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

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| **PART I**  |
| Title of Assignment | Special Assistant to ESARO Disability Inclusion Specialist |
| Section | Education |
| Location | Nairobi, Kenya |
| Duration | 4 days a week over a period of 1 year |
| Start/End date | **From: 8-May-22** | **To: 7-May-23**  |

**Background and Justification**

The purpose is to provide assistance to enable the Program Specialist for Children with Disabilities function independently and in a barrier-free environment.

**Scope of Work**

* Guiding and being aware of giving verbal information to a visually impaired person about the environment when indoors and out travelling.
* Assistance with correspondence and any other reading and writing tasks, which may be required to support a blind person at work. e.g., reading information on walls, print outs including, signage etc.
* Converting materials in inaccessible formats to alternative accessible formats
* Assist in preparation of Power Points Presentations, editing, formatting, filing….
* Assist preparation and conduct of activities including photocopy and distribution of materials, CD burning, writing on Flip charts, taking pictures
* Copy to computer files/info from Flip Charts of Trainings/Workshops
* Support the Program Specialist in overcoming barriers related to technologies with a view to facilitate full and effective inclusion of the staff at the work place.
* Continuously update contact database and calendar of the Program Specialist.
* Accompanying the Program Specialist to meetings, both national and international events
* Undertake related activities to be assigned by the Program Specialist

**Payment Schedule**

Payment will be made every month upon receipt of an invoice.

**Desired competencies, technical background, and experience**

1. Minimum of 4 years proven experience as an executive assistant or other relevant administrative support.
2. Fluency in English
3. Ability to travel in and out of the country
4. In-depth understanding of entire MS Office suite.
5. High-school Diploma or Equivalent
6. Ability to organize a daily workload by priorities.
7. Must be able to meet deadlines in a fast-paced quickly changing environment.
8. A proactive approach to problem-solving with strong decision-making skills.
9. Professional level verbal and written communications skills.
10. Experience of work with persons with disabilities is desirable;
11. Must exhibit the UNICEF Core Values of:
	1. Care
	2. Respect
	3. Integrity
	4. Trust
	5. Accountability
12. Competencies: the consultant should have the following competencies for the assignment:
	1. Demonstrates self-awareness and ethical awareness
	2. Drive to achieve results for impact
	3. Innovates and embraces change
	4. Manages ambiguity and complexity
	5. Works collaboratively with others
13. Languages needed: English

**How to Apply**

Qualified candidates are requested to submit a cover letter and CV to UNICEF’s online recruitment portal.

Interested candidates to indicate ability, availability, and daily rate to undertake the terms of reference.

**Applications submitted without a fee/ rate will not be considered.**