**ANNEX 1. TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS**

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| **PART I** | | | |
| Title of Assignment | *Coordinator for operational research & knowledge management*  *(Adolescent Skills & Employability portfolio in ESARO)* | | |
|  | International | National | |
| Contract Type | Individual Consultant | Individual Contractor (Full Time) | |
| Indicate level of consultancy | Junior Level (P2)-Mid Level (P3) | | |
| Hiring Section | **Education** | | |
| Location | *Nairobi-based (with flexible work arrangements)* | | |
| Duration | *11.5 months* | | |
| Start/End date | **From:14-Jan-22** | | **To: 30-Dec-22** |

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| **Part** *II (this information is for INTERNAL use only; shall not be shared with candidates)* | | |
| Supervisor | Kimberley Davis, Education Specialist (Adolescent Skills & Employability) | |
| Budget Code | GS200012 | |
| AWP Activity | Output 1: quality evidence and partnerships for risk-informed programming and financing to ensure that girls and boys including those with disabilities complete primary and secondary with grade level learning outcomes. (240R/A0/10/801/006) and activity to ‘develop and disseminate resources and evidence’. | |
| Proposed assignment is included in the approved ESARO Consultant Plan | *Yes* | *No* |
| Proposed methodology for sourcing of qualified candidates | Advertisement | Expression of Interest |
| **Child Safeguarding** | | |
| Is this assignment considered an “[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 |
| Is this a Direct contact role? | Yes # of hours per month? **Choose an item.** | No |
| Is this a child data role? | Yes # of hours per month Choose an item. | No |

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| **PART III: Signatures** | | | |
| **Function** | **Name and Designation** | **Signature** | **Date** |
| Prepared by | Kimberley Davis, Education Specialist (Skills & Employability), ESARO |  |  |
| Reviewed | Helene Cron, Education Specialist, ESARO |  |  |
| Endorsed by | Human Resources Manager, Brian Nyakanda (OiC for Regional Chief of Human Resources), ESARO |  |  |
| Approved by | Regional Edcuation Advisor, Abhiyan Jung Rana (OiC Deputy Regional Director), ESARO |  |  |

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

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| **PART I** | | |
| Title of Assignment | *Coordinator for operational research & knowledge management*  *(Adolescent Skills & Employability portfolio in ESARO)* | |
| Section | Education | |
| Location | Nairobi, with flexible work arrangements | |
| Duration | 11.5 month | |
| Start/End date | **From:14-Jan-22** | **To: 30-Dec-22** |

**Background and Justification**

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. The Eastern and Southern Africa Regional Office (ESARO) provides oversight, quality assurance and technical assistance to 21 countries in Eastern and Southern Africa. Additionally, ESARO builds partnerships and generates evidences to support UNICEF programming in the region. ESARO’s Education Section supports ESAR Country Offices achieve Programming Excellence by: i) generating quality evidence and building partnerships for risk-informed programming and financing to ensure that girls and boys including those with disabilities complete primary and secondary with grade level learning outcomes; and, ii) enhancing the capacity of COs to design, implement, monitor and evaluate risk informed education programmes that ensure that girls and boys, including those with disabilities, complete early learning, primary and secondary education with grade level learning outcomes. Of importance is the growing need and demand to focus on the second decade.

Currently across the region adolescents and youth are facing unprecedented times around learning and employment with the rapidly changing nature of technologies, migration, labour markets, the environment, political contexts and the impact of the COVID-19 pandemic. Key stakeholders are increasingly exploring new ways to support them with learning, engaging, connecting and working. Viable, scalable and evidence-based solutions and innovations are needed to reduce the impact of extended interruptions to education and livelihoods of youth.

**Purpose of the assignment:** There is an important and growing need witthin the adolescent portfolio for the Education Section and overall, in the Regional Office to contribute to learning outcomes for adolescents, work-based learning and school to work transitions, especially with non-formal opportuntiies/out of school for the most marginalized by documeting, sharing and supporting strong evidence based programming/approaches. Under the overall guidance and direction of the Education Specialist, Adolescent Skills & Employability, the purpose of this consultancy is to provide coordination and backstopping support for robust operational research and knwoledge management to accelerate this new and growing agenda in the region. This role will enhance guidance to country teams, contributions to HQ/Regional Office counterparts and responses to partnership interests and investments.

