

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title:	Fundoo STWT Career Workshop Planner
Duration:	Sept 2024 – July 2025
Estimated Start Date:	Sept 15, 2024
Duty Station:	Jamaica
Reporting to:	R. Tortello

BACKGROUND & ORGANIZATIONAL CONTEXT

UNICEF Jamaica seeks an events consultant to support the staging of a series of career workshops supporting skill building and School to Work Transition (STWT) for youth with, and without disabilities over a 11-month period, featuring, FunDoo, a chat-based learning platform and highlighting health related content.

Launched in 2020, FunDoo is an initiative by UNICEF Office of Innovation and YuWaah which leverages UNICEF’s U-Report chat-based platform supported by RapidPro and is available on WhatsApp, Telegram, Instagram and Facebook Messenger. As a low-bandwidth solution, FunDoo enables learning opportunities in areas with low internet connectivity. It has been created to provide young people and adolescents from 14 to 24 years access to holistic, quality education and learning opportunities. So far, more than 770,000 users have registered on FunDoo and FunDoo mini. FunDoo is currently active in India, Indonesia, Greece, the Eastern Caribbean Area and now Jamaica.

The FunDoo curriculum is based on UNICEF's 21st Century Skills framework. It uses small tasks that include gamified, bite-sized, vernacular content aimed at helping youth to build life skills. FunDoo is organized as a modular library of tasks that learners can choose from and is not sequential. Each task is designed to focus on one primary skill (as outlined in the framework), besides positively impacting a host of secondary skills. At present, there are more than 140 tasks with short and simple actionable prompts for users, which are tangible and reportable. FunDoo tasks are available on-demand and do not have a time limit, providing learners the agency to choose what they want to learn and when they want to learn. They challenge learners to do progressively complex tasks, while providing guidance and real-world nudges. To complete a task, the learner engages with the chatbot and carries out an activity in the real world, earning them U-points that they will be able to redeem later based on a social credit system along with giveaways, badges and learner boards to nudge users towards increased completion and engagement. The tasks have been tested and created via a consultative process, through island-wide focus group discussions, polls and youth consultations.

PURPOSE OF ASSIGNMENT

Coordinate a series of career workshop between September 2024 and July 2025 will support Jamaican youth to gain employability skills, and provide access to information on careers, stage mock interviews and share resources on job search preparation, mental health, overall health, climate change and gender-based violence among other core issues.

Through these career workshop highlighting FunDoo, UNICEF will provide:

- A new way for youth to look at 21st century skills learning: While most initiatives building 21st Century skills focus on a subset of specialized skills (such as communication skills, SEL, or financial skills alone etc.); with FunDoo, there is a wide focus on a cross section of these skills which includes employability skills, information on careers and mental health. The

pedagogy and implementation approach are novel as FunDoo is an experiential learning platform.

- An option to leverage technology for education without deepening the digital divide: The platform design and delivery mechanism is such that a learner can use FunDoo even if they do not own their own device. All they need is access to a mobile device with WhatsApp (a device owned by someone in the family or extended circle. Most of the learning that happens on FunDoo is off device. Since FunDoo is a chat-based learning solution, it is accessible even on low bandwidth. 21st century skills cannot be learnt through books alone, 'Doing' is an essential part of building these skills. The platform's pedagogy, therefore, derives from principles of experiential learning implemented through tasks.
- Options for feedback - young people are regularly asked to share thoughts on task content, UI/UX, incentives etc. Through FunDoo, young people can also become active changemakers in their society by referring other young people onto the platform through a referral mechanism.

MAIN DUTIES AND RESPONSIBILITIES

UNICEF Jamaica is seeking the services of an events management professional to provide essential project management and administrative support to work closely with the UNICEF Jamaica Country Office as well as our partners (HEART Trust, NTA, Digicel and Flow) in hosting 4 life skills and career focused workshops that promote FunDoo, UNICEF's digital life skills and job readiness coach to Jamaican youth.

Cost Estimates are invited for the coordination of the 4 workshops scheduled for September 2024 through July 2025 with the final one on or near to World Skills Day 2025 (July).

Scope of Work:

Based on UNICEF Jamaica's guidance and concept notes for the above activities:

- Engagement/confirmation of vendors for the services needed for the series of events
- Manage vendor relations, interfacing with external vendors on operational issues such as logistics and delivery, merchandise, as well as facilitation of payments to vendors in accordance with invoices and approved budgets.
- Collaborate with FunDoo Partners to execute the event.
- Develop and maintain status reporting tools regarding project milestones, timelines and deliverables.
- Chair project management meetings with internal and external partners, including setting the agenda, minuting meetings and tracking priority actions and decisions.
- Ensure proactive and consistent flow of communication and collaboration with all the partners and stakeholders, highlighting issues on a timely basis.

