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

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| **Title**  Project Management of Fundoo: Mobile Messaging based 21st Century Skills Platform for Youth | **Funding Code**  SH220017 | **Type of engagement**  Consultant | **Duty Station:**  Jamaica Country Office |
| **Purpose of Activity/Assignment:**  UNICEF Jamaica seeks a consultant to support the local scale up of FunDoo, a chat-based learning platform; in addition to providing short-term capacity assistance while the Jamaica Country Office recruits to fill the vacant role of the local U-Report focal point (“Communication Officer – Digital Media).    **FunDoo**  Originally developed in partnership with UNICEF India and Yuwaah, FunDoo is a WhatsApp- based interactive platform delivered via our U-Report social messaging service to help youth build 21st century skills and get career-ready. Through bite-sized, vernacular content, helping youngsters do small activities and build life skills. FunDoo India has reached 700,000 adolescent and young people with 21st Century Skills content.    The FunDoo curriculum is based on UNICEF's 21st Century Skills framework. Our pedagogy derives from the principles of Experiential learning which we implement through the concept of ‘tasks.’ 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. | | | |
| **Scope of Work:**  This role will support the design delivery and scale of Fundoo in Jamaica. The successful candidate will work closely with the Jamaica Country Office (including project team members) the global Office of Innovations and local partners to scale FunDoo and ensure timely and quality delivery of all components of the project.  The project must result in the following key outcomes:     1. 13,500 Jamaicans aged 13+ participate in Fundoo tasks during the first year of operation since launch 2. Contribute towards a UNICEF Jamaica Country Office goal of 3,000 adolescents participating in learning and skills development opportunities (outside of Fundoo) 2022-2026   The consultant will report jointly to the Communication and Education Specialists at UNICEF. All materials produced under the consultancy, both directly for the FunDoo platform and otherwise, must be reviewed by the Communication Specialist and U-Report Youth Council.    Key Functions, Accountabilities & Tasks  Under the guidance of the Education Specialist and in close collaboration with the Communication Specialist, the consultant is required to produce the following:    **FunDoo:**   * Finalise a FunDoo scale-up strategy for Jamaica   Implement the FunDoo scale up strategy by:   * Coordinating pathways to be integrated into the service for transitioning youth into training and employment, in collaboration with UNICEF partners. * Creating gamified FunDoo content: This work will simultaneously be testing and refining and gamifying content for increased user engagement; and creating new/updating existing flows on RapidPro (the open-source messaging software that powers U-Report) (including customization/localization).  \* Creation of content will include co-creation with youth via various means * Coordinating a Fundoo technical steering committee in collaboration with the U- Report Youth Council. * Setting up of sub-technical steering committees who guide on particular content e.g. (i) lifeskills (ii) careers (iii) mental health * Coordinating the activities of consultants/firms working on the FunDoo project respectively * Executing Standard Operating Procedures to be followed by programme teams and partners users of the regarding operation of FunDoo platform and addition and management of tasks. * Monitoring the roll out of a FunDoo Roadmap integrating it into common/shared initial set of priorities with Jamaica Country Office that are in line with key partner priorities. * Monitoring, analysis and evaluation of the FunDoo roll-out process; writing reports as needed. * Encourage, leverage, manage and evaluate partners involved in supporting FunDoo * Understanding and troubleshooting incentives and constraints involved between high-level users and low-level users. * Assisting in the development of Communication products for UNICEF Jamaica and Office of Innovations to capture the journey of FunDoo with young people. | | | |
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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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| **Budget Year:** | **Requesting Section/Issuing Office:** | | **Reasons why consultancy cannot be done by staff:** | | |
| *2024* | Programme/Kingston Jamaica | | Time constraints of staff and need for technical expertise. | | |
| **Included in Annual/Rolling Workplan***:***Yes –** key component of Education Output 3 – School to work Transition for Out of School Youth | | | | | |
| **Consultant sourcing:**  **National**    **Competitive Selection:**  Advertisement                            Roster | | | | | **Request for:**     Consultant |
| **If Extension, Justification for extension:** | | | | | |
| **Supervisors:** Donna-Marie Rowe, Communication Specialist  and R. Tortello, Education Specialist | | **Start Date:** | | **End Date:** | |
|  | | *Dec 15, 2023* | | *Nov 30, 2024* | |

All .

