Work Assignment Expected Results:

Activity	Deliverables	Timeline
1. **Lead overall deployment in Lebanon UNICEF Country Office, in close collaboration with the Global Learning Passport Team**	Monthly status report documenting progress, bottlenecks, challenges and actions taken in relation to Country Office support.	Monthly over 6 month Payment upon detailed report from consultant by end of each month
2. **Lead provision of Learning Passport with local and global content, and provision the local instance.**	Monthly status reports on deployment progress	Monthly over 6 month Payment upon detailed report from consultant by end of each month
3. **Serve as focal point and troubleshoot manager for all users in the country**	Monthly status report documenting this activity.	Monthly over 6 month Payment upon detailed report from consultant by end of each month
4. **Provide technical support to Country Office procuring digital content services (e.g. curation, digitization, localization, production), quality assuring their deliverables from a digital perspective.**	Documented review and feedback submitted to Country Offices.	Monthly over 6 month Payment upon detailed report from consultant by end of each month
5. **Create and manage a Learning Passport community among UNICEF staff and national partners engaged in deployments, producing knowledge management resources and organizing activities to ensure collaboration among members of the community and documenting lessons learned, challenges, and good practices.**	• Active forum and chatbox in Teams, Collaboration Site, Trello and/or other services. • Creation of FAQs. • Ongoing documentation of	Monthly over 6 month Payment upon detailed report from consultant by end of each month

	lessons learned, challenges, and good practices.	
6. **Produce a Sangam Platform Lessons Learned to guide other country offices and enable uptake.**	Playbook is produced and updated regularly.	First version 3 months after start of contract. Payment upon detailed report from consultant by end of each month
7. **Feedback user needs and functionalities that would enhance the experience, adoption, and usability of the Sangam Platform by UNICEF users, and understand how this information is included in the Microsoft Sangam's product roadmap.**	Needs and functionality requirements documents are updated regularly. Information about product roadmap is available.	Monthly over 6 month Payment upon detailed report from consultant by end of each month
8. **Provide inputs and support the drafting of reports to internal and external stakeholders and funders of the Learning Passport (grants' reports, annual results report, needed updates, etc.).**	Inputs and updates are provided when requested.	Monthly over 6 month Payment upon detailed report from consultant by end of each month
9. **Scope additional ICT for learning and Edtech tools that could be integrated to support education programmes, in general, and Learning Passport related technology efforts, in particular.**	Scoping conducted in consultation with Supervisor and T4D staff in regions where deployments are ongoing.	Monthly over 6 month Payment upon detailed report from consultant by end of each month