

TERMS OF REFERENCE FOR CONSULTANTS & INDIVIDUAL CONTRACTORS

Title of Consultancy: Individual Consultant: Education Technology to support on-line learning	Requesting Section/ Hiring Manager: Rebecca Tortello Education Specialist	Type of engagement <input checked="" type="checkbox"/> Consultant (ZCON) <input type="checkbox"/> Individual Contractor (ZIND)	Duty Station: (insert DS) <input checked="" type="checkbox"/> Home Based
--	--	---	--

Background and Purpose of Activity/Assignment:

UNICEF Jamaica Country Office is seeking an individual consultant to provide technical and coordination support in managing the development and implementation of the on and offline learning platform, Learning Passport Jamaica, as part of overall Learning Recovery efforts related to the ongoing impact of the COVID-19 pandemic.

Digital platforms have taken a central role in delivering continuity of learning during the COVID-19 crisis. The Learning Passport (<https://www.learningpassport.org/>), a UNICEF Supported Digital Education Platform, is an ambitious partnership between UNICEF, the University of Cambridge and Microsoft. It aims to improve the education of millions of vulnerable children around the world who face barriers to learning because of poverty, discrimination, conflict and disaster such as COVID-19 by It ensures continuity of learning even when children cannot physically access schools, and will remain as an online learning resources even after children start accessing schools.

The MoEY has developed an education sector recovery plan that includes the development of the Learning Passport Jamaica to: (i) support remedial education in the first instance and mainstream learning in the future, (ii) serve as a main component of ensuring learning continuity during any future school closures and (iii) provide capacity development of teachers on remote learning and wellbeing support.

Learning Passport Jamaica will provide digitized materials (i) for learners identified as having fallen behind their grade levels in reading and math in grades 1-3., (ii) their teachers and (iii) their parents. The materials for learners include video-lessons and audio lessons that are jointly curated by the Ministry of Education (MoEY) and static materials that include books, reading materials and worksheets. Some existing content from global learning libraries that align with Jamaica’s curriculum will also be included in the platform. In addition to the formal curriculum, supplementary content that complements the curriculum or alternative content like socio-emotional learning and digital skills content will be also provided. The contents are expected to be interactive and to be accompanied by quizzes or assessment so that learning outcomes can be measured and tracked The Learning Passport Jamaica will capture a record of the curriculum subjects each student learns and guide learners with little additional support needed.

General user guide will be developed as will a specific curriculum framework, resources for parents that include guidelines for parents on remote learning and wellbeing support and other advocacy materials. A basic help desk system that includes a frequently asked question (FAQ) section will also be developed.

Currently ICT officers at MoEY with support from literacy and numeracy coaches are curating content to support the development of Learning Passport Jamaica. The MoEY has indicated that an individual Education Technology Consultant would be strategic and very helpful. That individual will support the management of the administration of Learning Passport Jamaica, that includes the creation and final curation of materials to be uploaded onto the Learning Passport Jamaica in this initial phase as well as developing a M&E component for the Learning Passport Jamaica and staging and reviewing a pilot of the platform.

Scope of Work:

UNICEF Jamaica requires an enthusiastic and committed Education Technology Consultant to support the MOEY and the UNICEF Jamaica Country Office to deploy the Learning Passport Jamaica.

Under the guidance of Education Specialist, the overall purpose of the individual consultant is to:

-

- Provide technical support to MoEY in curating and where needed, developing, engaging and interactive learning contents including assessments
- Manage, coordinate and support programme implementation activities related to Learning Passport Jamaica including the pilot, Help Desk and Monitoring and Evaluation components;
- Oversee and track all knowledge management, monitoring and reporting activities related to Learning Passport Jamaica; and,
- Provide technical guidance to the Jamaica Country Office on strategies and issues related to Learning Passport Jamaica and other education and technology initiatives that may emerge.

The consultant will be trained on the Learning Passport Jamaica by a regional deployment specialist upon contract.

This will be a full-time consultancy. The duration will be for 11.5 months from 1st of October 2022 to 15th of September 2023(full-time). Under the supervision of the Education Specialist, the individual consultant will deliver on the following key activities:

- Coordinate and oversee the rapid deployment of Learning Passport Jamaica Platform to MoEY including providing technical assistance in localising the technology; includes content development and management namely the mapping of available sources of quality content available nationally, regionally, and globally, enabling its utilization and sharing via the LP Jamaica as well as scoping complimentary ICT for learning and EdTech tools that could be integrated to support Learning Passport Jamaica related technology efforts.
- Create an overall LP content strategy, including uploading and organizing of open educational resources (OER) and proprietary partner resources towards building a Global Digital Library on the LP platform, the LP Collaboration Site on SharePoint, and, when operational, the LP global Content Store.
- Develop guidance on content quality for teachers, teachers training programs, formal and non-formal education, in line with the guidance to be provided by the Global LP Team.
- Serve as key focal point and coordinator for LP Jamaica and partners in MoEY, including content creators and other UNICEF stakeholders. Liaise with the MoEY focal point and UNICEF on a regular/needs basis to demonstrate the learning contents and seek approvals. This includes acting as lead support in troubleshooting and provide technical support to users and stakeholders at key moments of engagement, e.g. support sourcing and uploading content in collaboration with Education Staff and government agencies, creating categories, courses, and lessons, and providing analytical reports from data aggregated by the platform.
- Support MoEY to finalise a course breakdown structure into categories, chapters and lessons.
- Provide technical support to MoEY and UNICEF in the development of eLearning content and manage quizzes & assessment. This also includes procuring digital content services (e.g. curation, digitization, localization, production) and quality assure their deliverables from a digital perspective as needed
- Contribute and manage knowledge resources and support general knowledge sharing by producing knowledge management resources, organizing activities to ensure sharing, exchange and collaboration and documenting lessons learned, challenges, and good practices. This includes organising content development trainings/workshops for relevant MoEY officials and teachers.
- Draft monitoring, financial and other regular reports to the Jamaica Country Office, Regional Office and global teams; Oversee and provide inputs to monitoring exercises for internal and external stakeholders and funders of the Learning Passport (grants' reports, annual results report, needed updates, etc.) and document technical issues related to content, which were encountered on the online and offline instances.
- Support UNICEF Jamaica on other activities related to the Education and Technology agenda where needed; including opportunities with programmes that might complement the LP platform (for example the Accessible Digital Textbook project (ADT)).

