**ºTERMS OF REFERENCE**

**Purpose of the Assignment: Technical assistance in School Reconstruction**

**Section Submitting: Education**

1. **Purpose and Objective:**

UN-Habitat/UNICEF needs to establish a position of an additional Specialist on Disaster Risk Reduction and Early Recovery in Education sector at P4 level in the Country Office in Maputo, Mozambique, to support ongoing joint projects activities related to Resilient School Reconstruction and Preparedness in areas affected by Cyclones Idai and Kenneth to be the country team’s focal point and main Technical Advisor in these fields. This position is required considering that the actual DRR/resilience portfolio in Mozambique is growing substantially after cyclones Idai and Kenneth. The main objectives are to (i) ensure that the DRR and ER Joint-Projects have sufficient technical expertise to support Government(s) requests; (ii) to strengthen the integration of resilient standards and implementation of planned activities with UN-Habitat and UNICEF teams, and (iii) to disseminate good practices and stimulate country exchange;

1. **Methodology and Technical Approach:**

The main objective of this position is to support the implementation of joint projects between UNICEF and UN-Habitat and the coordination with the Ministry of Education and Human Development. The consultant will support especially the EU programme. The duration of the contract is foreseen to last three months and the consultant will be based at UN-Habitat office in Maputo.

The main tasks of this consultancy are linked with the deliverables of each joint programme and are described in section 5. Overall, the consultant will support both teams to ensure a good coordination and planification to improve the implementation and avoid further delays.

The consultant will be based in UNHabitat.

1. **Activities and Tasks:**
2. Identifying priority interventions in disaster risk reduction and resilience within the framework of the joint projects between UN-Habitat and UNICEF;
3. Assist in providing inputs on substantive documents regarding resilient reconstruction and strategies for activities implementation from the perspective of risk reduction and resilience.
4. When requested, liaise and coordinate with the relevant UN-Habitat and UNICEF Branches and their Units on reporting and formulation of new DRR and resilience-related joint projects.
5. In coordination with UNICEF/UN-Habitat staff in Mozambique, negotiate with bilateral/multilateral donors for activities implementation and promoting/coordinating joint activities on the DRR/resilience projects and securing approval by appropriate authority on agreed activities.
6. Conduct training workshops, seminars, etc. and make presentations on assigned topics/activities on DRR/resilience-related issues.
7. Provide quality technical input into project activities as well as to national and provincial institutions in the thematic areas relevant to risk reduction and resilience.
8. Prepare/coordinate the presentation of donor reports both narrative and financial timely.

**1. Projects implementation**: Ensure the implementation of the Agencies and UN vision, regarding DRR and Resilience-related activities in Education in Mozambique by:

* 1. Effective and efficient execution of UN-Habitat/UNICEF DRR and resilience-related projects, through technical guidance, quality and cost control.
  2. Effective and efficient managements support in the DRR and resilience-related project resources as per approved project document or substantive workplan.

**2. Technical Assistance, Advisory Services and Outreach**: Provide Technical Assistance to the Government and UN team and ensure Technical Expertise required for DRR and resilience related joint UNHabitat and UNICEF projects in Mozambique.

**3. Coordination of DRR & Resilience UN-Habitat team:** Ensure that the team working with joint (UNHabitat and UNICEF) programmeson Disaster Risk Reduction and Resilient Reconstruction in Urban Resilience and DRR from Maputo office is coordinated and linked with UNICEF team

1. Schedule work and division of labour within UN-Habitat and UNICEF team
2. Capacity development of national staff.
3. When required, be the Officer in Charge in major reconstruction programming exercise.
4. Organize the capacity building calendars.
5. **Deliverables and Payments:**

*The consultant will work directly on three joint projects, namely (i)* Education Cannot Wait in Areas affected by Cyclones Idai and Kenneth in Mozambique, (ii) Building Resilience Through Education and Community engagement in the cyclone-affected schools in Mozambique and (iii) Growing safer – supporting school disaster prevention and building back better reconstruction in Mozambique. In the table below the outputs are classified by project and deliverable number. However, as the three projects are already initiated the consultant will decide jointly with UNICEF and UN-Habitat team if the order to deliver the outputs should be modified to respond to the project state.

Payments will be processed upon acceptance of the corresponding deliverable and against an invoice that will make reference to the contract reference and deliverable number. Payments will be approved by the respective section chief.

