|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Section A*** | |  | | | | | | | | | | | | | | | |
| Title: | | Technology Consultant | | | | | | | | | | | | | | | |
| Duty Station: | | Beirut | | | | | Type of Engagement: | | | | | Individual Consultancy | | | | | |
| Request for: | | New Contract | | | | |  | | | | | | | | | | |
| Requesting Section: | | ICT / Youth Section | | | | | Focal Person: | | | | | Youth Specialist (Admin Management)  ICT Specialist (Technical)  Planning Specialist (Technical) | | | | | |
| Budget Year: | | 2024 | | | | | Funding Code: | | | | | Prospect  WBS: 2490/A0/08/305/002/004  Grant: SM240013 | | | | | |
| Start Date: | | 1 May 2024 | | End Date:  (When extension, enter new end date) | | | | 1-May-25 | | | | Number of Days (working): | | | | | 194 |
| Included in AWP/RWP: | | **yes** | | | | |  | | | | | | | | | | |
| **Work Assignment:** | | | | | | | | | | | | | | | | | |
| The contract for the Technology Consultant will be administered by the Youth Section, with technical management by the Planning and Monitoring Specialist and Information, Communication and Technology Specialist. The Technology Consultant is expected to support UNICEF Lebanon’s Youth and Adolescent Development section by providing expertise, technical knowledge, staff support, and overall guidance and advisory when required within the area of responsibilities which include:  1) Project Management of the BMA platform, integration of the youth component and harmonization with Activity Info (60%); 2. Technical and operational support to the digital skilling platform – Nammi-Skills (20%); and 3) IM support functions (20%).  **Scope of Work:**   1. **Business Management for the execution of the BMA platform for Adolescent and Youth Section, under the management of the Communication and Technology Specialist (60%)**  * Collaborate with the Youth partners, and the section, PRIME and T4D to define reporting needs for the section and ensure that the reporting platform is adapted to be fit for purpose. * Ensure that all data reported to the BMA Platform is uploaded to Activity Info Reporting System on Monthly Basis in coordination with T4D Team * Finalize the scope of the BMA platform, in collaboration with the T4D Section, develop a project management plan for the integration of the youth component within BMA and its integration with ActivityInfo and NeuroDB * Oversee the implementation of the enhancement of the BMA platform to manage Youth section bio data, program offering, and indicator features * Resolve data discrepancies and conduct regular data cleanup, in coordination with PD managers and partners. * Support the section with timely and accurate data for quantitative reporting including donor reports, presentations, RAM, CSI, HAC, gen u reporting etc * Generate upon request datasets to enhance the internal and donor reporting needs including surveys and evaluations. * Support in suggesting enhanced features and functions of existing BMA Platform and in the development of new effective analytical modules in coordination with T4D team.   **2) Provide technical and operational support to obtain digital context services on digital skilling and reporting platforms and manage the coordination with partners ensuring the product vision (Nammiskills) (20%);**   * Responsible for project planning for the NammiSkills programme aimed to deliver of project objectives for effective execution of the platform * Provide technical know-how and advise on the technology aspect of the programme, ensuring technology is further developed to meet the new and emerging needs of the programme * Facilitate stakeholder management, including programme partners, technology partners and others aimed at ensuring the successful execution of the programme * Determine the scope of version 2 of the digital skilling platform and develop a project management plan to deliver the defined scope within budget and schedule * Ideate on potential digital learning solutions, which can be further incorporated into the existing platform, Nammiskills, to make it relevant to vulnerable youth, women and adolescents. * Maintain the product roadmap in a chart workflow with outcomes, timeframes, and themes and deliverables within the Nammiskills Programme. * Ensure quality assurance in the technology development and make it efficient and effective as per UNICEF quality standards * Support in the implementation of a scaling plan for the tech training that will be on the platform. * Disseminate all related information, objectives and milestones, procedures, action points etc. with the Chief of Youth Section and relative focal points.     **3) Support the YAD section with IM functions under the technical management of Planning, Monitoring and Information and Technology for Development Units (20%);**   * Monitor that partners report monthly on Activity Info/BMA, and coordinate with PD managers as per need, to ensure quality and timely reporting. * Support on planning, developing, compiling, drafting and editing quantitative reports to be used for donors, partners, and stakeholders using NeuroDB and ActivityInfo (Including: sitreps, presentations, donor progress and final reports, annual reports). * Build the capacity of partners in using UNICEF corporate products such as Activity Info and BMA when developed, liaise with partners to address any bottleneck in reporting and conduct regular refresher training on the tools and support the transition to BMA. * Support the section with the development of the Monitoring Schema to be used for Activity Info Reporting. | | | | | | | | | | | | | | | | | |
| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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:     |  | | --- | |  |     **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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | | | | | | | | | | | | | | | |
| **Reasons why consultancy cannot be done by staff:** | | | | | This position requires a technical person with technology and project management expertise with good understanding of processes for the execution of digital platforms. | | | | | | | | | | | | |
| **Consultant sourcing:** | | | | |  | National | | | |  | International | | | |  | Both (National & International) | |
| **Consultant selection method:** | | | | | Competitive Selection (Advertisement/Desk Review/Interview) | | | | | | | | | | | | |
| **Evaluation Criteria – Please specify** (indicate point weightage below) | | | | | | | | | | | | | | | | | |
| **Point system:**  **(i.e., 75/25)** | | a | Technical | | 75 | | | | | **Supervisor of the Consultancy/Contractor:** | | | | ICT Specialist (Hassan Hashem) | | | |
|  | b | | Financial | | 25 | | | | |
| **Minimum Qualifications Required:** | | | | | **Masters in IT or Technology** | | | | If Other,Enter Disciplines: | | | |  | | | | |
| **Years of Experience required:** | | | | | * An advanced university degree (Master’s) in ICT, technology, business, management or any other related field. * A minimum of 7 years of relevant professional experience in business management and technology. | | | | | | | | | | | | |
| **Knowledge/Expertise/Skills required:** | | | | | * Developing country work experience and/or familiarity with emergency is considered an asset. * Extensive experience in designing and facilitating digital learning solutions and designing skill frames based on tech-centered approach. * Experience in system and content integration and using APIs to call information from different platforms. * Data management, writing skills, communication skills, proficiency in using Microsoft tools, capacity to work autonomously. * Experience in acquiring, managing, and organizing knowledge and information. * Understanding of good information management principles * Awareness of relevant information management governance, policy, and standards * Knowledge of information management quality assurance techniques and processes that ensure the effective use and exploitation of information. * Solid understanding of how information flows across the organization * Knowledge of learning principles, learning style theory, participatory methods, instructional design, appreciative inquiry, whole systems thinking, and related topics. * Experience in designing and delivering learning activities. * Experience in market tech-solutions and digital modules certifications. * Advanced university degree in a relevant field- preferably data-related. * Fluency in written and spoken English and Arabic. * Ability to communicate effectively and professionally with diverse stakeholders (written and oral). * Detail-oriented and deadline-driven with strong organizational skills and the ability to perform multiple tasks and balance competing priorities often within a limited timeframe. * Highly self-motivated and able to work independently as well as in team settings. * Demonstrated ability to work effectively as a member of a fast-moving and multicultural team. | | | | | | | | | | | | |

