

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: Education Officer (Bhasan Char)	WBS/Funding Reference/Activity/IR WBS: 5070/A0/06/300/302/301	Type of engagement <input checked="" type="checkbox"/> Consultant	Workplace of Consultant: Cox's Bazar and Bhasan Char
Grant: SM240094	GL Account: 6000140	Fund ID: 5070	
<p>Background:</p> <p>The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. The Education Officer consultancy reports to the Education Specialist who is at Level 3. The role is half based in Bhasan Char with the selected consultant required to spend at least two weeks in every month in Bhasan Char. The intended duration of the assignment is two months.</p> <p>Purpose of Activity/Assignment:</p> <p>The consultant will work as the Education Sector Coordinator for Bhasan Char. In collaboration with national authorities and sector partners, the consultant will support the development and implementation of a sound strategy for the restart of the new academic year that responds to the education needs of Rohingya refugees in Bhasan Char. The role is also expected to provide technical, operational and administrative assistance throughout programming processes for UNICEF's education programmes and partnerships, including the delivery of results, monitoring and reporting.</p> <p>1. Programme management, monitoring and delivery of results for UNICEF's education programmes in Bhasan Char.</p> <ul style="list-style-type: none"> ▪ Undertake field visits and provide technical and operational support to, implementing partners on the application and understanding of UNICEF policies, strategies and processes on education related issues. Support programme implementation, operations and delivery of results and collect, analysis and share information on issues. ▪ Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships and alliances, and support fund raising for education programmes. ▪ Prepare timely inputs for programme and donor reporting. ▪ Represent UNICEF and the education sector partners in Bhasan Char during delegation missions and donor visits. <p>2. Coordination and technical and operational support for the Bhasan Char Education Sector.</p> <ul style="list-style-type: none"> ▪ Lead the Bhasan Char coordination meetings for education and represent the education sector in inter-agency forums cascading information to sector partners. ▪ Maintain appropriate humanitarian coordination mechanisms including with local authorities, including with the office of the Assistant Refugee Relief and Repatriation Commissioner (ARRRC), Camp in Charge (CIC), the Navy Authorities, with UNHCR (Inter Agency Coordination) and with education sector partners in Bhasan Char. ▪ Ensure complementarity of Education Sector partner actions, optimizing coverage and avoiding duplication and gaps and ensuring partners are aware of, and adhere to, agreed sector standards for service delivery. ▪ Prepare SitReps, factsheets and periodic briefing papers for Bhasan Char. ▪ Accountability for monthly Education Sector reporting, ensuring sector partners' data are collected timely, analysed, and results are shared. ▪ Lead the process of developing the annual Joint Response Plan (JRP) for the Bhasan Char education sector. ▪ Plan and prepare for the start of the new academic year, providing technical and operational guidance to the education sector partners and manage the next steps for the MC placement test and end-of-year assessment. ▪ Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verify compliance with approved allocation, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. 			
Budget Year 2024	Requesting Section/Issuing Office: Education, Cox's Bazar	Reasons why consultancy cannot be done by staff: Bhasan Char requires a dedicated individual to oversee UNICEF's programming on the island and to lead and manage	

		the education sector. The consultancy is due to a time gap between the end of a TA contract and the start of a FT role.		
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: The staff member currently supporting the subject Terms of Reference (TOR) is on a Temporary Appointment (TA), which will conclude on 30 June 2024, following the mandatory 729 days. The primary objective of this consultancy is to ensure the continuity of program support as outlined in the TOR, while we finalize the recruitment process for the fixed-term position designated for the TOR here in.				
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International				
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review ¹ /Interview) <input type="checkbox"/> Single Sourcing (exceptional, only in emergency situations, approval by Head of Office required)				
Name (in case of single sourcing/extension)		Justification or Refer to NFR (in case of single sourcing/extension)		
Supervisor: Shiva Lal Bhusal		Start Date: 01 July 2024	End Date: 31 August 2024	Duration: 2 months (including travel on the weekends to Bhasan Char as required).
Work Assignment Overview				
Tasks/Milestone:		Deliverables/Outputs:		Timeline
				Estimate Budget
Manage two Programme Documents with two national partners, ensuring activities are on-track and full compliance with HACT and UNICEF's policies on PSEA and safeguarding and misconduct.		End of consultancy report on the PDs progress, challenges and recommendations including activity completion, teacher training and budget utilisation.		August (20%)
End user monitoring of UNICEF supply items (for implementing partners and sector partners).		One end-user monitoring report.		July (20%)
Sector coordination and liaison with site management (UNHCR) and with government authorities.		Minutes from Sector meetings or from meetings with other stakeholders are documented and shared with the relevant persons.		July-August (20%)
Funding analysis and preparation for the 2025 JRP		JRP deliverables are drafted and shared with the supervisor for review.		August (10%)
BC quarterly sitrep, infographic sheet and other coordination and communication materials.		One quarterly sitrep is written and the education sector infographic is finalised		July-August (10%)
Preparations for the new academic year with the sector partners (classes, teachers, timetables)		One process document outlining steps taken to prepare for the start of the new academic year.		July (20%)
Travel Local (please include travel plan)		Travel to Bhasan Char every two weeks using UNICEF		July-August

¹ A Desk Review should only be considered as a selection method when there is a justifiable urgency.

	vehicles. The minimum time to spend in Bhasan Char for this assignment is 4 weeks. This includes traveling on 4 weekend days. The amount shown is the daily salary (x4) for days worked on the weekend.		
DSA (if applicable)	For travel to/from Bhasan Char and for staying on Bhasan Char.	20 days	
Terms of payment	<input checked="" type="checkbox"/> Payment based on approved invoice upon completion of each deliverable according to schedule. <input type="checkbox"/> Payment based on approved invoice and final evaluation upon completion of all deliverables at the end of assignment. <input type="checkbox"/> Fee advance, percentage (up to 10 % of total fee)		
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Education, International Development, International Relations, Social Sciences, Conflict, Governance and Security.	Knowledge/Expertise/Skills required: Education sector or education cluster management/leadership Having worked in Bhasan Char within an education programme Experience of managing partnerships and partners		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/> Must have UNICEF transportation to Bhasan Char (by UNICEF vehicle) and access to the Navy ship and have a valid UNICEF ID, email address, desk space in Bhasan Char and in Cox's Bazar and an office laptop.	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		

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.

Checklist for VA and hiring managers

1. Technical Offer:

Based on the careful study of the TOR and deliverables, provide (1) information on the way you intend to achieve the outputs of the assignment and complete the deliverables. (2) Please elaborate on the timeline and milestones. (3) Also indicate references to the similar assignments that you performed & their contacts, and (4) attach your CV.

2. Financial Offer:

Should be an all-inclusive (lump-sum) fee for all deliverables and complete output of the assignment as described in the TOR. It should include among others consultancy fee, associated administrative cost, all living and travel cost (please see travel plan in the TOR if applicable). UNICEF will not cover any additional cost. Payment schedule that is linked to milestones and completed deliverables should be included.

The offers will be evaluated as follows:

Criteria	Weight	Points/amount
Qualifications	30%	
Education qualification		1-5
Years of relevant experience		1-5
References to similar assignments		1-5
Technical Offer	50%	
Has led an education sector or cluster and managed relationship with the government		1-5
Has managed partnerships or downstream partners and has familiarity with HACT		1-5
Technical knowledge and experience of preparing the new academic year		1-5
Financial Offer	20%	
Payment schedule linked to milestones		1-5
All-inclusive fee		1-5
TOTAL	100%	