EXPECTED RESULTS

Deliverables	Deliverable Date	Percentage Payment
<p>Initial Planning and Strategy Development-</p> <ul style="list-style-type: none"> -Development of comprehensive roadmap/action plan for all four career workshops including status reporting tools regarding project milestones, timelines and deliverables. - Conceptualization and development of themes for each event and communication materials 	<p>Within 1 month from contract start</p>	<p>20%</p>
<p>Execution of Workshop #1</p> <ul style="list-style-type: none"> -Management of participant registration and information, ensuring diverse attendee representation <ul style="list-style-type: none"> - Compilation of a confirmed list of participants, speakers, and special guests - Securing and setting up the event venue - Management of registration and information desk as well as coordination of display stalls and poster presentations as needed - Preparation and display of directional signage, registration signs, and table tags - Provision of food and beverages as per the event schedule <ul style="list-style-type: none"> - Administrative and secretarial support on-site including supervision of ushers and administrative support staff - Coordination of media coverage and communication materials such as presentations and social media posts - Event Report 	<p>Within 3 months of contract signing</p>	<p>20 %</p>
<p>Execution of Workshop #2</p> <ul style="list-style-type: none"> - Management of participant registration and information, ensuring diverse attendee representation <ul style="list-style-type: none"> - Compilation of a confirmed list of participants, speakers, and special guests 	<p>Within 5 months of Contract signing</p>	<p>20%</p>

<ul style="list-style-type: none"> - Securing and setting up the event venue - Management of registration and information desk as well as coordination of display stalls and poster presentations as needed - Preparation and display of directional signage, registration signs, and table tags - Provision of food and beverages as per the event schedule - Administrative and secretarial support on-site including supervision of ushers and administrative support staff - Coordination of media coverage and communication materials such as presentations and social media posts - Event Report 		
<p>Execution of Workshop # 3</p> <ul style="list-style-type: none"> - Management of participant registration and information, ensuring diverse attendee representation - Compilation of a confirmed list of participants, speakers, and special guests - Securing and setting up the event venue - Management of registration and information desk as well as coordination of display stalls and poster presentations as needed - Preparation and display of directional signage, registration signs, and table tags - Provision of food and beverages as per the event schedule - Administrative and secretarial support on-site including supervision of ushers and administrative support staff - Coordination of media coverage and communication materials such as presentations and social media posts - Event Report 	<p>Within 7 months of contract signing</p>	<p>20%</p>

<p>Execution of Workshop #4</p> <ul style="list-style-type: none"> - Management of participant registration and information, ensuring diverse attendee representation - Compilation of a confirmed list of participants, speakers, and special guests - Securing and setting up the event venue - Management of registration and information desk as well as coordination of display stalls and poster presentations as needed - Preparation and display of directional signage, registration signs, and table tags - Provision of food and beverages as per the event schedule - Administrative and secretarial support on-site including supervision of ushers and administrative support staff - Coordination of media coverage and communication materials such as presentations and social media posts - Final Event Report 	<p>Within 10 months of contract signing</p>	<p>20%</p>
<p>Project Wrap up and final report Overall summary report with feedback and recommendations</p>	<p>Within 11 months of contract signing</p>	<p>Click or tap here to enter text.</p>

Minimum Requirements and Qualifications

<p>Education</p>	<p>Bachelor's degree in education or marketing</p>
<p>Work Experience</p>	<ul style="list-style-type: none"> • The consultant must have demonstrable experience of at least 5 years - in planning, managing and coordinating community and national level sporting events <ul style="list-style-type: none"> - Coordinating the logistics of complex projects or events across multiple stakeholders - Developing and maintaining project tools, such as Gantt charts and project status reports - Interfacing and coordinating with a range of stakeholders • The consultant will have the proven ability to: - <ul style="list-style-type: none"> - Communicate effectively both in spoken and written word - Work creatively and analytically with strong problem-solving skills

	<ul style="list-style-type: none"> - Organize workflow and tasks across multiple workstreams - Be self-motivated and learn quickly. - Able to work well with others and engage effectively with diverse partners particularly community level partners <p>Experience working or collaborating with community level development initiatives is an asset</p>
Languages	<p>Fluency in English is required</p> <p><i>*Please note language levels used in UNICEF are fluent, proficient, intermediate, and basic.</i></p>
Technical knowledge	<p>Event management and publicity</p>
Other skills and attributes	<p>Demonstrated excellent skills in communication.</p> <p>Demonstrated ability to engage youth</p> <p>Ability to work efficiently under tight deadlines</p> <p>Must be detail-oriented and creative</p> <p>Able to work effectively in a multicultural environment</p> <p>Sets high levels of quality and productivity for self</p> <p>Ability to clearly defined objectives and plan activities</p> <p>Demonstrated experience on UNICEF will be an asset</p>

- **All applications will be evaluated based on 75 points for technical - (knowledge /expertise /skills) and 25 points for financial submissions.**

Child Safeguarding	
Is this project/assignment considered as " Elevated Risk Role " from a child safeguarding perspective?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If yes, check all that apply</i>
Direct Contact Role	
Yes	4 hours/event = 16 hours - maybe 1-2 hours planning for each event - - 24 hours total
Child Data Role	
Yes	If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos): contact information to sign up on and engage with the platform – 16 hours as noted above
More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates	

Budget/ 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 contractor.

Individuals engaged under a consultancy 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.

Travel will be covered by UNICEF as per policy.

- Travel costs will be estimated and added to the contract once they are determined based on UNICEF Financial Rules and Regulations.
- For agreed country visits, the contractor/consultant will be responsible in administering their own travel. UNICEF will reimburse travel related expenses based on actual costs or on the below criteria whichever is lower and upon presentation of receipts.
- Any travel involved should be budgeted according to UN Travel Standards as a ceiling.
- [UN Secretariat Administrative Instruction on Official Travel, ST/AI/2013/3](#): Sect. 4, para. 4.2, numerals (d) and (e)

For information on Daily Subsistence Allowance (DSA), can be found on the [International Civil Service Commission website](#) (all countries and destinations can be found by navigating on what we do tab).