

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title Digital Education Consultant	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Athens, Greece (Home Based)
Purpose of Activity/Assignment: Develop a digital education strategy and identify opportunities for collaboration with donors and counterparts on digital education. Enhance access to quality education through digital means. Support the effective implementation of the digital learning programme in Greece targeting migrant and refugee children through the provision of progress updates. Establish quality assurance procedures that define clear and measurable indicators for outcomes related to the provision of language learning services to migrant and refugee children. via traditional and digital means.		
Scope of Work: Develop a comprehensive digital education strategy for UNICEF Greece Country Office, focusing on enhancing access to quality education through digital means. This strategy will outline the vision, objectives, and key initiatives. Seek out partnerships with relevant stakeholders to expand the digital education portfolio, leveraging resources and expertise. Develop strategic alliances with government agencies, educational institutions, NGOs, and technology providers. Draft progress reports on the Digital Language Learning Programme in Greece, covering implementation overview, capacity-building activities, stakeholder engagement, and communication strategies. Develop a quality assurance procedure for the provision of language learning services to migrant and refugee children that defines goals, objectives, and measurable indicators. Organize and deliver training sessions for educators on blended learning and digital education practices		

Work Assignments Overview Tasks / Milestones	Deliverables/Outputs	Timeline and estimated cost
<p>Develop a digital education strategy for the UNICEF Greece Country Office</p> <p>Develop a comprehensive digital education strategy that outlines opportunities, needs and gaps in the Greek context. Ensure that the strategy aligns with UNICEF's goals and national education policies, and integrates the principles of inclusivity, equity, and child rights.</p> <p>Identify and promote partnerships with relevant stakeholders, including government agencies, educational institutions, technology providers, NGOs, and community organizations, to expand the digital education portfolio.</p>	<ul style="list-style-type: none"> • Develop a comprehensive Digital Education Strategy that includes a roadmap for enhancing access to quality education through digital means and measurable goals and targets. • Develop a Stakeholder Engagement Plan that identifies key stakeholders and outline strategies to engage and involve them in the implementation of the digital education strategy. • Draft a proposal for the Institute of Educational Policy for the approval of a global e-teacher training platform 	<p>1 October 2023 (2 months)</p>
<p>Organize and deliver training sessions for educators on effective blended learning pedagogical practices and digital instructional strategies</p>	<ul style="list-style-type: none"> • Develop training materials, including presentations, handouts, and resources, to support the training sessions. • Deliver 4 training sessions. • Train at least 40 formal and non-formal educators on digital and blended learning pedagogical approaches. • Draft a report summarizing the results of training sessions delivered to educators and lessons learned. 	<p>1 November</p>
<p>Strengthen the implementation of the Digital Language Learning Program of the UNICEF Greece Country Office</p> <p>Conduct field visits to facilitate communication with stakeholders at implementation sites, including public schools and refugee accommodation sites, across Greece</p> <p>Provide bi-monthly progress updates</p> <p>Lead fundraising and partnership building activities</p>	<ul style="list-style-type: none"> • Conduct field visits to 2 locations/implementation sites (TBD) aimed at facilitating communication with school leadership and education staff in 5 targeted schools and with 1 implementing partner. • Draft one bi-monthly report summarizing the results of field visits. The report will outline progress, challenges, and potential solutions. • Draft one bi-monthly report summarizing results of fundraising and partnership building activities. 	<p>1 January 2024 (2 months)</p>
<p>Strengthen the implementation of the Digital Language Learning Program of the UNICEF Greece Country Office</p> <p>Conduct field visits to facilitate communication with stakeholders at</p>	<ul style="list-style-type: none"> • Conduct field visits to 2 locations/implementation sites (TBD) aimed at facilitating communication with school leadership and education staff in 5 targeted schools and with 1 implementing partner. 	<p>1 March 2024 (2 months)</p>

