

TERMS OF REFERENCE

SUMMARY

Type of Contract (tick the appropriate box)	Institutional Consultant	Individual Consultant x	Technical Assistance to IP (individual)
Title	Consultant to create visual documentation and communication materials on the Catch Up Programme in Zambia (2016 – 2020)		
Purpose	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.		
Type of consultancy: <ul style="list-style-type: none"> ● Time-based • deliverable-based 	Deliverable based Consultant		
Location	National Level		
Duration	2 Months		
Start Date	May, 2021		
Reporting to	Education (Quality) Specialist with close oversight Chief Education		

BACKGROUND

Catch Up is a MOGE initiative in response to the low literacy and numeracy levels that have been recorded among Zambian learners in various national, regional and international assessments which point to the fact that Zambian learners are going through the system without mastering the basic literacy and numeracy foundational skills. Since 2016, the Ministry of General Education, with technical and financial support from various cooperating partners such as UNICEF, USAID, DFID, ZESSTA, JPAL, VVOB and TaRL Africa has been implementing a Catch Up Programme which is a literacy and numeracy programme based on the Indian model known as Teaching at the Right Level.

Teaching at the Right Level (TaRL) is premised on research that shows that learners learn better when they are assessed, grouped, and taught according to their ability and not according to their grade level. This approach ensures that learners are taught at the level of their ability. The learners are first assessed to determine their level of ability after which they are then grouped according to their ability levels rather than grade level or age for a targeted period. This targeted time will enable the learners to reach instruction in literacy and numeracy skills according to their level of ability. With teaching targeted to students' abilities, appropriate materials for each ability level, specific training for teachers, and adequate supportive monitoring mechanisms in place, the evidence of the success of these programmes is strong and indicates that such programmes allow children to Catch Up and progress in their education, having broken through to literacy and numeracy. Several countries, including India and Ghana, have experienced marked positive gains in student learning outcomes through similar teaching-at-level programmes. These countries have been supported in this teaching methodology by Pratham, an Indian based organization.

In Zambia, a pilot was successfully implemented in 80 schools in 4 districts of Eastern and Southern Provinces. Findings from a process evaluation pointed to the fact that learners when taught at their level of ability for a set period can 'Catch Up' and acquire literacy and numeracy skills.¹ These findings further informed a scale-up, of the programme funded by

¹ Innovations for Poverty Action were contracted by UNICEF to conduct a Process Evaluation from October 2016 to August 2017

USAID which started in July 2017 targeting about 1780 schools in 22 districts in Eastern and Southern Provinces. To date not only has MOGE reached all targeted primary schools in Eastern and Southern Province but has also started a scale up in Lusaka Province (funding from LEGO foundation) with plans to begin a similar programme in Luapula in 2021. MOGE is keen to make Catch Up a national programme.

JUSTIFICATION

Evidence from the experience of Catch Up since 2016, in improving the acquisition of literacy and numeracy skills among learners in Zambia continues to be strong and has attracted several donors such as USAID, LEGO Foundation and Hempel Foundation. As the initial scale-up phase of Catch Up in Eastern and Southern provinces is graduating from an intensive scale up into a mature programme, it is important to document the development and implementation of the programme and evidence in a systematic manner to provide a firm background and institutional memory for MoGE to further solidify the programme as a national programme. It is also critical to produce communication materials that provide an overview of the Catch Up programme which is based on the Teaching at The Right Level methodology.

On behalf of the MOGE, UNICEF intends to engage the services of a consultant to document lessons learnt under the USAID funded Catch Up scale-up phase in Eastern and Southern provinces. It is envisaged that this visual process documentation exercise will produce high quality communication materials on the Catch Up programme.

OBJECTIVES / TARGET

The objective of this assignment is to support MOGE to document the Catch Up programme in Zambia from inception to date to provide background information on the programme to help inform present and future key stakeholders on the startup and implementation of the programme in Zambia. This exercise will provide an in-depth overview of Catch Up from the pilot to scale-up phases, the various stakeholders involved, and their roles and responsibilities. Documentation and Communication materials on the Catch Up programme have been largely absent in the implementation of the programme- it is therefore an opportune time to incorporate easy to use communication materials as part of the documentation of the Catch Up.

