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

**Consultant to support G 20 PMU at Ministry of Education**

1. **BACKGROUND / RATIONALE**

India will assume the presidency of the G20 (Group of Twenty) group of countries for a year 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, several subjects and critical issues will be discussed by member states representing vertical groups. Education is one of the key verticals of the G 20 group. The endeavor 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. For the India Presidency, four priority areas have been identified: 1) Ensuring foundational literacy and numeracy; 2) making technology enabled learning more inclusive, qualitative, and collaborative at every level; 3) Building capacities, promoting life-long learning in the context of future of work; and 4) Strengthening research, promoting innovation through richer collaboration.

The priority areas would be structured in the Education Working Group Meetings and complemented by seminars and policy dialogues. The seminars/policy dialogues would serve as Track II interaction allowing key stakeholders to deliberate on the key issues.

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 would entail key inputs on the related issues, presentations, and participation during meetings to provide an overall global perspective. In addition, Ministry has requested support for assistance in report preparations which will be based on the deliberations of the working group.

1. **PURPOSE OF ASSIGNMENT**

Ministry of Education has requested support for the following specific activities:

Support to Programme Management Unit (PMU) for Education G20: MoE is setting up a PMU for better coordination and support for G20. It will be located at Shastri Bhawan or at a suitable place convenient for all functionaries. UNICEF has been requested to provide technical support through a consultant to be based in the PMU. The consultant would support in live draft documentation at the working group consultations.

There are 4 education working group consultations planned to be organized starting 2023 with participation from G20 members. The first consultation will be held at Chennai from 31st January 2023 to 1st February 2023, second consultation will be at Amritsar from 15-17th March 2023, third consultation will be at Bhubaneswar from 15-17th April 2023 and the fourth consultation will be at Pune from 26-28th June 2023 including the meeting of the Ministers of G 20 countries.

A questionnaire has been developed that will be circulated to member countries. This questionnaire will seek information from the G20 countries around the country policy, thematic priorities and programmes, status and scale of programmes being implemented, and challenges and obstacles encountered including the country investments and budgets in education. This information will be used in compilation of best practices and overall documentation for the India G20. The consultant would be expected to review the information received from the countries and support in preparation of the draft compendium based on country inputs received.

The consultant would also coordinate with UNICEF India office to provide inputs for the drafting of the declaration that will be finalized for the India G20.

**3. OBJECTIVE/S**

To provide technical support to PMU at Ministry of Education for the Education Working Group for India’s presidency for G 20.

**4. MAJOR TASKS TO BE ACCOMPLISHED**

Major tasks of the consultancy are as follows:

* The consultant would support in live draft documentation at the four working group consultations planned.
* Collate feedback and develop final reports.
* Support the PMU in coordination with knowledge partners for their specific inputs on the themes assigned.
* Support in organizing meetings with knowledge partners, develop meeting reports
* Based on the questionnaire review the inputs received from countries and support the compilation of information for developing the draft compendium of practices from countries, incorporate feedback and support in final report.
* Support in development of Policy Document related to G-20.
* Any other G20 Education Track related work assigned by the Ministry of Education

