

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Individual Consultancy to develop a proposal for the Global Partnership for Education System Transformation Grant, System Capacity Grant, and the Multiplier Grant in Sierra Leone	Funding Code: Regular Resources	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Freetown, Sierra Leone
<p>Purpose of Activity/Assignment:</p> <p>The Sierra Leone Ministry of Basic and Senior Secondary Education and the Ministry of Technical and Higher Education have worked closely together in collaboration with other government agencies, development partners, civil society and non-governmental organizations, and regional and local stakeholders to develop and align behind a set of critical commitments to accelerate progress towards the agenda 2030 SDG 4 targets and to transform education. The Government has identified <i>Delivering the Foundations of Learning for All</i> as the priority reform that will be achieved through education system transformation in the country. The transformation will be done by addressing bottlenecks and working collaboratively with all stakeholders, partners, the Global Partnership for Education (GPE) and other donors. This is articulated and elaborated in the approved GPE partnership compact that serves as the basis to access GPE financing including: 1) System Capacity Grant (SCG): US\$ 2.6 million; 2) System Transformation Grant (STG): US\$ 22.5 million; and 3) GPE Multiplier Grant: US\$ 15 million.</p> <p>The GPE compact highlights five pillars necessary to achieving the priority reform, which include focus on access to quality pre-primary education as well as strengthening and aligning teaching and learning to improve learning outcomes during the first four years of school. These pillars, identified on the basis of a root cause analysis and outlined in the compact's theory of change, are: (i) raise children's readiness to learn through targeted pre-primary education; (ii) strengthen the instructional core for foundational learning; (iii) train, recruit, retain and support excellent educators to deliver foundational learning; (iv) increase the use of data and technology to support foundational learning and educational service delivery; and (v) strengthen governance, management, and accountability for performance on foundational learning.</p> <p>Ministry of Basic and Senior Secondary Education (MBSSE), in coordination with the Ministry of Technical and Higher Education (MTHE) and Sierra Leone Learning Education Group (SL-LEG) members, will be responsible for the "Foundations of Learning for All" reform, with the Teaching Service Commission (TSC) having a leading role in the formulation and provision of the in-service and continuous professional development initiatives for foundation level teachers.</p> <p>UNICEF has been identified as the Grant Agent (GA) to access and support the implementation of all the three grants in Sierra Leone. Irish Aid is the co-ordinating agency in Sierra Leone.</p> <p>It is against this background that UNICEF, in collaboration with the MBSSE, seeks to hire an international expert to provide technical assistance to collaboratively develop a comprehensive proposal for each of the three grants.</p> <p>Purpose:</p> <p>The purpose of the consultancy is to develop three comprehensive proposals for each of the GPE grants in consultation with MBSSE, MTHE, TSC, LEG, co-ordinating agency (Irish Aid) and experts to ensure synergy and mutual commitment among stakeholders in implementing the selected priority.</p> <p>Objectives:</p> <p>The specific objectives of this assignment are to:</p>			

1. Review key strategic and policy documents to ensure the alignment and complementarity of the proposals.
2. Facilitate consultations with MBSSE, MTHE, TSC, LEG members and experts as part of the process to identify and cost strategies and plans, as well as identify a pathway for sustainability beyond the grants' life.
3. Draft and finalize each of the three proposals for STG, SCG and Multiplier Grant, using GPE templates while ensuring feedback from all stakeholders are included, in developing the strategy for achievement of the committed indicators for the programme.

Scope of Work:

Scope of the consultancy

The selected candidate working closely with MBSSE, MTHE, TSC teams, development partners, other relevant stakeholders and experts; will ensure alignment and harmonization with national priorities, complementarity between the three grants and other stakeholders' support; by leading the following tasks:

a. Review key strategic documents

The key documents include:

- The enabling factors for systemic change in education,
- Education Sector Analysis: Assessing the Enabling Environment for Gender Equality (2021),
- Partnership Compact 2022-2026: Foundations of Learning for All
- Education Sector Plan: Transforming Learning for All (2022-2026),
- Freetown Gender transformative manifesto 2022,
- Other relevant policy documents.

