

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

TITLE	Expert on catch-up learning, STEM and Education Technology	
Requesting Section	UNICEF Poltava office, Education Programme	
Type of engagement	Consultant	
Start/End date	10-Jun-24	15-Dec-24
Duration <i>[up to 36 months without mandatory break-in-service]</i>	7 Month	
Duty Station	remotely	
Number of working days	105	
Terms of payment	Upon completion of each deliverable according to schedule	

Background:

Support the Education programme implementation of initiatives under the EU integration, specifically catch-up learning, digitalization and STEM education, in Poltava office area of responsibility.

Purpose of assignment:

Under the general guidance and supervision of the Education Officer in UNICEF Poltava, and in close oversight of UNICEF Kyiv’s Education Section, the consultant will be responsible for providing technical guidance, expertise and coordination, delivering education activities related to UNICEF programmes, focusing on catch-up, EU integration related education activities. The consultant will support national-level initiatives in education under the EU integration initiative, specifically in priority territorial hromadas of the recovery interventions.

Summary of key functions/accountabilities:

- The Consultant will communicate regularly with partners in the field and update the UNICEF team, and direct supervisor on the overall progress of programme implementation, achievements, and constraints.
- The Consultant will identify knowledge and skills gaps among educators involved in catch up learning programmes implemented by the partner and suggest training themes for future consideration, multi-sectoral cooperation, and deepening the knowledge and skills of professionals across sectors.
- The Consultant will provide regular updates on programme progress in Poltava and Sumy Oblasts and will be responsible for collecting data and regular reporting, including draft briefs, reports, and inputs to programme materials. The Consultant will work closely with and under the supervision of the UNICEF Team.
- Desk review of catch-up learning approaches in Poltava and Sumy oblasts

- Adapt the MoE's recommendation on catch-up learning using the DLC/Students Learning Support Centres and other Education Centres projects in Poltava and Sumy oblasts.
- Providing technical assistance for strengthening a safe and accessible approach to catch-up learning using the DLC sites.
- Build the capacity of the school administrations of the DLC schools in Poltava and Sumy.
- Baseline and final assessment of school performance in terms of catch-up learning.
- Adapt and further develop the MDLC approach under the DLC project sites (MDLC – Multi-Disciplinary Learning Centre; DLC – Digital Learning Centre).
- Support in coordinating with stakeholders, contractors and implementing partners involved in the development of digital education content creation and activities implementation.
- Support in developing regular updates on the activities and results of the digital education and catch-up learning programme milestones.
- Providing technical assistance for developing activities to better prepare for youth-related labour market insertion in line with EU skills and qualification policies and EU Employment Strategy and in context of emerging trends of digitalization and STEM education using the MDLC approach.
- Provide monitoring and reporting support to UNICEF implementing partners and donors.
- Support development and delivery of relevant, robust, innovative and continued competency-based teacher and school leaders training to help mitigate learning losses in various learning environments.
- Perform other related duties and assignments as and when required.

It is expected for the incumbent to work remotely, participation in all meetings and activities to be ensured via online tools. However, it is also expected travelling to Poltava or Sumy Oblast in case of events. In this case UNICEF covers the travel and accommodation costs (round trip, meal and accommodation costs)

The consultant will support the project with the following contributions:

- In coordination with UNICEF staff, support to prepare all relevant catch-up learning documents and ensure compliance of Poltava office education projects with the MoE's recommendations on catch-up and national catch-up strategy;
- Analyze global, regional and national best practices in digitalization of education, provide technical assistance for developing activities to use MDLCs to their full potential to ensure quality results in catch-up learning and young people skills development.
- Providing monitoring of Poltava FO education programmes to ensure they are in line with EU skills and qualification policies and EU Employment Strategy.
- Provide technical support, guidance, and advice to Poltava FO Education Officer in terms of catch-up, digitalization of education and EU integration in education;
- Closely follow up the integration of catch-up component into project planning and implementation.

