

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

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| <b>Title</b><br><br><b>Individual Consultant:<br/>Coordinator for GPE<br/>and education sector<br/>working group</b>  |  | <b>Type of engagement</b><br><br><input type="checkbox"/> Consultant (ZCON)<br><input type="checkbox"/> Individual Contractor Part-Time<br><input checked="" type="checkbox"/> Individual Contractor Full-Time | <b>Duty Station:</b><br><br><b>Jakarta, Indonesia<br/>(Home based)</b> |
| <p><b>Purpose of Activity/Assignment:</b></p> <p>Indonesia has recently constituted a Local Education Group (LEG) known as the Mitra Pendidikan Indonesia (MPI). The group lays the foundation for robust education sector dialogue, coordination, and collaborative efforts between government and non-government sector partners in tackling system transformation issues in the country, particularly those concerning education quality improvement and learning recovery in the context of the COVID19 pandemic.</p> <p>Indonesia is eligible to apply for Global Partnership for Education (GPE) financing to support system transformation efforts over the medium term, aligned with national strategic priorities. Given the focus of GPE financing is on making transformative and sustainable improvements in basic education, GPE financing in Indonesia should be targeted towards making quality improvements in pre-school, primary, lower, and upper secondary education levels, not including vocational education.</p> <p>At a meeting of the LEG/MPI in November 2021, it was agreed the focus of efforts to promote system transformation with GPE and other sector financings, should be on improving the quality of learning, including improving foundational skills, both literacy and numeracy; and the 21st century/life skills of children, including in the context of COVID19-related learning recovery. The principles of inclusiveness and gender equality were identified as being essential to the concept of education quality improvement in the Indonesian context. This proposed focus is of particular importance due to the unprecedented and dire impact the COVID19 pandemic has had on children's learning in the country, with widespread learning loss experienced, particularly among socially and economically disadvantaged children.</p> <p>UNICEF was appointed as GPE Co-Coordinating Agency for GPE matters in Indonesia by the co-chairs of the LEG/MPI on 6th December 2021. UNICEF will be working closely with PSPK, also appointed a GPE Co-Coordinating Agency, as part of this role. Key responsibilities include assisting to convene MPI/LEG meetings at least once a quarter, and facilitating other ad-hoc meetings as needed; preparation and sharing of invitations and agendas to LEG/MPI and other education sector discussions; and support, as required, for the preparation of GPE financing applications. In addition to the role of Co-Coordinating Agency (CA), UNICEF has also expressed interest in becoming Grant Agent (GA) for Part 1 of the GPE System Capacity Grant and was appointed for the GA role on April 20, 2022. The Grant Agent role entails significant additional responsibilities associated with the preparation, implementation, and overall management of this grant.</p> <p>UNICEF Indonesia has ongoing investments in promoting foundational skills, including in literacy and numeracy, consistent with the Government of Indonesia's Merdeka Belajar initiative. Furthermore, our work in this area is assisting the implementation of the Program Organisasi Penggerak (POP), a national programme under Merdeka Belajar, where UNICEF-developed EGL resources are being utilized by POP implementing partners, as a result of capacity building from UNICEF focusing on phonetic-based language acquisition. Additionally, UNICEF continues to assist district authorities with their planning and budgeting to link with national priorities on literacy and numeracy, outlined under the Merdeka Belajar initiative.</p> <p>To support UNICEF's current and new role in GPE and education sector coordination, UNICEF is seeking to recruit an individual national consultant. Although much of the assignment will be focused on GPE and education sector coordination, the national consultant will also support some activity planning, implementation, and monitoring associated with ongoing investments in foundational skills.</p> |  |  |  |
| <p><b>Purpose and Scope of Work:</b></p> <p>The purpose of the consultancy is to ensure efficient and effective coordination of GPE and education sector-related matters. The consultancy will support UNICEF's role as Co-Coordinating Agency and as Grants Agent. Additionally, the consultant will assist the Chief of Education and other education team members to coordinate with the LEG/MPI secretariat at MoECRT. This work is expected to strengthen the harmonization of development partners in the education</p>   |  |  |  |

sector and their alignment with national education policies, programmes, systems, and major education reform processes, including those associated with improving the quality of education regarding foundational skills and the development of 21<sup>st</sup>-century skills.