The expected outcome is to develop a revised roadmap and methodology for the proposals' development and a draft outline of the grant applications. These deliverables are to be presented for fine tuning during the consultations.

b. Facilitate consultations with education stakeholders

Consultant shall consult partners to identify focus areas and appropriate strategies to achieve the targets in a coherent fashion. These consultations can be virtual and/or in person. Bilateral meetings will be required to collect additional feedback from stakeholders. These consultations shall create opportunities for dialogues on key issues and priorities that can directly or indirectly affect the programme implementation. The key deliverable is to prepare comprehensive proposals documenting key bottlenecks and priorities for achieving system transformation and supporting strategies to achieve milestones.

c. Draft and finalize the three proposals

Following the consultations, the consultant shall draft the three proposals based on the GPE proposed guidelines and outlines and GPE compact document. The draft document shall go through proper validation channels agreed by MBSSE, MTHE, UNICEF, Coordinating agency (Irish Aid) and GPE. Once a draft is presented and finalized at country level it will be shared with the GPE country team for feedback. Further the consultant will finalize the proposals using the relevant templates to be submitted to the GPE board for approval. The expected outcome is the finalized full proposals for the three GPE grants.

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

"Direct" means contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.

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:

N/A

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):

N/A

Safeguarding response role: YES NO

Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations):

Assessed risk role: YES NO

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2023-2024	Requesting Section/Issuing Office: Education UNICEF Sierra Leone	Reasons why consultancy cannot be done by staff: The consultancy is skill- and time- intensive, requiring a dedicated consultant to devote time to develop the GPE grant proposals within a total period of 5 months. MBSSE, MTHE and UNICEF as the Grant Agent will have technical oversight on this consultancy.
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Included in Annual/Rolling Workplan: Yes No, please justify:

Consultant Level: <input type="checkbox"/> Junior <input type="checkbox"/> Middle <input checked="" type="checkbox"/> Senior Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input 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
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If Extension, Justification for extension:

Supervisor: Chief of Education	Start Date: 1 January 2023	End Date: 30 May 2023	Number of Days (working) 110 days
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Work Assignment Overview
The consultant will be responsible for the delivery and technical quality of the final product. All deliverables shall be submitted to MBSSE and UNICEF in accordance with the following timeline:

Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
1. Develop work plan with timelines for key deliverables.	• A revised roadmap that should lead to the submission of the three proposals for STG, SCG and Multiplier grant. • Report of a comprehensive desk review of existing analyses, policies and strategic plans, as well as a draft outline of the proposals based on the review and identified gaps.	15 days	
2. Review key strategic documents and preparation of stakeholders consultations.			

3. Consultations with education stakeholders	A consultations' report which includes priorities, and strategies for system strengthening and transformation, identified by stakeholders, as strategic focus for support from the GPE grants.	30 days	
4. Development of draft GPE proposals with budget, workplans and Monitoring, Evaluation and Learning framework in consultations with all education stakeholders.	Finalized STG, SCG and Multiplier grant proposals	40 days	
5. Finalization of the proposals based on the feedback received from LEG members and GPE	Finalized SCG application endorsed by the ESG.	25 days	
Estimated Budget			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other	Knowledge/Expertise/Skills required:		
Enter Disciplines: <ul style="list-style-type: none"> • Educational Planning • Economics • Sociology • Social Sciences 	The qualifications and skill areas required include: <ul style="list-style-type: none"> • Advanced university degree in Education and/or Economics or related social sciences from a recognized institution • Minimum of eight years of relevant work experience, preferably at national and international levels, in proposal development. • Professional Experience of working in the education sector in Africa/Sierra Leone is an added advantage. • Demonstrated experience in strategy development for government and/or international development organizations in the social sector. • Fluency in English is a must. 		
Administrative details: Visa assistance required: <input checked="" type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: For three months out of five months. If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		
Request Authorised by Section Head Chief of Education	Request Verified by HR: HR Manager		
<i>Approval of Deputy Representative Operations (if Operations): Approval of Deputy Representative (if Programme)</i> <hr/> <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> <hr/>			

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.