**Scope of Work**

***Goal and Objective*:** Under the supervision of Education Specialist (Skills & Employability), the consultant will support the multiple demands and requests for information of the portfolio by developing and maintaining robust knowledge management and operational research of relevant areas of work to support country teams, partnership engagement and collaboration with various sectors in the RO/HQ.

***Provide details/reference to AWP areas covered:*** quality evidence and partnerships for risk-informed programming and financing (output #1), with an emphasis on developing and disseminating resources and evidence, including: documenting and packaging solutions on programming at scale around GenU priorities, innovations, marganlised youth and alternative pathways; generating lessons learned, tools and best practices via documentation and/or webinars on blended and innovative adolescent skills pathways, including pilots, credentialing, career counselling, with a focus on marganalised youth. Also supporting and accelerating alternative learning/multiple pathways for adolescent learning to earning in priority countries, specifically, around PROSPECTS, GenU, YOMA, Skills4Girls, rolling out regional initiatives, including a focus on adolescent girls and displaced youth.

***Activities and Tasks***

* Identify and support the CO technical requests/plans in 2022; develop strategic KM activities and plans based on the requests.
* Support the RO in identifying, designing and monitoring evidence generation for advocacy, programme development and resource mobilization.
* Support the RO with the development of pathways for YOMA to existing programming, leveraging and/or aligning with GenU priorities, the Learning Passport, Upshift and other models/platforms, in collaboration with priority COs and new partners. This will include identifying and developing required guidance materials.
* Lead the development(s) and improvement of the parntnership and programme tool on skills and employability, including updated country-level information and partnership materials.
* Document the key programming areas of skills and employability (from a distance and in the field).
* Prepare/support events, forums, consultations in the region on adolescent skills and employability, including areas of the operational research and knowedge generation.
* Support the ‘inception phase’ of 2022 operatonal resarch on skills and employability in the region.
* Provide technical assistance on the required data needs for more robust knowledge management products for the portfolio.
* Provide any other relevant support to new opportunities for the skills and employability portfolio.
* Collaborate with various teams: Innovation, Adolescent and Gender Working Group/focal points, GenU, particularly around alternative learning to earning, GenU priorities and Yoma developments in the region.

**Work relationships:** The contractor will work in close collaboration with the Education Specialist, Skills & Employability. He/she will work closely with relevant country teams, HQ and RO counterparts (Edu, ADAP, Migration, Innovations)

***Outputs/Deliverables:*** *(please refer to table below for key deliverables)*

As an active UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support offered to the country teams and partners working on adolescent skills and employability:

* Strengthened research, evidence and data for the region on skills and employability (including innovations, such as Yoma, LP, Upshift, U-report, alternative and blended learning modatlities, learning to earning pathways, access of marganlised youth and programming excellence and other topics identified by country teams).
* Strengthened documentation and visualization of priority countries for programme developments, technical assistance, investments and resource mobilization to advance adolescent skills and employability in the region, with a focus on alternative learning to earning, innovations, marganlised youth and blended/digital opportunties.
* Strengthend evidence sharing with partners, country teams, regional and global teams to support south-south learning and to contribute to thought-leadership on skills and employability in the region.
* Strengthened support to robust regional operational research, with key partners, academic institutions, service providers around key innovations (e.g. yoma, upshift) and prograamming gaps, such as learning to earning pathways, altenative learning for youth, credentialing, and reaching marganilised youth with blended opportuntiies through relevant internal and external discussions/ meetings .
* Enhanced participation in relevant internal and external discussions/ meetings to coordinate, position and promote UNICEF’s work in the growing and complex landscape with multiple new actors.