Under the supervision of UNICEF's Education Specialist, the GPE and Education Sector Coordinator will be responsible for undertaking the following key tasks:

1. Support UNICEF's role as Co-Coordinating Agency and Grants Agent by:

- Liaising closely with the GPE Secretariat regarding major information requests and tasking on:
  - issues concerning the operations of GPE funding more broadly and as relevant to Indonesia, including current and future GPE grants;
  - specific GPE sector harmonization reporting; and
  - GPE Secretariat-contracted monitoring and evaluations, including assisting in the preparation of in-country missions and regular progress updates.
- Coordinating efforts and communication between the GPE Secretariat, MoECRT, including the LEG/MPI Secretariat, UNICEF, and PSPK as Co-Coordinating Agencies and Grant Agents (GAs) of GPE grants by:
  - Liaising with MoECRT's LEG/MPI secretariat and the Co-Coordinating Agencies for the preparation of quarterly LEG/MPI meetings, and any ad-hoc LEG/MPI meetings, as needed.
  - Assisting with the preparation of LEG/MPI meeting agendas, presentations, minutes, and other briefing and reporting documents, as necessary.
  - Assisting with coordination arrangements for the preparation of the partnership compact; and the holding of annual joint sector reviews/retreats.
- Providing technical support to MoECRT counterparts for the preparation of concept notes, discussion papers and budget estimates and other technical notes for the submission of systems grant applications to GPE.

2. Support education sector coordination and knowledge sharing on, and UNICEF-specific investments in, improving the quality of education, with particular reference to foundational skills, including literacy and numeracy by:

- Providing technical contributions and knowledge sharing concerning education quality improvement as part of the Basic Education Technical Working Group (BETWG), and coordinating with UNICEF education output managers to support UNICEF's active participation in this sector working group.
- Undertaking data collection from research products and preparing written and visually appealing knowledge products related to improving the quality of education, including the development of foundations skills; and assist with the publishing of these knowledge products on the UNICEF Indonesia website.
- Preparing knowledge exchange materials (presentations, briefing notes, short reports, etc.) on education-specific and education-related matters, including matters of cross-sectoral interest; and utilizing existing UNICEF knowledge exchange forums to communicate key research findings.
- Provide technical support and input into programmatic matters relating to UNICEF-specific investments in foundational skills, including assistance for the implementation of key activities, particularly those linked to knowledge generation, monitoring, and evaluation. As part of this work, conduct some field travel.
- Assisting in the tracking, coordination, and preparation of high-quality reporting on UNICEF-specific programmes, with a focus on those relating to foundation skills development and education quality improvement more broadly.
- Supporting the preparation and coordination of communications assets for education-specific programming, as needed.

| Supervisor:                 | Start Date:        | End Date:            | Number of Days (working)                |
|-----------------------------|--------------------|----------------------|---|
| <i>Education Specialist</i> | <i>1 June 2022</i> | <i>30 April 2022</i> | <i>231 days<sup>1</sup> (11 months)</i> |

<sup>1</sup> Number of days based on 21 working days per month for an 11-month period.

### \*Work Assignment Overview (SMART)

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.

| Tasks/Milestone:   | Deliverables/Outputs:   | Timeline     | Estimate Budget (IDR) |
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| <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Liaise with the GPE Secretariat counterpart to arrange discussions with the LEG/MPI Secretariat and Co-Coordinating Agencies on GPE financing arrangements.</li> <li>• Coordinate with the LEG/MPI Secretariat and PSPK to confirm the LEG/MPI quarterly meeting.</li> <li>• Prepare draft agenda for the LEG/MPI meeting, and assist with the preparation of presentation materials and other reporting as required.</li> <li>• Review and revise meeting minutes from the LEG/MPI meeting, and share them with the secretariat for finalization.</li> <li>• Provide technical support on UNICEF’s Grant Agent role which will include preparation of discussion papers, concept notes, coordination with MoECRT/other stakeholders for the preparation of grant application.</li> <li>• Provide technical input for the BETWG meeting and associated coordination arrangements, as required.</li> <li>• Support the preparation of high-quality knowledge products linked to foundational skills and associated reporting, including the end-line policy brief for the Return to Learning programme.</li> <li>• Provide support for activity implementation for UNICEF investments in foundational skill improvement.</li> </ul> | <p><b>Deliverable #1:</b></p> <ul style="list-style-type: none"> <li>• Inception report with proposed work plan, of 5 pages, excluding annexes.</li> <li>• A monthly progress report, of approximately 5 pages, excluding annexes, with results, challenges and way forward.</li> </ul> | 30 June 2022 |                       |
| <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Support the preparation of the Partnership Compact, through UNICEF’s role as Co-Coordinating Agency, including the arrangement of consultations with education sector partners.</li> <li>• Provide technical input for the BETWG meeting and associated coordination arrangements, as required.</li> <li>• Provide technical support on UNICEF’s Grant Agent role which will include preparation of discussion papers, concept notes, coordination with MoECRT/other stakeholders for preparation of the grant application.</li> <li>• Support preparation of knowledge products linked to foundational skills and associated reporting, such as the end-line policy brief for the Return to Learning programme.</li> </ul>  | <p><b>Deliverable #2:</b> A monthly progress report of approximately 5 pages, excluding annexes, with results, challenges and way forward.</p>  | 31 July 2022 |                       |