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| Work Assignments Overview | Deliverables/Outputs | Delivery  deadline | Estimated Budget |
| January 15% |  |  |  |
|  | Development of 3 tasks | Jan 31 | 7.5% |
|  | Partnership Management for December and January | Jan 31 | 5% |
|  | FunDoo Scale Up Strategy | Jan 31 | 2.5% |
| February                                                              7.5% | Development of 2 tasks | Feb 29 | 5% |
|  | Partnership Management | Feb 29 | 2.5% |
| March                                                                  7.5% | Development of 2 tasks | March 30 | 5% |
|  | Partnership Management | March 30 | 2.5% |
| April                                                                    10% | Development of 2 tasks | April 30 | 5% |
|  | Partnership Management | April 30 | 2.5% |
|  | Youth Outreach Session with Youth Engagement Consultant | April 30 | 2.5% |
| May                                                                   12.5% | Development of 2 tasks | May 30 | 5% |
|  | Partnership Management | May 30 | 2.5% |
| June                                                                 10% | Development of 2 tasks | June 30 | 5% |
|  | Partnership Management | June 30 | 2.5% |
|  | Progress Report | June 30 | 2.5% |
| July                                                                    7.5% | Development of 2 tasks | July 30 | 5% |
|  | Partnership Management | July 30 | 2.5% |
| August                                                              7.5% | Development of 2 tasks | August 30 | 5% |
|  | Partnership Management | August 30 | 2.5% |
| September                                                       7.5% | Development of 2 tasks | September 30 | 5% |
|  | Partnership Management | September 30 | 2.5% |
| October                                                         7.5% | Development of 2 tasks | October 30 | 5% |
|  | Partnership Management | October 30 | 2.5% |
| November                                                   7.5% |  |  |  |
|  | Partnership Management | November 30 | 2.5% |
|  | Final Report | November 30 | 5% |

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| **Estimated Consultancy fee** |  |  |  |
| Travel International (if applicable) | N/A |  |  |
| Travel Local (please include travel plan) | Expenses related to these travels will be covered as per UNICEF travel rules and regulations. |  |  |
| DSA (if applicable) |  |  |  |
| **Total estimated consultancy costsi** |  |  |  |
| **Minimum Qualifications required\*:** | **Knowledge/Expertise/Skills required \*:** | | |
| Enter Disciplines  University degree in a relevant field such as IT, communications, education, international relations, social sciences, digital media, communications, or a similar field. | * Fluency in written and spoken English and Patois; * Previous working experience with U-Report or other digital and mobile messaging platforms is an asset; * Previous working experience with mobile/digital learning or Edtech platforms is an asset. Awareness of issues facing youth in Jamaica, including concerning education/training and employment. * Working familiarity with issues of accessibilities and inclusion in the Jamaican content, including persons with disabilities, low literacy levels and the digital divide; * Strong project management skills with a proven ability to conceptualize, plan and execute ideas as well as to transfer knowledge and skills; * Ability to work with, gather feedback from and co-create solutions with youth; * Concrete experience of fostering open dialogue, building trust and engaging key stakeholders; and * Experience working with youth-based organizations, non-government organizations, the education sector, UNICEF or the United Nations is an asset. | | |
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| **Evaluation Criteria (This will be used for the** [**Selection Report**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7B86E327DF-70C8-4D8F-AC97-D7616AC383E4%7D&file=Selection%20Report%20Template.xlsx&action=default&mobileredirect=true) **(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 (e.g. maximum 75 Points)                B) Financial Proposal (e.g. maximum of 25 Points)  **-**  **-**  **-** | | | |
| **Administrative details:**      **Home Based** |  | | |
| **Requestor** | **Request Verified by HR:** | | |
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| *Approval of Chief of Operations (if Operations):                       Approval of Deputy Representative (if Programme)*    *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*    *Representative (in case of single sourcing/or if not listed in Annual Workplan)* | | | |
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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

**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](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) 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.