

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Individual Consultant for Support to the Local Education Group	RR	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Khartoum, Sudan
Purpose of Activity/Assignment: To support the Local Education Group through mapping of partner activities and establishing a database to map all education programme work.			
Scope of Work: <i>Background</i> The Local Education Group (LEG) is established to provide a platform for policy dialogue and coordination between Government, development partners and civil society, aligning with the Government of Sudan development goals, in general, and the Education Sector Strategic Plan (ESSP), specifically. The LEG has the specific principles of: <ul style="list-style-type: none"> • To promote the Leave No One Behind agenda, and continued access to quality, safe and inclusive education for all children in Sudan; • To contribute to the successful implementation of the ESSP strategies and to promote and monitor major policy and program reform in the education sector; • To serve as the main platform to co-ordinate the work of development and humanitarian partners and NGOs on all issues related to education with the view to facilitating sound policy dialogue and to minimize transaction costs; • To serve as a mechanism for policy dialogue between development partners and between development partners and the Government of Sudan to increase harmonization and coordination, and therefore impact, of development partner efforts in support of key education sector reforms; and, • To maintain and develop relationships with the Ministry of Education and other ministries relevant to education service delivery in support of the realization of key education sector reforms. <i>Purpose</i> Yet, there is a lack of coordination amongst partners and information flow on scope of work is limited, causing inefficiencies in the system. To that end, the consultant is to support the LEG through a partner mapping and creation of a database in which to map all education interventions. <i>Scope of Work</i> At present, there is some duplication of efforts amongst various partners and, to that end, it is essential for the consultant to work with the various partners to map the work being done in education. It will be necessary for the consultant to meet with relevant partners to map the work that is being undertaken, disaggregated by state and locality, and align the work against the ESSP. In addition, it is expected that the consultant develop a database in which to map this work, which would provide an analytical breakdown of work, including gaps, against the ESSP. As part of this work, the consultant will develop a reporting framework for work to be updated within the database on a quarterly basis.			

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" 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](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2021/2022	Requesting Section/Issuing Office: Education	Reasons why consultancy cannot be done by staff: Outside the scope of regular staff functions	
Included in Annual/Rolling Workplan: X Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: X National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) X Competitive Selection (Advertisement/Desk Review/Interview)		Request for: X New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Sara McGinty, Chief, Education	Start Date: 1 October 2021	End Date: 30 March 2022	Number of Days (working)
Tasks/Milestone:	Deliverables/Outputs:	Timeline	
Mapping of partner work in education	Excel file, disaggregated by target population, geographical location, sub-sector	4 months	
Development of an online database	Database	2 months	

<p>Minimum Qualifications required:</p> <p>X Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines : Education, Social Science, IT</p>	<p>Knowledge/Expertise/Skills required:</p> <ol style="list-style-type: none"> 1. The individual consultant should at least have a Bachelor's degree in any of the following areas: Education, Public Policy; Social Science; ICT; 2. The consultant should have at least 5 years of proven experience in in education and/or ICT and developing databases; 3. The individual consultant should have the ability to meet the deadlines and strong communication and facilitation skills; 4. The individual consultant should have experience in working with Governments, development partners, civil society; 5. Proficiency in written and spoken English and knowledge of Arabic is required;
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p>X Home Based <input type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>
<p>Request Authorised by Section Head</p> <p><i>Sara McGinty</i> <i>Chief, Education</i></p>	<p>Request Verified by HR:</p>
<p><i>Approval of Chief of Operations (if Operations):</i> _____</p> <p><i>Approval of Deputy Representative (if Programme)</i> _____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>	