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| <ul style="list-style-type: none"> <li>• Participate in knowledge sharing forums to share education issues of cross-sectoral relevance, such as developments on the new national curriculum.</li> <li>• Provide support for activity implementation for UNICEF investments in foundational skill, including for key analytical work.</li> <li>• Contribute to the development of communications assets, related to GPE issues and UNICEF investments in foundational skills.</li> </ul>  |  |                          |  |
| <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Liaise with the GPE Secretariat counterpart to arrange discussions with the LEG/MPI Secretariat and Co-Coordinating Agencies on GPE financing arrangements</li> <li>• Support the finalization of the Partnership Compact to guide GPE financing, through UNICEF's role as GPE Co-Coordinating Agency</li> <li>• Provide technical input for the BETWG meeting and associated coordination arrangements, as required.</li> <li>• Provide technical support on UNICEF's Grant Agent role which will include completion of the GPE grant application and presentations to LEG/MPI. Support</li> <li>• Support the preparation of high-quality knowledge products linked to foundational skills and associated reporting.</li> <li>• Provide support for activity implementation for UNICEF investments in foundational skill improvement, including for key analytical work with government partners.</li> <li>• Contribute to the development of communications assets, related to GPE issues and UNICEF investments in foundational skills.</li> </ul> | <p><b>Deliverable #3:</b> A monthly progress report of approximately 5 pages, excluding annexes, with results, challenges and way forward.</p>   | <p>31 August 2022</p>    |  |
| <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Liaise with the GPE Secretariat counterparts to arrange discussions with the LEG/MPI Secretariat and Co-Coordinating Agencies on GPE financing arrangements.</li> <li>• Support the preparation of the Partnership Compact to guide GPE financing, through UNICEF's role as GPE Co-Coordinating Agency</li> <li>• Provide technical support on UNICEF's Grant Agent role which will include finalization of the GPE Grant application incorporating LEG/MPI inputs.</li> <li>• Coordinate with the LEG/MPI Secretariat and PSPK to confirm the LEG/MPI quarterly meeting</li> <li>• Prepare draft agenda for the LEG/MPI meeting, and assist with the preparation of presentation materials and other reporting as required.</li> <li>• Review and revise meeting minutes from the LEG/MPI meeting and share with the secretariat for finalization.</li> <li>• Provide technical input for the BETWG meeting and associated coordination arrangements, as required.</li> </ul>   | <p><b>Deliverable #4:</b> A monthly progress report of approximately 5 pages, excluding annexes, with results, challenges and a way forward.</p> | <p>30 September 2022</p> |  |

