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| **Title****Education Officer- Learning and Skills (National Consultant - NOB)**  | **Funding Code****SC220043 & SC190601** | **Type of engagement**[x]  Consultant [ ]  Individual Contractor | **Duty Station:****Nairobi** |
| **Purpose of Activity/Assignment:** The consultant will support the effective implementation of skills development initiatives including mentorship and Community- service learning programmes. He/She will support the education specialist "Quality” in the operationalization of the related policies/guidelines. |
| **Scope of Work:** (see end note below )**Background**Children and adolescents today live in a world of challenges and opportunities, including new technologies, changing labour markets, migration, conflict, and environmental and political changes. To succeed within this current and future environment, all children and adolescents need access to quality education and learning that develops skills, knowledge, attitudes and values and enables them to become successful life-long learners who can learn, un-learn, and relearn; find and retain productive work; make wise decisions; and positively engage in their communities.Generation Unlimited (GenU) in Kenya has been progressing under the leadership of H.E. President Uhuru Kenyatta and has provided a much-needed platform to better coordinate youth programs and support their scale up for greater impact. The nexus between the education system and curriculum is considered important for transforming people’s education, training and work. The new Competence Based Curriculum (CBC) provides an avenue to equip citizens with the 21st century skills and competencies. Investing in adolescents’ learning and skills development is a priority for identified second decade of a child’s life. This priority links directly to the achievement of the SDG targets, including those related to ending poverty in all its forms, enhancing education and lifelong learning opportunities and promoting employment and decent work for all UNICEF aims to support adolescents in Kenya acquire transferable skills in leadership for transition to the world of work through community service learning and mentorship.The goal of the Ministry of Education in Kenya is to ensure provision of inclusive, equitable and quality education to all its citizen. At the heart of education is the school curriculum. Kenya Institute of Curriculum Development developed the Basic Education Curriculum Framework (BECF 2017) which outlines the vision and mission of Kenya’s curriculum reforms. The vision of the curriculum reforms is to develop an engaged, empowered and ethical citizen. The mission is to nature the potential of every learner. The framework adopts a Competency-Based Curriculum approach and has identified seven core competencies, namely; communication and collaboration, critical thinking and problem solving, creative and imagination, citizenship, digital literacy, learning to learn and self-efficacy. It provides a variety of opportunities for identification and nurturing of a learner’s potentials and talents in preparation for life and the world of work. Further the BECF identifies Guiding Principles that are critical for effective implementation of the curriculum. One of the Guiding Principles is Community Service Learning (CSL). CSL is mainstreamed across all the learning areas in Early Years Education and Middle School. In Senior Secondary School, CSL is a stand-alone subject and core for all learners. The Ministry of Education developed and launched the Mentorship Policy and implementation guide for all basic learning institutions and UNICEF is supporting the roll out and its implementation. **Justification**Education should promote social equity and responsibility. Community Service Learning entails a balanced emphasis on both learners learning and addressing real needs in the community. Learning outcomes are linked to meaningful human, safety, educational, and environmental needs. Learners work on real problems that make academic learning relevant while simultaneously enhancing their social skills, analytical ability, civic and ethical responsibility, self-efficacy, and career development. UNICEF Kenya will support MoE to advance and scaleup the Mentorship Policy and the Community Service Learning, both of which provide connections for young people to work opportunities, through career counselling and work experience programmes. With the current workload and the end of the current CPD, the consultant will provide support to the education specialist to provide technical assistance in programme planning and implementation, partnership management, knowledge management. **Scope of Work****Activities and Specific Tasks** Under the overall supervision of the Education Specialist, the consultant will work alongside the education section team towards improvement of quality education and skills development for adolescents in schools. The Consultant is expected to undertake the following tasks:1. Provide technical support to the Education specialist in planning and implementing of programmes on skills development initiatives on transferable skills and mentorship in schools. This includes, monitoring of field activities, guide on assessments, challenges and way forward based on monitoring activities.
2. Technical support in the review of policies/guidelines/ standards both local and UNICEF Global documents relating to adolescents, quality learning, community service learning and skills development and provide technical advice as needed.
3. Provide technical guidance and support in the programme development, implementation of, monitoring and reporting on, UNICEF Education interventions on skills development & mentorship in select counties with a focus on UNICEF Country Programme priorities for children and in line with programme documents.
4. Technical support in development of donor proposals for learning and skills development thematic areas, support monitoring of grant utilization and preparing donor reports.
5. Participate in monitoring and evaluation exercises and programme reviews and annual sectoral reviews with government and other counterparts to assess quality education particularly 21st Century skills acquisition for children programmes/projects, and to provide inputs to the report on required action/interventions at the higher level of programme management.
6. Provide guidance to the section on skills development best practices, global guidance, and trends
7. Support capacity building for education officers and stakeholders on thematic areas on community service learning, mentorship and skills development.
8. Under the supervision of the education specialist, establish and monitor partnerships as well as conduct stakeholder capacity building and coordination on learning and skills development.
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|  **Expected Deliverables and Timeframe**1. Develop a Work plan for effective implementation of skills development initiatives including mentorship programmes supported by UNICEF
2. Review and update the CSL implementation plan
3. Conduct an assessment of the gaps on the implementation of the mentorship programmes by UNICEF and suggest specific strategies, areas, and activities.
4. Support in the development of an operational guide on the actions for effective implementation of mentorship programmes as per the MoE Policy on mentorship.
5. Contextualize the UNICEF Global guidance on transferable skills and develop a contextualized guide for Kenya including for refugee context.
6. Provide inputs on skills development content to the expression of interest conducted by UNICEF targeting to the Community Service Organization’s with the purpose of establishing partnerships in this area.
7. Support production of curriculum support materials to support implementation of Community service Learning in collaboration with KICD.
8. Conduct internal knowledge sharing sessions on Community Service Learning and Skills development including mentorship.
9. Provide inputs to donor reports and proposals regarding learning and skills development
10. Provide inputs to advocacy content material to engage political, religious, and community leaders and other stakeholders on learning and skill development agenda.
11. Monthly report outlining activities and progress made against the agreed upon workplan focusing on learning and skills development.
12. Final consultancy report with best practices, gaps, challenges and recommendations for the way forward.
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**\***Note: payment is on satisfactory completion of deliverables duly authorized by the Supervisor of contract1.
2. **General Conditions: Procedures and Logistics**