Once on-board, the Supervisors and the Consultant will develop the consultant's overall workplan as per the ToR. S/he will also prepare and submit his/her monthly workplans regularly, also based on any changes in the overall programme plans.

<p>The consultant is to be paid based on deliverables as outlined in the TOR. Regular meetings will be held to update on the progress, bottlenecks, challenges and actions taken in response.</p>		
<p>Supervisor: The consultant will be supervised by the Education Specialist at UNICEF Jamaica and the Manager, Education Sector Management System (ESMS), Education Services Division, MoEY.</p>		
<p>Reasons why consultancy cannot be done by staff: UNICEF Jamaica staff is not able to provide dedicated full time support for MoEY on the Learning Passport Jamaica as they are expected to manage the overall Jamaica CO education programme. The area of expertise for Learning Passport Jamaica is also highly technical.</p>		
<p>Child Safeguarding 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 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: 25px; width: 100%; margin-top: 5px;"></div> <p>Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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):</p> <div style="border: 1px solid black; height: 25px; width: 100%; margin-top: 5px;"></div> <p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p>		
<p>Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: Learning Passport is part of the Education AWP for 2022.</p>		
<p>Included in Workforce Planner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: Funding for this consultancy was recently made available by HQ</p>		
<p>Consultant selection method:</p> <p><input type="checkbox"/> Competitive Selection (Desk Review/Roster)</p> <p><input checked="" type="checkbox"/> Competitive Selection (Advertisement)</p> <p><input type="checkbox"/> Single Source (emergency response) Head of Office approval</p>		
Start Date: By October 2022	End Date: Mid Sept 2023	11.5 months
Work Assignment Overview		

Tasks/Milestone:	Deliverables/ Outputs:	Due Date	
Based on the discussion with MoEY and UNICEF, produce inception report that includes time-framed workplan	<i>Inception report</i>	<i>31 October 2022</i>	
Mapping of quality education digital content conducted for all above mentioned areas and including the content for most vulnerable groups (children with disabilities) and information shared with all key actors and stakeholders	<i>Content mapping</i>	<i>30 November 2022</i>	
Develop DRAFT LP content strategy, including uploading and organizing of open educational resources (OER) and proprietary partner resources towards building a Global Digital Library on the LP platform, the LP Collaboration Site on SharePoint, and, when operational, the LP global Content Store as well as plan for communications roll out.	<i>DRAFT LP content strategy</i>	<i>27 February 2023</i>	
Develop guidance for teachers including (i) LP Jamaica teacher user guide, (ii) help desk guidance (iii) design training programme in line with the guidance to be provided by the Global and Regional LP Teams. (iv) stage requisite training programs,	<i>(i) User guide (ii) Help Desk training guidance (iii) Design training programme (iii) Stage trainings for teachers at least 2 per region</i>	<i>(i) and (ii) By end of April 2023 (iii) By end of June 2023 (iv) By end of August</i>	
Final LP Content Strategy report that includes final LP recommendations for sustainable implementation of LP	<i>Final LP Content Strategy and report</i>	<i>15 September 2023</i>	
<p>Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Advanced University degree in IT, Education, Educational technology, Child Development, International Relations, Social Sciences or another relevant field.</p> <p>Experience in curriculum development considered an asset. Knowledge of statistics, communication, or other relevant field will also be considered. In lieu of a specific academic degree, relevant experience may be considered to meet this requirement.</p>			
<p>Knowledge/Expertise/Skills required: (must include minimum years of experience)</p> <ul style="list-style-type: none"> • Minimum 3 years of progressively responsible professional work experience in education technology, digital content management, and capacity building of learners and educators. Strong understanding of how to evaluate and measure content quality and effectiveness. • Experience in design of multimedia content, infographics, audio & video, voice-over, storyboarding and interactive elements of eLearning, including self-paced interactive e-learning for school-aged children. Knowledge of the latest developments in digital (education) solutions and platforms, 			

	<p>including experience with content authoring tool like Articulate Storyline and Adobe Captivate</p> <ul style="list-style-type: none"> • Some Experience in LMS and content management on LMS • Experience working in Jamaica or the Caribbean region, is highly desirable. • Experience working with UNICEF including conducting trainings and developing training package. • Good technical understanding and familiarity with information management systems • Demonstrated ability and experience in coordination, and able to work under pressure is required. • Fluency in English is a minimum requirement. • Teaching experience at the primary and/or early childhood level is an asset. <p><i>Competencies</i></p> <ul style="list-style-type: none"> • Self-starter, with ability to multi-task and work under pressure to achieve results, • Analytical and conceptual thinking, • Attention to details, • Able to work in a multicultural setting, • Highest standards of integrity, discretion, and loyalty according to the UNICEF core values.
<p>Evaluation criteria</p>	<ul style="list-style-type: none"> • Examples of online eLearning content developed by applicant in the past
<p>Request cleared by Education Specialist:</p> <p>Rebecca Tortello</p> <p>Date:</p>	<p>Request Authorised by Deputy Representative Programme or Operations:</p> <p>Date:</p>