**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title:**  **Consultant –Foundational learning Programming** |  | **Type of engagement**  Consultant | **Duty Station:**  **New Delhi** |
| **Purpose of Activity/Assignment:**  The purpose of this consultancy is to provide technical support to the Education Section and the G 20 Education Working Group Secretariat at Ministry of Education for preparation of the Heads of State Leaders Summit. | | | |
| **Background**  India assumed the presidency of the G20 (Group of Twenty) countries starting 1 December 2022. The G20 is an intergovernmental forum of the world’s major developed and developing economies. It comprises Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Republic of Korea, Mexico, Russia, Saudi Arabia, South Africa, Turkey, the UK, and the US, and the European Union.  During the presidency of Government of India, Education is one of the several thematic subjects discussed by member states. The endeavour of the working group is to align with the objectives and themes of the Sustainable Development Goal 4 which aims at Inclusive and equitable quality education and promote lifelong learning opportunities for all. One of the four priority areas identified for discussion by the Education Working Group which is “Ensuring foundational literacy and numeracy in a blended manner”.  To support the G 20 Education Working Group, Ministry of Education has set up a secretariat at the national level to coordinate and support meetings, policy dialogues, seminars, finalization of the Education Working Group report and declaration. Ministry of Education, in view of the long partnership with UNICEF, has requested for UNICEF to be a knowledge partner for the theme of foundational literacy and numeracy for the India presidency period. This support has included providing key inputs on the related issues, presentations, and participation during meetings to provide an overall global perspective. In addition, this has also included assistance in drafting of the report, development of the compendium based on country submissions of their programmes and the declaration.  **Scope of Work:**  The objective of this consultancy is:   * Provide technical support to PMU at Ministry of Education for the Education Working Group for India’s presidency for G 20. * Support preparation for the Heads of State Leaders Summit to be held later in 2023. * Support Education section in documentation and preparation of policy briefs, reports   **MAJOR TASKS TO BE ACCOMPLISHED**  Major tasks of the consultancy are as follows:   * The consultant would support consolidation of the documentation of the four Education Working Group meetings * Support the PMU in coordination with India Sherpa office for preparation for the Heads of State meeting. * Support in development of Policy Document related to G-20. * Any other G20 Education Track related work assigned by the Ministry of Education   In addition to the technical support outlined above, the consultant is also expected to support the Education Section on the documentation of practices of system strengthening in the states especially related to Foundational learning including early childhood education. The consultant would also be expected to support in preparing summary briefs based on the evidence generated by the Education section. As part of this role, the consultant is expected to produce documents such as concept notes, ToR’s for research proposals, and briefs, in addition to help prepare for presentations.  Other Information  The consultant will be expected to travel and the estimated number of trips under this contract is four, with average duration of 3 days per trip. Travel will most likely be to four of 14 UNICEF programming states. The final destinations for travel will be decided as per the requirement, in agreement with the Education Specialist.  The consultant will be based in New Delhi. S/he will be expected to be available for discussions in the UNICEF India office on a regular basis. The consultant is expected to work with his/her own computer, from his/her own workspace. | | | |
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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Consultant sourcing:**  National  **Competitive Selection:**  Advertisement | | **Request for:**  New SSA – Individual Contract | | |
| **If Extension, Justification for extension:** NA | | | | |
| **Supervisor:** | **Start Date:** | | **End Date:** | |
| *, Education Specialist* | *1 July 2023* | | *15 June 2024* | |
| Work Assignments Overview (*Include Major Tasks and Activities)* | Deliverables/Outputs | | Timeline/Date for submission of Deliverable |
| **Support G 20 Secretariat in preparation of documents for Heads of State meeting** | Submission of draft presentation of the G 20 Education Working Group | | 31 July (20 days) |
| Submit draft policy brief based on final report and declaration of the G 20 Education Working Group | | 12 August (8 days) |
| Final policy brief and presentation approved by MoE and G 20 secretariat | | 31 August (12 days) |
| Submission of final documents, report, compendium, declaration of G 20 Education Working Group for the Heads of state meeting | | 30 September (20 days) |
| **Support Education section on developing summary study note based on evidence generation** | Share draft summary study briefs of 3 studies (Tribal study; Schemes and programmes for school education across multiple ministries, Education Programme Evaluation) | | 17 October (12 days) |
| Final framework for documentation of teacher recruitment and transfer practices in states including documentation of one state  (Including 1 trip of 3 days travel) | | 30 October (8 days) |
| Draft summary study briefs of 2 studies (Mental health study; Schools connectivity study) shared for review | | 14 November (10 days) |
| Documentation of teacher recruitment and transfer practices in 2 states  (Including 2 trips of 3 days each) | | 30 November (10 days) |
| Final 5 summary study briefs based on inputs provided by Education section | | 16 December (10 days) |
| Draft report of the documentation of teacher recruitment and transfer practices in 3 states submitted | | 29 December (10 days) |
