

United Nations Children’s Fund

<p>Title Consultant to create visual documentation and communication materials on the Catch Up Programme in Zambia (2016 – 2020)</p>	<p>Funding Code</p>	<p>Type of engagement</p> <p><input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time</p>	<p>Duty Station:</p> <p>Lusaka</p>
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Purpose of Activity/Assignment: Consultancy to support the Ministry of General Education (MOGE) to visually document the Catch Up Programme in Zambia to ensure that there is background information available to key stakeholders on the Catch Up programme and how it is implemented. This will be presented through the preparation of visual documentation and communication materials.

Scope of Work: The assignment entails the Consultant reviewing all available documentation and literature from the startup of the Catch Up to present in Zambia. The Consultant will also be expected to undertake various key informant interviews with present and past staff of MOGE and various partners such as Pratham, JPAL, UNICEF, VVOB and TaRL Africa. The Consultant will also be required to produce easy to use communication materials which outline what the Catch Up programme is.

The specific tasks of the consultant are as outlined below:

- The Consultant will undertake a review of all available documentation and literature on the Catch Up programme from the conception to present. Ensuring that all available MOGE and partner documentation is reviewed that outlines the startup of the pilot and the implementation of the scale up by MOGE to other parts of the country.
- The Consultant will interview present and past staff of MOGE and various partners, including teachers, learners and DEBs that have been involved in the Catch Up programme
- The Consultant will also document how the Catch Up is implemented at different levels with lots of visuals
- The Consultant will prepare visual documentation and communication materials on the Catch Up programme. which will be reviewed and approved by MOGE, UNICEF and USAID.

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:

Consultant will be hired for two months and will need to venture into schools to take some photos /videos of learners as they are learning. The consultant will be accompanied by assigned MOGE staff and will only have access to schools after clearance from MOGE in the company of MOGE staff. Consultant will not be left unattended to interact with children.

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: 2021	Requesting Section/Issuing Office: Education/ Zambia	Reasons why consultancy cannot be done by staff: Requires specific technical expertise of the visual documentation of a literacy and numeracy programme.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Luonde Cholwe	Start Date: 17 th August, 2021	End Date: 17 th October, 2021	Number of Days (working) 60
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Preparation and Inception Phase	Inception Report	24 th August 2021.	
Literature review and data collection through the review of secondary sources of data	Technical Report	14 th September 2021.	
Drafting of Catch Up communication materials	Draft Visual communication documentation and Communication materials	28 th September, 2021	
Final Catch Up communication	A technical report, A four-page factsheet/programme brief A power point presentation Five case studies (400-800 words) including text and photos highlighting stories of impact from the programme.	15 th October	

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Estimated Consultancy fee			
Travel International (if applicable)	Yes		
Travel Local (please include travel plan)	Yes, consultant expected to travel to select districts to be determined by MOGE		
DSA (if applicable)	Yes, DSA should be included in the Consultancy fees. UNICEF will cover all inclusive fees including DSA and travel related costs		
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines Education, communication, or other relevant social sciences</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • At least 5-years of practical experience in developing visual communication materials • A University Degree with minimum of 10 years' experience in Education, Communication with proven significant experiences in the relevant areas of work such as development of reader friendly materials and visual communication materials may be accepted in place of a Master's Degree. • Skills in creating visual materials. • Familiarity with Zambia's broader education sector issues especially low learning outcomes. • Ability to conduct review and planning workshops. • Excellent writing and analytical skills and the ability to synthesize large and diverse sources of information • Have a good working knowledge of computers and proficient in word processing • High level proficiency in standard computer software Microsoft word and Excel. • Excellent English skills 		
<p>Administrative details: Visa assistance required: <input checked="" type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/></p>		
Request Authorised by Section Head	Request Verified by HR:		

Approval of Deputy Representative Operations (if Operations):

Approval of Deputy Representative (if Programme)

Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)

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.