This is a full-time office-based consultancy therefore the consultant is expected to be available during working hours. A suitable office space and laptop will be provided for the consultant when s/he is working in UNICEF premises. Travel by the consultant will be based on the approved work plan and will be financially covered by UNICEF KCO **Policy both parties should be aware of:** Only shortlisted candidates will be interviewed for the position |
| **Budget Year:** | **Requesting Section/Issuing Office:** | **Reasons why consultancy cannot be done by staff:** |
| *2022* | *Education* | *This consultancy is to offer technical support to the education section towards implementation of the mentorship and CSL programmes in schools, skills development initiatives requiring full time dedication on the activities and currently the section is understaffed/overwhelmed.* |
| **Included in Annual/Rolling Workplan***:* [x]  Yes [ ]  No, please justify: |
| **Consultant sourcing:**[x]  National [ ]  International [ ]  Both**Consultant selection method:** [ ]  Competitive Selection (Roster)[x]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[x]  New SSA[ ]  Extension/ Amendment |
| **If Extension, Justification for extension:** |  |
| **Supervisor:** **Education Specialist** | **Start Date:** 1st April 2022 | **End Date:** 30th September 2022 | **Number of Days (working)** 6 Months |
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| **Work Assignment Overview** |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline | Estimate Budget (USD) |
| Develop a consultancy workplan for effective implementation of skills development initiatives including mentorship programmes supported by UNICEF based on the Terms of Reference | Detailed Work plan  | End of 2 weeks | 1,450 (5%) |
| Review and update the CSL implementation plan  | Revised CSL Implementation Plan  | End of 2 weeks  | 1,450 (5%) |
| Support in the development of an operational guide for effective implementation of mentorship programmes as per the MoE Policy on mentorship and Monthly progress report against the agreed workplan focusing on learning and skills development. | Operational guide on implementation of mentorship programmesMonthly progress report | End of Month 1 | 4,640 (16%) |
| Conduct assessment of the gaps on the implementation of the mentorship programmes by UNICEF and suggest specific strategies, areas, and activities and Monthly progress report  | Strategy on the implementation of UNICEF supported mentorship supported by UNICEFMonthly progress report | End of Month 2 | 4,640 (16%) |
| Contextualize the UNICEF Global guidance on transferable skills and develop a contextualized guide for Kenya including the refugee context and Monthly progress report  | Operational guide on transferable skills-KenyaMonthly progress report | End of Month 3 | 4,640 (16%) |
| Support production of curriculum support materials to support implementation of Community service Learning and monthly progress report | Brief on the development of CSL curriculum support materialsMonthly progress report | End of Month 4 | 4,640 (16%) |
| Conduct internal knowledge sharing sessions on community service learning, skills development including mentorship.  | Knowledge sharing sessions conductedMonthly progress report | End of month 5 | 3,480 (12%) |
| Provide inputs to the skills development content of the expression of interest targeting CSOs packages and Monthly progress report | Inputs to skills development expression of interest package and programme documents | continuous | - |
| Provide inputs to donor reports and proposals regarding learning and skills development as needed  | Timely submission of inputs to donor reports | continuous | - |
| Provide inputs to advocacy content development to engage political, religious, and community leaders and other stakeholders.  | Advocacy materials  | continuous | - |
| Final consultancy report with best practices, recommendations, gaps, and challenges  | Final consultancy report with best practices, recommendations, gaps, and challenges | End of Consultancy | 4,060 (14%) |
| **Estimated Consultancy fee** |  |  | **29,000** |
| Travel International (if applicable) | N/A |  |  |
| Travel Local (please include travel plan) | Will be drafted based on the approved workplan and will be supported by UNICEF office |  |  |
| DSA (if applicable) | Will be covered based on the approved workplan and will be covered by UNICEF office |  |  |
| **Total estimated consultancy costs[[1]](#endnote-2)** |  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| [x]  Bachelors [ ]  Masters [ ]  PhD [ ]  Other Enter Disciplines:* A university degree in one of the following fields is required: education, psychology, sociology or another relevant technical field.
 | *Core competencies:** Communication (II)
* Working with people (II)
* Drive for results (II)

*Technical Competencies:** Excellent report writing, communication and presentation skills both orally and in writing.
* Strong interpersonal, leadership and motivational skills
* Skills in evaluation processes that determine program effectiveness
* Possess excellent planning and coordination skills.
* Excellent management and organizational skills.
* Be proficient in the use of Microsoft Word and Excel.
* Familiarity with/and experience working with UNICEF and the UN System

*Experience:** A minimum of three years of professional work experience at national and international levels in relevant Education programmes.
* Experience working with adolescents on acquisition/equipping them with 21st Century skills
* Experience working in the UN or other international development organization is an asset.
* Experience working within Education sector
* Experience working with the Ministry of Education will be an asset.

*Languages:** Proficiency in English and Swahili are required.
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| **Administrative details:**Visa assistance required: [ ] Transportation arranged by the office: [ ]  |  [ ]  Home Based [x]  Office BasedIf office based, seating arrangement identified: [x] IT and Communication equipment required: [x] Internet access required: [x]  |
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1. 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)