efforts for scaling up and sustaining efforts for SRGBV prevention and addressing one of the main barriers to adolescent girls' access and retention in schools, UNICEF, with funding from Irish Aid and in support of the Ministry of Basic and Senior Secondary Education (MBSSE), seek to develop SRGBV audio-visual materials that will be hosted on the UNICEF Learning Passport. Since 2014, UNICEF Sierra Leone has been championing the use of innovation and technology to help identify and address issues that affect children and adolescents particularly adolescent girls in Sierra Leone. UNICEF is working in partnership with the Ministry of Communication, Technology & Innovation (MoCTI) and the Directorate of Science, Technology and Innovation (DSTI) to transform Sierra Leone into a digitally inclusive economy focusing on nurturing 21st century skills development. Making efforts to action the governments priorities, UNICEF together with DSTI & and MBSSE launched the Learning Passport (LP) in 2022 to promote a digital future for learning and skills development in Sierra Leone. The Learning Passport is an Online, Mobile, and Offline Platform that enables continuous access to quality education and learning material that serves local, contextualized content as well as global supplementary resources to support learners and educators in Sierra Leone. The SRGBV audio-visual materials on the LP will help expand and streamline awareness creation, communication, and community engagement to address school-based violence and promote safe schools for children, adolescents, and youths.</p>			

To further increase engagement with the SRGBV audio-visual materials and improve the agency of young people to identify problems in their schools and communities, to speak up and mobilize other young people along their advocacy campaigns, the eUPSHIFT and EMOJO curriculums will be used, encouraging young people to participate as active citizens and changemakers in Sierra Leone, engaging in discussions with peer groups, community leaders and decision-makers to ensure that they are responsive to issues affecting young people.

Purpose and objective of the assignment:

The purpose of this assignment is, therefore, to develop child-friendly audio-visual messages on the prevention of School-Related Gender-Based Violence. The materials aim to support the implementation of the Whole School Minimum Standards and create safer and more inclusive learning environments in Sierra Leone. The materials will focus on enhancing awareness, engagement, and behavior change of parents, communities, school leadership, teachers, adolescents, and children regarding SRGBV issues and existing policies, strategies and actions, and reporting mechanisms to prevent and respond to SRGBV in schools and communities. It will also aim to promote positive behaviours and alternative ways of disciplining to eliminate corporal punishment and shift social norms.

The materials will be hosted on the Learning Passport, driving users to engage with a wider range of digital courses and curricula, including MBSSE, UPSHIFT, and EMOJO.

The Consultant reports to the Innovation Specialist for general guidance and direction in collaboration with the Education Officer and Youth Innovation Consultant. The consultant supports the development of audio-visual materials powered by the LP platform to raise awareness for SRGBV in and around schools.

Scope of Work:

Under the general guidance and supervision of the Innovation Specialist, Education Officer the post has the following key functions/accountabilities:

- Develop a workplan and progress report to be approved by UNICEF
- Design and produce audio-visual materials on SRGBV awareness
- Consultant will co-design audio visual materials with adolescents and young people using a Human Centered design approach throughout the design process
- Consultant to work collaboratively with DSTI team to develop audio visual materials and provide technical support as and when required
- Collaborate with partners and youth, government line ministries through consultative engagement to develop messaging and digital content on SRGBV
- Ensure alignment of SRGBV audio visual materials with the SRGBV communication Strategy
- Submit approved SRGBV content to deploy on the Learning passport on or before May 30th, 2024

The consultant will be based in Sierra Leone.

For Sierra Leone, the consultant must secure medical insurance (inclusive of medical evacuation) prior to assuming duties with UNICEF (proof of insurance with med-evac clause is required).

Monthly payment on receipt of invoice, based on monthly tasks and progress reports, approved upon monthly review with Innovation Specialist. Payment will only be made for work satisfactorily completed and accepted by UNICEF.

The monthly report will be prepared and submitted by the consultant outlining the activities performed and results achieved, according to the preliminary key tasks and deliverables and outputs outlined earlier. Each monthly report will include an update on the activities listed above, in particular:

- A summary of progress report against the workplan and noting of any bottlenecks, challenges or changes therein;
- Report on progress of engagement with adolescents' youth and partners during the development phase including user testing;
- Report on progress for development process with timelines in May 2024
- Report on deployment status by end of May 2024
- A summary of monthly status reports on deployment progress of digital material to be hosted on LP including SRGBV and EMOJ

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:

The direct contact will not be more than 5 hours and the Education Specialist will mobilize the adolescents and youth and provide oversight to the co-creation process.

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](#)

Budget Year: 2024	Requesting Section/Issuing Office: Innovation	Reasons why consultancy cannot be done by staff: The development of audio-visual materials is a technical area of work, as outlined in the ToR. This skill set is not readily available in UNICEF, and, in particular, given this technical nature of the work and expertise background it is acknowledged that the work cannot currently be done by staff in the Country Office.
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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 consultant Contract

Extension/ Amendment

If Extension, Justification for extension:

Supervisor:

Innovation Specialist

Start Date:

1 June 2024

End Date:

15 August 2024

Number of Days (working)

76 days (2.5 months)

Tasks/Milestone:	Deliverables/Outputs:	Timeline	Payment schedule:
Develop a workplan and progress report to be approved by UNICEF	Work plan developed	May	30%
Consultant will co-design audio visual materials with adolescents and young people using a Human Centered design approach throughout the design process	Audio visual materials designed	Weekly	
Collaborate with partners and youth, government line ministries through consultative engagement to develop messaging and digital content on SRGBV	Messages and digital content on SRGBV developed	May	
Ensure alignment of SRGBV audio visual materials with the SRGBV communication Strategy	SRGBV materials aligned with communication strategy	May	
Create reports for UNICEF Sierra Leone including overview of results and status reports for audio visual materials	Report and status reports available	Weekly	70%
Submit approved SRGBV content to deploy on the Learning passport on or before June 30 th , 2024	Approved SRGBV content	30 June	

Estimated Consultancy fee			
Travel International (if applicable)			
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> <p>Enter Disciplines: A university degree (Bachelors or higher) or relevant experience in ICT, Communications, Digital Story Telling, Journalism, Videography, Content Development.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • A minimum of 3 years of professional work experience in a relevant field, such as ICT, Technology, Education, or youth innovation. • Experience in working on content design and production, animation, gamification, video/film , videography • Experience in deploying digital content on platforms, tools and approaches. • Experience working with Government is considered as an asset. • Fluency in English is required, strong written and verbal competency is necessary. 		
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>		

Support technical capacity exchange with Learning Passport partners, primarily Directorate of Science Technology & Innovation (DSTI)		Weekly	
Design and produce audio-visual materials on SRGBV awareness	Materials on SRGBV awareness available	Weekly	

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.

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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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations, or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.