

## **UNICEF China Terms of Reference For Consultant Recruitment**

**Job Title of Consultancy:** Digital course development specialist

**Requesting Section:** Education Section, UNICEF China Office

### **Background of Consultancy Request:**

The UNICEF Education Section works with the Ministry of Education, local counterparts, and communities to provide the country's most disadvantaged children with quality learning opportunities. We support the government to strengthen China's education system so that it addresses the needs of the most excluded and vulnerable children, as well as ensures that girls and boys have equal access to opportunities.

The 2021- 2025 education program continues to work closely with the government to improve equity and access to quality education – from early learning opportunities that lay the groundwork for success in school, all the way through to secondary education and the transition beyond. UNICEF continues to work to improve the quality and access to education, reduce education inequities, and ensures all children have the skills needed for life and work. UNICEF fosters innovations to accelerate learning and skills and transform the effectiveness of education delivery.

UNICEF promotes technology as a means to advance programming. One of the most urgent needs is to support counterparts developing digital courses for different audiences. Digital course development requires considerable technical inputs from UNICEF to ensure the courses are well designed using the most advanced yet appropriate technology, which is beyond the capacity of current staffing. The Education Section, therefore, requires a consultant with digital course development expertise.

### **Purpose of Assignment & Major Tasks:**

The purpose of this consultancy is to provide technical advice and support to digital course development for the inclusive education project. Major tasks include:

- provide technical consultations and training to program staff and implementing partners on protocols and methods of digital course development, e.g., developing assessment criteria for digital platforms and selecting the best platforms to place the courses based on the criteria, digital courses standards based on best international practices, selecting vendors for digital course production, and ensuring the quality of final digital course products etc.
- provide technical comments and guidance on the course contents provided by implementing partners, and have the final review of contents, structure and finalize the course presentations following the protocols and standards of digital courses.
- Provide technical guidance and support the education team in communication with the selected digital course production vendor on the overall requirement of the digital course and have a thorough review of the first two digital modules produced by the vendor as an example of other digital course modules.
- Take a final review of all digital modules to ensure they are up to standards

### **Deliverables & Timeframe:**

Projects/activities	Deliverables	Number of working Days	Due Date
Provide technical consultations, and training to program staff and implementing partners on protocols and methods of digital course development		15 days	30 December 2024
Digital course development for preservice training in preschool	18 lessons presentations 18 digital lessons final product	41 days	30 December 2023
Digital course development for preservice training in the primary school	20 lessons presentations 20 digital lessons final product	45 days	30 December 2023

\* Complete submission of deliverables as per expected standard and quality as assessed by the supervisor is a prerequisite for payment of the fee. UNICEF reserves the right to adjust or withhold payments for late deliverables or for deliverables not meeting expected quality. Should the deliverables not meet the expected quality, revisions are to be undertaken with no additional costs.

\*The exact number of days needed and deadlines each of the deliverables may be further discussed, amended and agreed between UNICEF and the Consultant.

\* Confidentiality:

The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.

### **Methodology**

The consultant is expected to complete the above tasks by closely working with Education Specialist who is the overall lead of the inclusive education project, the Education Officers, the project manager for the preschool and school component, as well as UNICEF's counterparts of the project and the vendor for the digital course production. The consultant is not required to sit in the office daily but will need to be on-site as required.

**Start Date:** 1 May 2023

**End Date:** 30 December 2024

### **Consultancy Requirements:**

#### **Minimum Academic Qualifications required and disciplines:**

- Advanced university degree in education technology.

#### **Knowledge/Experience/Expertise/Skills required:**

- At least 10 years of working experience in digital course development;

- Good communication skills with various people
- Excellent writing and presentation skills an asset;
- Fluency in written and spoken English and Chinese;
- Previous experience in/with the UN, including knowledge of UN/UNICEF programme and operations, policies, and procedures an asset;
- Proficiency in the use of Microsoft Office software;
- Ability to work independently and under tight deadlines.