*Deliverable 1:*

Delivery timeframe (specify weeks, months or working days): 22 working days

Deliverable/product(s):

Education Can not Wait project:

1. Technical information related to the tender process to rehabilitate classrooms.
2. To deliver 1 on-the-job trainings to NGOs, Contractors and Government Technicians for Resilient Building Back Better of conventional classrooms.
3. Elaboration of ToRs and Agenda to organize the 1st Reconstruction Workshop in Beira in partnership with MINEDH and GREPOC

Payment (indicate amount or %): 30 %

*Deliverable 2:*

Delivery timeframe (specify weeks, months or working days):22

Deliverable/product(s):

Building Resilience Through Education and Community engagement in the cyclone-affected schools in Mozambique project

1. A multi-year reconstruction plan updated in the selected provinces
2. Support the elaboration of technical documents and other relevant documents related with architectural and engineering design of the conventional and mixed materials classrooms, oversight, NGOs hiring process and community participation;

Payment (indicate amount or %): 30%

*Deliverable 3:*

Delivery timeframe (specify weeks, months or working days):22

Deliverable/product(s):

Growing safer – supporting school disaster prevention and building back better reconstruction in Mozambique project

1. Technical information related to the tender process to retrofit 20 classrooms in Sofala province including affordable WASH facilities.
2. Elaboration of ToRs and Agenda to organize the national and provincial workshop for preparation, implementation, monitoring and evaluation of BESP
3. Prepare donor reports.

Payment (indicate amount or %): 40%

1. **Management and Supervision:***.*

Under the supervision of UN-Habitat Head of Programme in Mozambique and in coordination with UNICEF Education in Emergencies Specialist the main task of the consultant will be to support the management of Disaster Risk Reduction and Resilient Recovery joint projects in Mozambique. The consultant will work closely with UNICEF and UN-Habitat DRR teams in Beira and Maputo. The timeline for the completion of the assignment is three months.

1. **Qualifications and Specialized Knowledge:**

**Academic qualifications:**

Master degree in management, planning, architecture or a related field.

**Work experience:**

A minimum of seven (7) years of progressively responsible experience in country project management and in areas related to shelter, post-disaster recovery, resilient and sustainable construction, and environment. Experience in the area of resource mobilization, especially in a UN environment, is required. Proven project management knowledge; experience in UN interagency coordination; working experience in Africa and/or Mozambique is an asset.

Proven experience in DRR, ER and Building Back Better fields is a must.

**Specific knowledge, competencies, and skills required:**

**Communication:** excellent oral and written communication skills, combined with a proven ability to make presentations and write reports/projects, as well as in conceptualizing and implementing strategies for fund-raising.

**Planning and Organizing:** must be able to work with a high degree of flexibility and often under pressure; self-organizational capacity and planning skills represent an asset. Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Professionalism/Technical Skills:** should have technical skills in project monitoring, execution and development, as well as recognized technical knowledge in the fields of disaster risk reduction, post-disaster recovery, environment and climate change.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; provides input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Other skills:

* Proven capacity to motivate and manage a multi-national team of high-level professionals and supporting staff.
* Flexibility and ability to work under pressure against deadlines.
* Ability to present and debate, in high level public forum and events, the main policy and substantive messages related to the post-disaster reconstruction issues identified with the organization’s work.
* Familiarity with UN policies, the procedures and practices including those relevant to technical cooperation projects as well as the Delivery as One policy at Country level.

Language skills:

Fluency in English and Portuguese is required. Knowledge of other Official UN languages is an advantage.

1. **Conditions of Work:**

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| --- | --- | --- | --- |
| **Items** | **Provided by UNICEF** | | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | x |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | x |  |
| Office Space |  | x |  |
| Computer in office premises |  | x |  |
| Access to printer in the office premises |  | x |  |
| Airtime |  | x |  |

1. **In-country Travel.***.*

The payment and organisation of international and national travels and DSA will be at responsibility of UNHabitat.

1. **Evaluation Criteria**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. The office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time. The technical evaluation criteria are stipulated below.

|  |  |  |
| --- | --- | --- |
| **Item** | **Technical Criteria/Qualifications** | **Max. Points** |
| **1** | **Education** | **10** |
| **1.1** | Master’s degree in management, planning, architecture or a related field | 10 |
| **2** | **Work Experience** | **60** |
| **2.1** | Country project management in areas related to shelter, post-disaster recovery, resilient and sustainable construction, and environment | 30 |
| **2.2** | Experience in the area of resource mobilisation, especially in a UN environment | 10 |
| **2.3** | Working experience in UN interagency coordination | 10 |
| **2.4** | Working experience in Africa and/or Mozambique is an asset | 10 |
| **3** | **Technical Skills and Knowledge** | **30** |
| **3.1** | Planning and Organising | 10 |
| **3.2** | Teamwork | 10 |
| **3.3** | Language skills (Portuguese and English, 5 points for each) | 10 |
|  | ecblank**Total Technical Score** | **100** |
|  | **Minimum Technical for pass to financial assessment** |  |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* | |

1. **Remarks:**