

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Technical Specialist- Adolescent empowerment		<input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Freetown, Sierra Leone
<p>Purpose of Activity/Assignment:</p> <p>UNICEF is currently providing support to the government to integrate life skills in education and other sector programming targeted towards empowering adolescents to become educated, responsible and productive citizens of society.</p> <p>Sierra Leone under the leadership of the MBSSE brought together important stakeholders including civil society partners, donors, various Ministries to understand the efforts of various organizations/institutions in this area and the available frameworks and approaches promoting life skills within programming across sectors. It was understood that largely life skills are differently interpreted across organisations and there is not one definition or framework as reference point. The group agreed to develop a comprehensive gender responsive framework on life skills to be used across sectors. Towards this the group agreed to a working definition of Life skills for Sierra Leone and identified a set of 12 core skills applicable for Sierra Leone context.</p> <p>The proposed consultancy aims to provide the necessary technical assistance to the government and UNIEF SLCO education section to support the activities around documenting the Gender Responsive life skills framework as the reference document for sectoral programming, creating material for its integration in Senior Secondary School curriculum and for sourcing technical content in life skills for learning passport. This work was initiated by Ministry of Basic and Senior Secondary Education and reference materials have been created around Life skills and Comprehensive Sexuality Education (CSE).</p>			
<p>Scope of Work:</p> <p>The objectives of the Consultancy assignment are to:</p> <ol style="list-style-type: none"> 1. Finalise the Gender responsive Life skills framework as a reference document for sectoral programming 2. Create content for life skills framework integration in SSS curriculum 3. Source content and courses on adolescent empowerment to host on the Learning Passport (Learning platform) 			
<p>Child Safeguarding</p> <p>Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:</p> <p>Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>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:</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <p>Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>			

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: 2022	Requesting Section/Issuing Office: Education	Reasons why consultancy cannot be done by staff: This assignment requires specific expertise, knowledge and skills in education with focus on life skills. Excellent professional publication level writing skills not available in the section.
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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 SSA – Individual Contract
 Extension/ Amendment

If Extension, Justification for extension:

Supervisor: Suman Sachdeva, Education Specialist	Start Date: 15 July 2022	End Date: 14 May 2023	Number of Days (working) 110
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Work Assignment Overview

Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Write-up of the life Skills framework (core skills identified by the technical core group on life skills)	Final Document Hard and soft copy	30 August 2022	
Identify courses and content with e-versions to be hosted on the Learning passport (on life skills, girls' education, adolescent programming)	List of 15 courses/content and their soft copies	31 December 2022	
Create the material for life skills framework integration in SSS curriculum	Activities integrating life skills in three subject areas of SSS	30 April 2023	
Total			

Estimated Consultancy fee			
Travel International (if applicable)	Meet partners at MBSSE, Local partners, TSC	October 2022	
Travel Local (please include travel plan)	Meet partners at MBSSE, Local partners, TSC		
DSA (if applicable)	Ten days	October 2022	
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines Masters in education, social sciences</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> Knowledge of the education sector in Sierra Leone Minimum five years of experience in education Strong technical expertise in education, life skills work and/or 21st century learning/interactive pedagogy Excellent professional high level writing skills Strong data analysis skills Strong interpersonal skills Excellent planning, design and coordination skills Fluency in written and spoken English Strong data analysis skills Understanding of technology platforms and their use for learning and training Ability to engage with a wide range of people, including government partners, academic centres, formal and in-formal networks and collectives, NGOs/CSOs and technical experts if required to collate all relevant information. 		
<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>		
Request Authorised by Section Head	Request Verified by HR:		
<p><i>Approval of Chief of Operations (if Operations):</i></p> <p>_____</p>		<p><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p>	
<p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</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

Text to be added to all TORs:

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.