<p>implementation sites, including public schools and refugee accommodation sites, across Greece</p> <p>Provide bi-monthly progress updates</p> <p>Lead fundraising and partnership building activities</p>	<ul style="list-style-type: none"> • Draft one bi-monthly report summarizing the results of field visits. The report will outline progress, challenges, and potential solutions. • Draft one bi-monthly report summarizing results of fundraising and partnership building activities. 	
<p>Strengthen the implementation of the Digital Language Learning Program of the UNICEF Greece Country Office</p> <p>Conduct field visits to facilitate communication with stakeholders at implementation sites, including public schools and refugee accommodation sites, across Greece</p> <p>Provide bi-monthly progress updates</p> <p>Lead fundraising and partnership building activities</p>	<ul style="list-style-type: none"> • Conduct field visits to 2 locations/implementation sites (TBD) aimed at facilitating communication with school leadership and education staff in 5 targeted schools and with 1 implementing partner. • Draft one bi-monthly report summarizing the results of field visits. The report will outline progress, challenges, and potential solutions. • Draft one bi-monthly report summarizing results of fundraising and partnership building activities. 	1 May 2024 (2 months)
<p>Organize and deliver training sessions for educators on effective blended learning pedagogical practices and digital instructional strategies</p>	<ul style="list-style-type: none"> • Develop training materials, including presentations, handouts, and resources, to support the training sessions. • Deliver 4 training sessions. • Train at least 40 formal and non-formal educators on digital and blended learning pedagogical approaches. • Draft a report summarizing the results of training sessions delivered to educators and lessons learned. 	1 June 2024
<p>Develop a quality assurance procedure that defines clear and measurable indicators for outcomes related to the provision of quality language learning services (traditional and digital) to migrant and refugee children.</p> <p>Develop a framework that outlines goals, objectives, and expected outcomes. Define clear and measurable indicators for each outcome.</p>	<ul style="list-style-type: none"> • Develop comprehensive quality assurance procedures and guidelines that define clear and measurable indicators for outcomes related to the provision of quality language learning services (traditional and digital) to migrant and refugee children. 	31 July 2024

Travel Local (please include travel plan)	An estimated 6 field missions are foreseen in mainland and island locations TBD based on programmatic needs. Estimated duration: 2 nights each		5,000
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If the assignment requires travelling, travel costs will be covered by UNICEF Country Office. The Consultant will need to purchase his own ticket (economy class, low value ticket) after agreement with the supervisor and will be reimbursed on the presentation of an invoice - Standard DSA will apply. If any additional travel costs emerge for Regional Workshops or CO on-site support, the contract might be amended to reflect the required amount for travel as travel plans and budgets are confirmed.

Consultancy Evaluation Analysis

Criteria	Weight	Points/Amounts
Qualifications	10%	
Education qualification (Masters)	5%	1-5
Years of relevant experience (7+)	5%	1-5
Technical Offer	60%	
Knowledge (digital education; blended learning)	20%	1-20
Technical knowledge (assessment of digital education programmes; teacher capacity development; knowledge of digital education ecosystem in Greece; partnership management)	20%	1-20
Evidence of similar assignments	20%	1-20
Financial Offer	30%	1-30
All-inclusive fee	30%	
TOTAL	100%	

Minimum Qualifications required

☐ Bachelors
 ☒ Masters
 ☐ PhD
 ☐ Other

Education, education technology, computer science or information technology, E-learning, education leadership and/or other relevant social science fields.

Knowledge/Expertise/Skills required:

- A minimum of 7 years' experience working on education, teacher capacity building, and/or digital learning solutions.
- Proven ability to manage multiple tasks within specified timeframes.
- Very strong, and proven, editorial and writing capabilities in English and Greek.

Desired experience:

- Experience working for the UN could be considered an asset.
- Commitment to UNICEF's core values of care, respect, integrity, transparency, and accountability;
- Competencies: Demonstrates self-awareness and ethical awareness, Drive to achieve results for impact,

	Innovates and embraces change, Works collaboratively with others.
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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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

Consultants must have their own equipment, tools and materials needed to perform their services.

They will use their own laptops/computers, any application or system needed to complete the assignment. This applies to facilitators as well, that may need flipcharts, facilitation cards, any printed material, etc. They need to provide the full service without using UNICEF resources.

The access to UNICEF email and system is restricted to UNICEF staff therefore consultants should not be granted access unless it is imperative to complete the assignment.