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| **Key Deliverables** | **Duration**  **(Estimated # of days or months)** | **Timeline/**  **Deadline** | **Schedule of payment** |
| Inception phase of the operational research project (e.g. onboarding/consultation with partners/service providers); support /develop an action plan, monitoring plan and finalisation of the draft log frame, with PME and countries. | 1 | 15 February  2022 | Monthly payment |
| Detailed action plan for the portfolio (linked to the workplan and proposed event calendar) around KM products, evidence generation, research products), contribution to studies, including TA requests/surveys/needs from country teams. | 1 | 15 March  2022 | Monthly payment |
| Support sessions on adolescent skills & employability in the Education network meeting, the inception phase of the ADA proposal (e.g. onboarding and consultation with partners/service providers).  A 2.0 version of the ESA programme and partnership tool on adolescent skills and employability, integrating feedback and including partnership content/investment needs. | 1 | 15 April  2022 | Monthly payment |
| Inception phase of the operational research project (e.g. onboarding/consultation with partners/service providers); support to the monitoring plan and finalisation of the draft log frame.  Field mission report & documentation of relevant programming. | 1 | 15 May  2022 | Monthly payment |
| Draft ‘playbook’ of Yoma to support country uptake/roll-out of the Yoma solution.  Continued support and monitoring report of the inception phase of the operational research project and research products/findings. | 1 | 15 June  2022 | Monthly payment |
| Final ‘playbook’ for Yoma ecosystem to support country uptake/roll-out of the Yoma solution, incorporating feedback and testing. | 1 | 15 July  2022 | Monthly payment |
| Progress report on the operational research of the portfolio, with inputs from the Project Manager and supervisor.  A synthesis report of the various county landscape analyses on GenU priorities. This will include key regional trends, patterns, opportunities and challenges around skills and employability. | 1 | 15 August  2022 | Monthly payment |
| Field mission report & documentation of relevant programming | 1 | 15 September 2022 | Monthly payment |
| Report on continued support and monitoring of the portfolio, including knowledge management products and events. | 1 | 15 October  2022 | Monthly payment |
| Report on continued support and monitoring of the portfolio, including knowledge management products and events. | 1 | 15 November  2022 | Monthly payment |
| Report on continued support and monitoring of the portfolio, including knowledge management products and events. | 1 | 15 December  2022 | Monthly payment |
| Progress report on the operational research project, with inputs from the Project Manager and supervisor. | 1/2 | 15 January  2023 | Monthly Payment (1/2 month) |

**Payment Schedule**

Outlined in the above table.

**Desired competencies, technical background, and experience**

* An advanced degree in social sciences, development studies, or a related technical field.
* A minimum of three to five years of progressively responsible professional work experience at national or international levels in the international development.
* Experience in developing mappings, surveys, event plans, knowledge products in the education sector.
* Experience in Knowledge Management and the development of tools for country teams and partners.
* Expertise in event planning and coordination.
* A strong understanding of the skills, employability and learning to earning agenda.
* Experience with UNICEF processes an asset.

**Administrative issues**

The contractor will work under the supervision of the Education Specialist (Skills & Employability). As much of the work is remote, most meetings/engagements will be online with occasional in person meetings.

The contractor is expected to work from his/her own premises and the Nairobi duty station, with potential travel to countries in ESA, depending on COVID-19 travel restrictions in 2022 and the needs of the portfolio. UNICEF would cover DSA and travel costs for missions. Travel will be in economy class. If the contractor is required to quarantine while traveling, UNICEF will pay for the quarantine.

**Conditions**

* The consultant can choose to work from his/her own premises or within the Nairobi Duty Station, with regular check-ins. A flexible work arrangement due to the COVID-19 pandemic situation.
* He/she will use his/her own computer.
* All duty travel for field missions will be the most economical fare and reimbursed as per UNICEF policies.
* “As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed.
* 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.

**Risks**

*All reasonable and risks associated with the consultancy assignment should be identified, and a relevant risk response and possible mitigating action defined.*

*Potential risks associated with the institutional contractor is that specific and required projects and tasks may not be completed by him/her at the end of the contract. To mitigate this risk, the Supervisor will ensure a realistic workplan and will monitor the workplan closely, along with closely monitoring the activities/progress of the contractor.*

**How to Apply**

Qualified candidates are requested to submit a cover letter, CV, P11 form and their technical proposals to the online recruitment portal (Talent Management System) or email provided. Interested candidates to indicate ability, availability, and monthly rate expressed in US$ to undertake the terms of reference as an international individual contractor

***Kindly note that applications submitted without a fee/ rate will not be considered.***