

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT/CONTRACTOR

SECTION	Education
CONSULTANCY TITLE	Technical support towards the implementation of the Global Partnership for Education selected program activities and components
TYPE OF ENGAGEMENT	<input checked="" type="checkbox"/> Individual Consultant
PURPOSE OF THE ASSIGNMENT	
To support implementation of the Global Partnership For Education selected activities related to access and quality components.	
BACKGROUND	
<p>UNICEF is the managing entity for Global Partnership For Education (GPE) to the Government of Zimbabwe through the Ministry of Primary and Secondary Education (MoPSE). This fund covers interventions implemented largely in the 72 districts spread across the 10 provinces of the country. Some of the activities are also implemented at the district and at school level. In addition, the education programme also works very closely with Head Office in the coordination of the activities implemented at these various levels.</p> <p>UNICEF and MoPSE are implementing the GPE programme with the goal to strengthen equitable access to quality primary and secondary education for all children in Zimbabwe, with consequent wide-ranging social and economic benefits. Central to GPE is increased attention to equity through improved targeting reaching the most marginalised including children with disabilities. Interventions will be further buttressed by strengthening community capacity to better support the most marginalised and increase the resilience of communities. Currently, UNICEF is supporting the Ministry of Primary and Secondary Education to strengthen the education system through implementation of various programs around the country. The programmes include School Improvement Grants, Non- Formal Education for out of school children, early learning, inclusive education for children with disabilities school management, Curriculum and teacher development among others.</p> <p>UNICEF and MoPSE are supporting activities funded by GPE in disabilities, WASH in schools through school improvement grant (SIG), SIG complementary fund for school infrastructure, and supporting the training Department to implement a school leadership and management programme aimed at strengthening the capacity of school leaders in primary and secondary schools. The programme targets all School heads, deputy heads, Teachers in charge and Heads of department. Participants will be enrolled on an online platform hosted on the Learning Platform – Zimbabwe School Leadership and Management Academy – where they will access modules and complete them at a self-paced mode. Participants will complete a pre-test and post-test assessment and after completing the module, a certificate will be generated. The Consultant will be responsible to enrolling the participants, tracking their participation, addressing queries that might arise. The consultant will work closely with MoPSE in planning, monitoring, and evaluating the effectiveness of the training.</p>	

ASSIGNMENTS:

Objective of the assignment.

The consultant will be responsible for the following;

- To provide support to the implementation of key GPE activities in partnership with MoPSE as well as coordinating with Communication department and produce a Human-Interest Story which will be used for GPE donor progress report.
- To prepare for Education Coordination Group (ECG) meetings, capture minutes and agreed actions
- To support any other related GPE activities

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:

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](#)

MAJOR TASKS, DELIVERABLES, TIMEFRAMES AND PAYMENT SCHEDULE

Major Task	Deliverable	Timeframe	Payment schedule
Support MoPSE and UNICEF officers to implement GPE activities including field monitoring.	Monthly report on activities supported with results	18 days	20% of contract
Lead the implementation and phased roll out	Report on e-	35 days	40% of contract

<p>of the School Leadership e-Training including support MoPSE Training Department to initially prepare a request letter for the piloting of E-Learning School leadership Virtual training programme. A cluster in Harare district was selected and the hosting centre is Blackstone Primary School.</p>	<p>Training for school heads on school leadership up and running</p>		
<p>Monitor with Supply section delivery of the assistive devices for children with disabilities and coordinate with Supply section for distribution to targeted areas based on distribution list.</p>	<p>Monitoring report produced and shared</p>	<p>18 days</p>	<p>20% of contract value</p>
<p>Monitor with MoPSE LePS the implementation of the Community Outreach for children with disabilities and ensure liquidation by provinces</p>	<p>Report on implementation level of community outreach including acquital numbers by province</p>	<p>26 days</p>	<p>20%</p>
<p>Minimum Qualification required: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines:</p> <ul style="list-style-type: none"> A degree in Social Sciences, Development studies or Education Field. A Master’s degree will be an added advantage. <p>Experience</p> <ul style="list-style-type: none"> Three years’ work experience with the development of capacity development programmes for government, institutions, or civil society organizations. Demonstrated ability in engaging and working with government officials Previous experience with NGO and Government related projects / track record is a plus 		<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> Good report writing skills. Computer knowledge, skills, and practical experience, including internet navigation, social media, network, telecommunications, and various office applications. Good analytical skills. Commitment, understanding of diversity, inclusion, and integrity. 	
<p>Supervisor: Education Manager</p>	<p>Start Date: 15 August 2021</p>	<p>End date: 31 December</p>	<p>Total Working Days: 97 days</p>

		2021	
Consultant Sourcing: <input checked="" type="checkbox"/> National candidate	Consultant Selection Method: <input checked="" type="checkbox"/> Competitive Selection (Advertisement/ Desk Review/Interview)		
Payment	¹ Lumpsum or monthly: Payments will be made monthly and linked to deliverables shown under the major tasks and deliverables section herein.		
Travel Local (please include locations)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
DSA (if applicable) Approximate number of days: 20	<input checked="" type="checkbox"/> Yes, for local travel <input type="checkbox"/> No		
Administrative details: Transportation arranged by the office: <input checked="" type="checkbox"/> (for field trips)	<input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: Depending on situation of COVID If office based, seating arrangement identified: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		
Application requirement	<input checked="" type="checkbox"/> Technical Proposal <input checked="" type="checkbox"/> Financial Proposal		

Remarks:

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.

¹ 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