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| <ul style="list-style-type: none"> <li>• Support the preparation of high-quality knowledge products linked to foundational skills and associated reporting.</li> <li>• Provide support for activity implementation for UNICEF investments in foundational skill improvement.</li> <li>• Contribute to the development of communications assets, related to GPE issues and UNICEF investments in foundational skills.</li> </ul>   |  |                         |  |
| <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Help facilitate any in-country missions and/or progress updates from GPE concerning GPE financing in Indonesia, in coordination with the LEG/MPI Secretariat and PSPK.</li> <li>• Provide technical support on UNICEF's Grant Agent role which will include preparations for submission and addressing needed refinement from GPE that may arise.</li> <li>• Coordinate input into country-level GPE evaluations ensuring LEG/MPI members can provide their inputs into the process.</li> <li>• Conduct preliminary discussions with the LEG/MPI Secretariat on preparation for a joint annual review/education retreat with government and non-government sector partners.</li> <li>• Provide technical input for the BETWG meeting and associated coordination arrangements, as required.</li> <li>• Support the preparation of high-quality knowledge products linked to foundational skills and associated reporting.</li> <li>• Provide support for activity implementation for UNICEF investments in foundational skill improvement.</li> </ul> | <p><b>Deliverable #5:</b> A monthly progress report of approximately 5 pages, excluding annexes, with results, challenges and a way forward.</p> | <p>31 October 2022</p>  |  |
| <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Assist with coordinating arrangements for holding the Annual Joint Sector Review/Education Retreat.</li> <li>• Ensure the Annual Review/Education Retreat is well facilitated, and comprehensive minutes are prepared and distributed.</li> <li>• Help facilitate any in-country missions and/or progress updates from GPE concerning GPE financing in Indonesia, in coordination with the LEG/MPI Secretariat and PSPK.</li> <li>• Provide technical support on UNICEF's Grant Agent role which will include preparation of discussion papers, gathering data, that GPE may require during grant application evaluation period.</li> <li>• Support the preparation of high-quality knowledge products linked to foundational skills and associated reporting.</li> <li>• Provide support for activity implementation for UNICEF investments in foundational skill improvement, including with end of year annual reporting</li> </ul>  | <p><b>Deliverable #6:</b> A monthly progress report of approximately 5 pages, excluding annexes, with results, challenges and a way forward.</p> | <p>30 November 2022</p> |  |

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| <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Coordinate with the LEG/MPI Secretariat and PSPK to confirm the LEG/MPI quarterly meeting.</li> <li>• Provide technical support on UNICEF's Grant Agent role which will include preparation of discussion papers, gathering data, that GPE may require during the grant application evaluation period.</li> <li>• Prepare draft agenda for the LEG/MPI meeting, and assist with the preparation of presentation materials and other reporting as required.</li> <li>• Review and revise meeting minutes from the LEG/MPI meeting and share them with the secretariat for finalization.</li> <li>• Provide technical input for the BETWG meeting and associated coordination arrangements, as required.</li> <li>• Support the preparation of high-quality knowledge products linked to foundational skills and associated reporting.</li> <li>• Provide support for activity implementation for UNICEF investments in foundational skill improvement, including end of year reporting.</li> <li>• Provide technical input to inform the preparation of the education programme's 2023 Annual Work Plan.</li> <li>• Contribute to the development of communications assets, related to GPE issues and UNICEF investments in foundational skills, to support key reporting milestones.</li> </ul> | <p><b>Deliverable #7:</b> A monthly progress report of approximately 5 pages, excluding annexes, with results, challenges and way forward.</p>   | <p>31 December 2022</p> |  |
| <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Coordinate with the LEG/MPI Secretariat and PSPK to confirm the LEG/MPI quarterly meeting</li> <li>• Prepare draft agenda for the LEG/MPI meeting, and assist with the preparation of presentation materials and other reporting as required</li> <li>• Provide technical support on UNICEF's Grant Agent role which will include preparation of discussion papers, concept notes, TOR for procurement of required services, coordination with stakeholders, and preparation of monitoring reports</li> <li>• Review and revise meeting minutes from the LEG/MPI meeting and share with the secretariat for finalization.</li> <li>• Provide technical input for the BETWG meeting and associated coordination arrangements, as required.</li> <li>• Support the preparation of high-quality knowledge products linked to foundational skills and associated reporting.</li> <li>• Provide support for activity implementation for UNICEF investments in foundational skill improvement, including annual reporting.</li> <li>• Provide technical input into the education programme's 2020 Annual Work Plan to assist with its timely finalization.</li> </ul>   | <p><b>Deliverable #8:</b> A monthly progress report of approximately 5 pages, excluding annexes, with results, challenges and a way forward.</p> | <p>31 January 2023</p>  |  |