Project Management and Implementation

- Identify challenges, opportunities, priorities and needs for the development and implementation of the catch-up learning activities and children and youth wellbeing activities;
- Make sure that the catch-up learning project implementation in DLCs/MDLCs/Students Learning Support Centres in Poltava and Sumy is in line with MoE's recommendations on catch-up and national catch-up strategy;
- Provide technical support during project implementation to ensure compliance to the MoE's recommendations on catch-up and national catch-up strategy;

- Take stock of lessons learned from previous projects on catch-up, global, regional and national best practices, and current UNICEF and MoE guidelines and procedures to ensure catch-up learning programmes developed and implemented within the project remain up to date and current.

Project Monitoring & Reporting

- Undertake follow up monitoring to ensure that proposed catch-up programmes are implemented according to the national standards;
- Ensure monitoring tools are developed, applied and reported to ensure compliance of catch-up activities;
- Reporting of all risks and concerns observed on the ground to UNICEF education programme.

Minimum requirements:	Education <i>[specify disciplines]</i>	Bachelor's degree	A University Degree (Bachelor's degree + three years of professional experience) in education or other related social science field is required.
	Professional experience <i>[number of years, relevant to the assignment, other specifics]</i>	A minimum of 5 years of professional experience in education sector on development of education programmes and materials, in teacher training, education technology or related areas. Excellent analytical and strategy development skills. Proven ability to work independently, tackle demanding goals, time-sensitive and produce timely results and good quality of work. Fluency in Ukrainian is required, advanced level of English is desirable.	
	Language	English	Advanced [C1]
		Ukrainian	Proficient/Native [C2]
Skills and competencies	<ul style="list-style-type: none"> • Strong communications skills, verbal and written. • Strong networking and negotiation skills • Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organization. • Ability to manage complex projects • Demonstrates Self Awareness and Ethical Awareness • Works Collaboratively with others • Builds and Maintains Partnerships <p>Innovates and Embraces Change</p>		

Work assignment overview:

Deliverable	Deadline	# of w/days
Complete preparatory site visit to MDLC/Students Learning Support Centres in Poltava oblast, observe activities conducted on the site, analyze the catch-up programme offered to ensure compliance with the MoE's recommendations and national strategy.	28 Jun 2024	10
Conduct periodic needs assessment reports (at least 2), data collection, and monitoring activities capturing pre-agreed themes and targets.	12 Jul 2024	15
Conduct the analysis of the efficiency of the digital component offered by the MDLCs in Poltava AoR. Analyze global, regional and national best practices in digitalization of education, provide technical assistance for developing activities to use MDLCs to their full potential to ensure quality results in catch-up learning and young people skills development.	19 Jul 2024	10
Conduct 1 monitoring visit to MDLC/Students Learning Support Centres in Poltava oblast, conduct implementation monitoring checks, followed by reporting.	12 Aug 2024	10
Analyze best global and national practices, develop activities to better prepare for youth-related labour market insertion in line with EU skills and qualification policies and EU Employment Strategy and in context of emerging trends of digitalization using the MDLC approach.	30 Aug 2024	10
Reporting on identified gaps in professionals' knowledge and skills among educators involved in catch-up programmes implementation and suggested training themes, format, and timing.	27 Sep 2024	15
Conduct monitoring visit to MDLC in Poltava oblast to provide technical support to conduct final assessment of school performance in terms of catch-up learning.	31 Oct 2024	10
A Final Report highlighting (a) work implemented and (b) status of education and youth programme in Poltava Oblast, as well as (c) opportunities to scale up the Education programme in Poltava Oblast, with the focus on catch-up and digitalization.	29 Nov 2024	15
Conduct the analysis of the catch-up programme efficiency based on the results of baseline and final assessment of school performance of catch-up learning programme participants. Followed by reporting.	15 Dec 2024	10
Sub-total:		105

***Travel plan:**

Destination	Period <i>[month, year]</i>	Days
Poltava oblast	06/24	3
Poltava oblast	07/24	3
Poltava oblast	08/24	3
Poltava oblast	09/24	3
Poltava oblast	10/24	3
Poltava oblast	11/24	3
Total:		18

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.

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. Consultants 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 consultant 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 consultant 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. The vaccine mandate, 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.