***Section B***

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Assignment Expected Results** | | | |
| Deliverables/Outputs: | Tasks/Milestone: | Timeline | Percentage of Payment (payments can be divided per 1 or more deliverables) |
| Task 1.1 BMA – Technical supervision of T4D Specialist:   * Finalize the scope of the BMA platform. * Develop a project management plan to deliver the defined scope within budget and Schedule. * Develop the BMA integration plan with ActivityInfo and NeuroDB | * The full scope of the BMA platform is defined and finalized. * A detailed project management plan is developed. * Integration plan developed. | 18 days  (From start of May 2024 until end of May 2024) |  |
| Task 1.2: BMA – Technical supervision of T4D Specialist  Oversee the implementation of the enhancement of the BMA platform to manage YAD bio data, program offering, and indicator features. | * BMA platform ready for use for the YAD section | 26 days  (From start of June 2024 until mid-July 2024) |  |
| Task 1.3: BMA – Technical supervision of T4D Specialist:  Facilitate the integration of the BMA platform to provide data extracts to other data platforms such as Activity INFO and NeuroDB  Utilize the Dashboards and analytics offered by NeuroDB  Integration is completed.  Dashboards and analytics are utilized. | * Business manage with T4D the integration process of the YAD component into the BMA platform, ensuring completion of dashboards and analytics and ready for use. | 28 days  (From mid-July 2024 until end of August 2024) |  |
| Task 1.4:Technical supervision of T4D  Specialist Support with the Management of the BMA platform | Build the capacity of section colleagues on BMA  Build the capacity of partners on how to report on the BMA  Support partners with trouble shooting  Ensure partners report monthly  Conduct refresher session for partners  Support with extraction of data as per need for the section, for reports, CSI, end of year, RAM | 32 days from September 2023 till end of April 2024 |  |
| Task 1.5: Include various Youth activities in the programme assessment and monitoring ecosystem using technology | - Integrate Employment Tracer tool in BMA, allowing partners to enter beneficiary data linked after completing work-based learning or vocational training.  - Integrate into BMA other assessment tools used by Youth team to measure of the impact of Youth Programs: C4W, CBT  - Create a module in BMA a that generates vulnerability information based on available tools (individual and household). | 10 days  (From start of May 2024 until end of June 2024) |  |
| Task 2.1: Provide technical and operational support to NammiSkills project | * The digital skilling platform is re-structured with at least two additional lines of training to support key target groups * Participate in weekly meetings with the stakeholder * Draft the project plan to monitor results vs. target sets * Certified training to 3000 youth in Lebanon * 25000 youth will access the platform. | 18 days  (From start of September 2024 until end of September 2024) |  |
| Task 2.2: Provide technical and operational support to NammiSkills Project | The digital skilling and reporting platforms are supported and accessed by 25,000 youth and 20 partners. | 18 days  (From start of October 2024 until end of October 2024) |  |
| Task 3.1: Technical supervision of Planning and Monitoring Specialist:  Develop and implement data collection methods to track programme activities and outcomes. | * Monitor Partners to ensure partners quality on a monthly basis on relevant UNICEF corporate M&E Products (Activity Info/BMA) * The capacity of partners is strengthened through regular refresher trainings * Coordinate with PD managers as per need, to ensure quality and timely reporting of youth partner on activity info/bma/neurodb * Build the capacity of partners for proper reporting * Rolling Work plans * Monitoring plans * Monthly reports * Extract data for all reporting needs | 42 days  (From May 2024 until April 2025) |  |
| Task 3.2: Technical supervision of Planning and Monitoring Specialist:  Knowledge transfer | Create knowledge transfer documentation and practical guides on reporting procedures, system instruction, and templates  Guides, procedures, instructions, and templates created. | 2 days  (From start of April 2025 until end of April 2025) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Expenses:** |  |  |  |
| Travel International (if applicable) |  |  |  |
| Travel Local (please include travel plan) |  |  |  |
| DSA (if applicable) |  |  |  |
| **Total estimated consultancy costs[[1]](#endnote-2)** | |  | |

***Section C***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Request Authorised by Section Head:** | |  | **Request Verified by HR:** | | |
|  | |  |  |  |  |
|  |  |  |  | | |
|  |  |  |  | | |
| *Approval of Deputy Representative (if Programme)* | | | *Approval of Deputy Representative Operations (if Operations)* | | |
|  | |  |  |  |  |
|  |  |  |  | | |
| *Representative (in case of single sourcing/or if not listed in Consultant Plan)* | | | | | |
|  | |  |  | | |
|  |  |  |  | | |

1. 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.

   Individuals engaged under a consultancy 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 Contractors. Consultants 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. [↑](#endnote-ref-2)