|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title**  **National Consultant** | | **Funding Code**  SM210037  SC229935 | | **Type of engagement**  Consultant | | | **Duty Station:**  Sana’a | |
| **Purpose of Activity/Assignment:**  **Provide full documentation for the monitoring process and endline review for a three-year education programme** | | | | | | | | |
| **BACKGROUND/SCOPE OF WORK**  With the conflict entering into eight years, access to education is further exacerbated by economic decline, natural disasters, and a fragmented education system. Over 2.7 million school-aged girls and boys are out of school. At the same time, 1.5 million children are displaced, with many displaced more than once, having their education interrupted multiple times in the process. 2,783 schools have been destroyed, damaged, or used for non-educational purposes while 368 schools have been affected by the 2022 floods. At the same time, even functioning schools are overcrowded and under-resourced, having to resort to mixed-aged and mixed-ability schooling. In total, nearly 8.6 million school-aged girls and boys need education assistance. There is a clear need to establish, rehabilitate or expand schools near vulnerable communities (HNO 2023).  Throughout 2021 and beyond, UNICEF responded to urgent needs in Yemen through multi-sectoral interventions, while working to prevent the collapse of national systems, including the provision of basic education services. Results were achieved despite an extremely complex environment characterized by challenges such as access constraints across the country, the outbreak of the COVID-19 pandemic, non-availability of supplies locally and lack of fuel and local currency.  UNICEF Yemen has a comprehensive Monitoring & Evaluation (M&E) system in place with the required capacities and procedures to regularly assess the situation in the country and to monitor progress of all programme interventions against the planned results. There is a need to consolidate lessons learned and best practices to improve learning and accountability to donors. The overall objective of this consultancy is to provide full documentation and final review for a three-year education programme. Please click here for the programme details.  The key objective of this consultancy is to provide the mid and endline assessment and documentation of the following key programme interventions that will need to be validated and asessed as part of this consultancy:   * Conduct Needs Assessment Conduct a comprehensive Out-of-School Children Study to identify barriers to children’s access to education and the numbers, type and location of children excluded from education in Yemen Develop and distribute communications materials to schools and communities to highlight Safe School Protocols as part of the nationwide Opening of Schools (1 awareness and sensitization campaign per year, nationwide) * Provide school bag kits to encourage children’s continued access to learning * Train teachers on blended approaches to learning suitable to the COVID-19 situation * Provide Hygiene Kits and WASH supplies to targeted students through a WASH in Schools programme (inclusive of information sharing)   Specifically, the consultant will be requested to fulfill the below::   * To provide full documentation, including an executive summary, of the programme monitoring and progress reports. * To conduct end-line review/assessment for the programme and document the outcome of the programme implemented interventions, lessons learned, challenges, and recommendations for future education interventions.   Consequently, UNICEF Yemen is seeking for a well-qualified national expert to lead the programme review and documentation process in close coordination with UNICEF and the Ministry of Education (MoE).  **Methodology:**  The proposed methodology should take into consideration the following:   * Records review and consolidation for the programme monitoring reports conducted by TPM/MoE/project staff, providing full documentation for the programme monitoring process and finding and the corrective actions taken during the implementation. * Qualitative data collection and analysis using Key Informant Interviews (KII) and/or Focus Group Discussion (FGD), when possible, focusing on the beneficiaries and stakeholders’ satisfaction and perceptions of the outcomes of the implemented interventions, lessons learned, challenges, and recommendations for future education interventions * Secondary data analysis (Quantitative) using the programme’s plan, secondary data used during the implementation, and the programme achievements tracker/reporting tools, focusing on the programme achievements versus the targets and the results of the programme in term of appropriateness and timeliness.   *Other notes on methodology*: The consultant should include in the proposed methodology the types of respondents, sampling methods, and proposed data collection tools.  **Tasks include:**  The national consultant shall work under the guidance of Education Specialist to carry out following the structure of tasks as outlined below:  **INCEPTION PHASE:**  **Task 1:** Preliminary discussions with UNICEF to ensure a common understanding of the scope and focus of the work and to refine the methodology and prepare the inception report.  **Task 2:** Prepare Inception Report with methodology, data collection tools, reports templates, and workplan  **Task 3:** Feedback from UNICEF and revision  **Task 4:** Final inception report submission and UNICEF approval  **PROGRAMME MONITORING DOCUMENTATION PHASE:**  **Task 1:** Review all the programme monitoring reports conducted by TPM, MoE or project staff  **Task 2:** Consolidate all the programme monitoring reports in one report  **Task 3:** Prepare and submit a draft for the consolidated programme monitoring report  **Task 4:**  Feedback from UNICEF and revised version based on UNICEF’s feedback  **Task 5:** Final consolidated programme monitoring report with executive summary submitted and UNICEF approval  **ENDLINE REVIEW PHASE:**  **Task 1:** Qualitative and Quantitative[[1]](#footnote-2) data collection and analysis  **Task 2:** Prepare and submit a draft for the programme endline review report  **Task 3:** Feedback from UNICEF and revised version based on UNICEF’s feedback.  **Task 4:** Final programme endline review report with executive summary submitted and UNICEF approval | | | | | | | | |
|  | | | | | | | | |
| **Budget Year:** | **Requesting Section/Issuing Office:** | | | **Reasons why consultancy cannot be done by staff:** | | | | |
| *2023* | *Education* | | | *Specialized services* | | | | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | | | | | | | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | | | | **Request for:**  New SSA  Extension/ Amendment | | |
| **If Extension, Justification for extension:** | | | | | |  | | |
| **Supervisor:** | | | **Start Date:** | | **End Date:** | | | **Number of Days (working)** |
| *Gilmar Teddy Zambrana Cruz* | | | *December 15th , 2023* | | *May30, 2024* | | | *30* |

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Assignment Overview** | | | |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline | Estimate Budget |
| Preliminary discussions with UNICEF | Meeting Minutes | 20 Dec 2023 (1 working day) |  |
| Prepare Inception Report with methodology, data collection tools and workplan | Inception report | 30 Dec 2023 (4 working days) |  |
| Feedback from UNICEF and revision | List of feedback points | 10 Jan 2024 |  |
| Final inception report submission and UNICEF approval | Final inception report | 20 Jan 2024(1 working day) | 20% |
| Review all programme monitoring reports conducted by TPM, MoE or project staff | Summary table for the review with the key findings that will be consolidated | 30 Jan 2024 (5 working days) |  |
| Consolidate all the programme monitoring reports in one report and submit a draft for the consolidated programme monitoring report | Draft Report in English | 15 Feb 2024 (5 working days) |  |
| Feedback from UNICEF and revision | List of feedback points | 20 Feb 2024 |  |
|  |  |  |  |
|  |  |  |  |
| Final consolidated programme monitoring report with executive summary submitted and UNICEF approval | Final report | 28 Feb 2024 (2 working days) | 40% |
| Qualitative and Quantitative[[2]](#footnote-3) data collection and analysis | Data collection and analysis Report | 20 Mar 2024 (5 working days) |  |
|  |  |  |  |
|  |  |  |  |
| Prepare and submit a draft for the programme endline review report | Draft Report in English | 10 April 2024 (5 working days) |  |
| Feedback from UNICEF and revision | List of feedback points on the report | 15 April 2024 |  |
|  |  |  |  |
|  |  |  |  |
| Final programme endline review report with executive summary submitted and UNICEF approval | Final report | 30 April 2024 (2 working days) | 40% |
|  |  |  |  |
| **Estimated Consultancy fee** |  |  |  |
| Travel International (if applicable) | NA |  |  |
| Travel Local (please include travel plan) | NA |  |  |
| DSA (if applicable) |  |  |  |
| **Total estimated consultancy costs[[3]](#endnote-2)** |  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | | |
| Bachelors  Masters  PhD  Other  Enter Disciplines | Fluency in Arabic and English is a requirement.  Minimum 5 years of relevant professional experience related to education programmes.  Previous experience in programme monitoring and evaluation.  Working experience in Humanitarian settings is an asset  Working experience in UN agencies, NGOs or governmental entities is an asset  Excellent writing skills  Excellent analysis and reporting skills  Excellent coordination skills | | |
| Education Policy, Learning pedagogies |  | | |
| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | Home Based  Office Based:  If office based, seating arrangement identified:  IT and Communication equipment required:  Internet access required: | | |
| **Request Authorised by Section Head** | **Request Verified by HR:** | | |
|  |  | | |
| *Approval of Chief of Operations (if Operations): Approval of Deputy Representative (if Programme)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Representative*    *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | |
|  | | | | |
|  | | | | |

1. Secondary data analysis (Quantitative) using the programme’s plan, secondary data used during the implementation, and the programme achievements tracker/reporting tools [↑](#footnote-ref-2)
2. Secondary data analysis (Quantitative) using the programme’s plan, secondary data used during the implementation, and the programme achievements tracker/reporting tools [↑](#footnote-ref-3)
3. 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 [↑](#endnote-ref-2)