**5. DELIVERABLES AND DEADLINES**

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| **Deliverable S.No** | **Major Task of consultants** | **Deliverable** | **Specific delivery date/deadline for completion of deliverable (please mention as date/no. of days/month)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** |
| Deliverable 1 | Review declarations, thematic report and compendium from previous G 20 meetings | Prepare draft outline for India G 20 thematic report on FLN | 31 December | No travel required |
| Deliverable 2 | Attending at least 3 meetings with ministry of education and UNICEF for preparation of the first education working group meeting  Coordination with other knowledge partners for presentations and inputs for education working group meeting | Agenda and presentation finalization for first working group meeting | 25 January 2023 | No travel required |
| Deliverable 3 | Live documentation of the deliberations of the first working group discussions  Coordination with knowledge partners for inputs for draft declaration | Draft report of the working group  Draft declaration | 10 February 2023  28 February 2023 | 3 days travel required to  Chennai (31 January 2023 to 2 February 2023) |
| Deliverable 4 | Attending at least 3 meetings with Ministry of Education and UNICEF for preparation of the second education working group meeting  Live documentation of the deliberations of the second working group discussions | Agenda and presentation finalization for second working group meeting  Draft report of the working group | 10 March 2023  27 March 2023 | No travel required  3 days travel required  Amritsar (15-17 March 2023) |
| Deliverable 5 | Attending at least 3 meetings with Ministry of Education and UNICEF for preparation of the third education working group meeting  Live documentation of the deliberations of the third working group discussions | Agenda and presentation finalization for third working group meeting  Draft report of the working group | 20 April 2023  30 April 2023 | No travel required  3 days travel required  Bhubaneswar (24-25 April 2023) |
| Deliverable 6 | Review of questionnaires received from countries  Follow up with countries for questionnaires  Finalize format for compendium of best practices | Draft compendium of best practices | 31 May 2023 | No travel required |
| Deliverable 7 | Attending at least 3 meetings with Ministry of Education and UNICEF for preparation of the fourth education working group meeting  Preparation for the media event on national education policy | Agenda and presentation finalization for fourth working group meeting | 20 June 2023 | No travel required |
| Deliverable 8 | Live documentation of the deliberations of the fourth working group discussions  Finalization of documents based on four education working group meetings, declaration, thematic report and compendium of best practices | Draft report of the working group | 10 July 2023  25 July 2023 | 3 days travel to Pune 26-28 June 2023 |

**6. DUTY STATION**

New Delhi

**7. SUPERVISOR**

Chief Education.

**8. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)**

Travel to select locations **(Chennai, Amritsar, Bhubaneshwar, Pune)** has been indicated as the consultant would be required to attend the working group meetings for live documentation. The travel would be for **at least 4 days for each visit including travel**. Travel is subject to COVID-19 pandemic and restrictions, if any.

4 trips in a year – 4 days in a trip – 4 trips \*4 days = 16 days in total (approximately)

i) Travel cost shall be calculated based on economy class travel, regardless of the length of travel. (ii) Travel must be by most direct route only.

**9. ESTIMATED DURATION OF CONTRACT (FULL TIME)**

December 2022-July 2023 (8 months).

**10. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT (Please use as applicable)**

* The work requires an individual whose quality of writing skills meets international standards. Specifically, the consultant should have:
* Post graduate degree/diploma in social sciences/development studies/media.
* 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
* 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
* Good understanding of different types of evidence, and how development organizations use data and evidence for their work, specifically advocacy
* Experience with UNICEF or another UN agency; knowledge of UNICEF’s research and evaluation function is a strong advantage
* Fluency in English, both spoken and written
* Excellent communication and inter-personal skills to work with a range of stakeholders
* Excellent intercultural collaboration competency and attitude
* Ability to work independently and deliver against tight deadlines
* Harmonious working relationships and ability to manage complex multi-partner work groups.
* In view of the importance of the task, services of a middle management level professional having 8-10 years’ experience is required.

**11. SELECTION PROCESS (***tick one and delete what is not applicable***):**

**(A)  Quality and Cost Based Selection (QCBS) 80/20 (technical/financial).**

* Relevant education qualifications and experience including working in Education sector, working with UN and government – 15 marks
* Writing samples submitted (at least 2) education and related disciplines – 25 marks
* Interview – 40 marks (qualifying score 32)
* Financial proposal – 20 marks

**Candidates scoring overall 64 marks and above including meeting minimum cut-off of 32 and above in the interview will be considered technically qualified Total qualifying score 64**

**13. PAYMENT SCHEDULE**

Payment will be linked to deliverables as outlined in the attached financial template.

***IMPORTANT NOTES*** *(TO BE INCLUDED IN THE FINAL TOR TO BE ADVERTISED):*

* *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 health insurance (and visa if applicable) 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.*