DESCRIPTION OF THE ASSIGNMENT (SCOPE OF WORK) / SPECIFIC TASKS

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.

Tasks	Expected Output/Deliverable	Time Frame
-------	-----------------------------	------------

Preparation and Inception Phase	Inception Report which includes a work plan, time frame and methodology and list of instruments/tools that will be used to develop the communications materials, as well as an outline of the kind/type of communication materials to be developed, outlining scope of what the different materials will cover? for draft data collection to be used.	24 th May 2021
Literature review and data collection through the review of secondary sources of data	Technical Report with an outline of the kind /type of communication materials to be developed , outlining scope of what the different materials will cover	14 th June , 2021
Drafting of Catch Up communication materials	Draft Visual communication documentation and Communication materials	28 th June , 2021
Final Catch Up communication	<ul style="list-style-type: none"> ● A technical report, no longer than 40 pages, which gives an overview of the programme including the history, organisation, methodologies and results to date. The report should be reader-friendly with many visual contents (photos, diagrams etc.) ● A four-page factsheet/programme brief that gives a brief guide to Catch Up – this will be laid out ready for graphic design work, which will be commissioned separately. ● A power point presentation presenting the above (programme brief) ● Five case studies (400-800 words) including text and photos highlighting stories of impact from the programme. 	15 th July , 2021

REPORTING REQUIREMENTS

The Consultant will report to the Education Specialist with close technical oversight by the Chief of Education.

In executing the assignment, the consultant will work closely with the Ministry of General Education and various stakeholders in the Education Sector that have been part of the Catch Up work. Directorates are Directorate of Teacher Education and Specialized Services and Standards and Curriculum. Stakeholders include UNICEF, USAID, VVOB, TaRL Africa, Pratham and JPAL.

Performance indicators for of the consultant

The Consultant will be expected to deliver the following:

An Inception Report

Draft Visual documentation and Draft Communication materials

Final visual documentation and Communication materials

LOCATION AND DURATION

The consultant will be based in Lusaka. Workspace will not be provided. The Consultant will use their own laptop. The consultancy does not anticipate any travel given the nature of the exercise and the current COVID 19 pandemic. In case of travel UNICEF will cover DSA and transport costs. DSA will be based on the prevailing UN rate. The Consultant is expected to start on 17th May 2021 and to have completed the assignment by 31st July 2021.

PAYMENT SCHEDULE

Payment	Conditions
Payment of consultancy fees	Payment on basis on the completion of major deliverables: Inception Report, Draft Visual documentation and Draft Communication materials, Final Visual documentation, and Communication materials Final payment to be made only after the satisfactory completion of all the tasks and submission of end of consultancy report.

Payments will only be made upon submission of a satisfactory and approved deliverable in line with the contract.

QUALIFICATION/SPECIALIZED KNOWLEDGE AND EXPERIENCE

Qualifications

- Minimum of master's degree in Education or social sciences
- At least 5-10 years of practical experience in developing visual communication materials
- Extensive experience in developing visual communication materials, and effective and reader-friendly writing skills
- 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

ADMINISTRATIVE ISSUES

Additional UNICEF resources that will be made available:

- Workstation: The consultant will not be provided a workstation
- If necessary applicable DSA will be paid for field work in line with the UNICEF approved rates and procedures.
- If authorized to have access to UNICEF transport – The consultant will be authorized to use UNICEF transport to undertake the assignment.
- The consultant will only be paid upon satisfactory submission of a deliverable in line with the contract.

POLICY BOTH PARTIES SHOULD BE AWARE OF

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email.
- No consultant may travel without a signed contract and authorisation to travel prior to the commencement of the

journey to the duty station.

- Unless authorised, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budgets.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation if non-resident in Zambia.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.