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| <ul style="list-style-type: none"> <li>Contribute to the development of communications assets, related to GPE issues and UNICEF investments in foundational skills, to support key reporting milestones.</li> </ul>   |  |                         |  |
| <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>Help facilitate any in-country missions and/or progress updates from GPE concerning GPE financing in Indonesia, in coordination with the LEG/MPI Secretariat and PSPK.</li> <li>Provide technical support on UNICEF's Grant Agent role which will include evaluation/s of proposals for engagement of implementing partner/services</li> <li>Coordinate input into country-level GPE evaluations, ensuring LEG/MPI members can provide their inputs into the process.</li> <li>Provide technical input for the BETWG meeting and associated coordination arrangements, as required.</li> <li>Provide support for activity implementation for UNICEF investments in foundational skill improvement, including annual progress reporting.</li> <li>Contribute to the development of communications assets, related to GPE issues and UNICEF investments in foundational skills, to support key reporting milestones.</li> </ul>                               | <p><b>Deliverable #9:</b> A monthly progress report of approximately 5 pages, excluding annexes, with results, challenges, and way forward.</p>  | <p>28 February 2023</p> |  |
| <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>Help facilitate any in-country missions and/or progress updates from GPE concerning GPE financing in Indonesia, in coordination with the LEG/MPI Secretariat and PSPK.</li> <li>Provide technical support on UNICEF's Grant Agent role which will include preparation of discussion papers, concept notes, coordination with stakeholders for mobilization of activities, preparing monitoring reports</li> <li>Coordinate input into country-level GPE evaluations, ensuring LEG/MPI members can provide their inputs into the process.</li> <li>Provide technical input for the BETWG meeting and associated coordination arrangements, as required.</li> <li>Provide support for activity implementation for UNICEF investments in foundational skill improvement.</li> <li>Contribute to the development of communications assets, related to GPE issues and UNICEF investments in foundational skills, to support key reporting milestones.</li> </ul> | <p><b>Deliverable #10:</b> A monthly progress report of approximately 5 pages, excluding annexes, with results, challenges, and a way forward.</p>   | <p>31 March 2023</p>    |  |
| <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>Coordinate with the LEG/MPI Secretariat and PSPK to confirm the LEG/MPI quarterly meeting</li> <li>Prepare draft agenda for the LEG/MPI meeting, and assist with the preparation of presentation materials and other reporting as required.</li> </ul>  | <p><b>Deliverable #11:</b> Final Report, of approximately 10 pages, excluding annexes, with a summary of results achieved over the period of the consultancy, lessons learned and recommendations.</p> | <p>30 April 2023</p>    |  |

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| <ul style="list-style-type: none"> <li>• Review and revise meeting minutes from the LEG/MPI meeting and share with the secretariat for finalisation.</li> <li>• Provide technical support on UNICEF's Grant Agent role which will include coordinating the work of implementing partners, preparation of monitoring reports</li> <li>• Provide technical input for the BETWG meeting and associated coordination arrangements, as required.</li> <li>• Support the preparation of high-quality knowledge products linked to foundational skills and associated reporting.</li> <li>• Provide support for activity implementation for UNICEF investments in foundational skill improvement.</li> <li>• Contribute to the development of communications assets, related to GPE issues and UNICEF investments in foundational skills, to support key reporting milestones.</li> </ul> |  |  |  |
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| <p><b>Minimum Qualifications required:</b></p> <p> <input type="checkbox"/> Bachelors           <input checked="" type="checkbox"/> Masters           <input type="checkbox"/> PhD<br/> <input type="checkbox"/> Other       </p> <p>Enter Disciplines</p> | <p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>▪ Minimum of a master's degree in one of the following fields is required: education or international development with specialization in education.</li> <li>▪ A minimum of one year of professional experience in education programme planning, management, and/or research is required.</li> <li>▪ Demonstrated knowledge of foundation skills development approaches, including programme implementation.</li> <li>▪ Demonstrated experience in research and advocacy of education quality improvement issues, particularly at national level, and amongst key education sector partners – both government and non-government.</li> <li>▪ Ability to work independently and to take initiative and to communicate well with a variety of stakeholders.</li> <li>▪ Excellent verbal and written communication skills, both Bahasa Indonesia and English, as required; and demonstrated ability to foster effective partnerships with a range of education sector stakeholders, including government and non-government partners.</li> </ul> |
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