| Final designed study summary briefs and report of teacher recruitment and transfer (Work with design agency for final, editing and layout design. Design agency to be hired by UNICEF) | | 31 January 2024 (20 days) |
| **Support education section on documentation of best practices of supporting system strengthening for foundational learning** | Reports of 2 UNICEF supported FLN programmes   1. English language teaching programme in government schools in Karnataka 2. System strengthening efforts in Rajasthan through home-based learning programme   (Including 2 trips of 3 days each) | | 28 February 2024 (total 20 days: 14 days report writing and 6 days travel) |
| Reports based on documentation of 2 state programmes   * To be determined based on discussion with state colleagues   (Including 2 trips of 3 days each) | | 25 March 2024 (total 20 days: 14 days report writing and 6 days travel) |
| Four background notes shared for national workshops on FLN in collaboration with MoE | | 30 April 2024 (20 days) |
| Finalize background note on longitudinal study of classrooms in collaboration with World Bank | | 14 May 2024 (10 days) |
| Develop and present framework of classroom observation study to states. | | 14 June 2024 (10 days) |
| **Support education section in developing guidance notes** | Submit draft guidance note on partnerships including leveraging funding for education of children in India  Submit note on UNICEF engagement and support for G 20 Education Working Group under India presidency | | 29 May 2024 (10 days) |
| Travel - International (if applicable) | NA | | | |
| Travel - National (please include travel plan) |  | | Unit Rate | Total Cost |
| Number of trips (air including of airport transfers) = 7 trips | |  |  |
| Number of days of outstation travel = 21 days (7 trips) (for estimating per diem) | |  |  |
| **Total estimated consultancy costs[[1]](#footnote-2)**  **(Consultancy Fees + Travel Costs)** |  | |  |  |
| **Minimum Qualifications required:** | **Years of Experience/Knowledge/Expertise/Skills required:** | | | |
| Bachelors  Masters  PhD  Other (M Phil Desirable))  Enter Disciplines: Social Work, Population Sciences, Public Policy, Sociology and related subjects | * At least 8-10 years’ professional full-time experience (or equivalent) of writing high quality documentation in English, added advantage of working experience in Education * Strong analytical writing and copy- editing skills, as well as creative visualization and graphics skills, with experience in creating compelling knowledge products for research/evidence. * Proven professional experience in writing, editing, analyzing, and translating data and information into concise and impactful reports; ability to communicate complex messages to a lay (non-research) audience * Experience of working with a UN agency; knowledge of research and evaluation function is a strong advantage * Experience of working on assignments with government both national and international, including working on supporting multi-lateral engagements related to education * Excellent communication and inter-personal skills to work with a range of stakeholders * Fluency in English (verbal and written) and Hindi (verbal). Any other local languages in India is a plus * Excellent oral and written skills in English, with the ability to analyse and synthesize information succinctly and accurately, tailored to the audience/reader * Highly organized, self-motivated and dedicated individual, who hold him/herself to a high standard, and who works extremely well with others * Ability to work independently and deliver against tight deadlines | | | |
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| [**Competitive Selection Criteria**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7Bda0b1215-ade3-4345-8188-e2b7df9b2fa4%7D&action=default&uid=%7BDA0B1215-ADE3-4345-8188-E2B7DF9B2FA4%7D&ListItemId=353&ListId=%7B465BE47D-174D-4461-B4D6-18B9FC34CB32%7D&odsp=1&env=prod&web=1&cid=a9bfc2d5-3213-4b69-9b04-acb0c830c6d1) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  A) Technical Evaluation (maximum of 80 Points) B) Financial Proposal (minimum of 20 Points)  - **Educational Qualification (15)**  An advanced university degree in social science or relevant field  - **Relevant Experience (20)**  At least 10 years of progressively responsible professional work experience at national and international levels in public policy with specific focus on education. Experience of working with senior government officials / representatives of bi-lateral and multi-lateral organizations in informing, shaping and strengthening policies and programmes.  Experience of documentation, academic papers, research reports and policy briefs.  **Technical knowledge and skills (20**)   * An understanding of the education sector in India including its policies and programme priorities especially in the context of National Education Policy 2020. * Proven ability to work with different stakeholders within the education ecosystem from national to field level * Ability to analyze reports, research studies.   Candidates those score 45 points (out of 55) will be called for interview.  - **Interview** (25)  Qualifying score in technical evaluation is 65 out of 75. | | | | |
| **Administrative details:**  Visa assistance required:  NA  Home Based  Office Based: NA | **If office based,** seating arrangement identified:  NA  IT and Communication equipment required:  NA  Internet access required:  NA | | | |
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**Text to be added to all TORs:**

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.

The General Terms and Conditions of Contract (Consultants) are [**ATTACHED**](https://unicef.sharepoint.com/sites/DHR/DocumentLibrary1/Forms/AllItems.aspx?id=%2Fsites%2FDHR%2FDocumentLibrary1%2FTalent%20Acquisition%2FConsultant%20and%20Individual%20Contractor%20CoE%2FHRD%20GTCs%20consultants%2Epdf&parent=%2Fsites%2FDHR%2FDocumentLibrary1%2FTalent%20Acquisition%2FConsultant%20and%20Individual%20Contractor%20CoE) ***(please attach the GTCs while advertising or sharing the TOR with candidates).***

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.**  [↑](#footnote-ref-2)