**overview**

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| Title | Pre-school Education (National, Individual Consultant) |
| Location of Assignment | Ulaanbaatar, Mongolia |
| Language(s) required | English and Mongolian |
| Travel | 1-2 local travels |
| Duration of Contract | 11.5 months  |
| Annual Work Plan reference | AWP 2019: 201 and 202 |
| Section & unit | Education programme |
| Consultant Reporting to | Education Specialist |
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| WBS Budget Code & Grant | WBS 2880/A0/05/200/202  |
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The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does – in progress, in advocacy and in operations. The equality strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias of favoritism.

ECD is one of the areas where inequalities are persisting in Mongolia and UNICEF’s work in demonstrating integrated ECD for all children particularly the most disadvantaged. Currently, one of the considerable part of delivering ECD service is 24-hour kindergarten service in the country. The kindergartens provide 24/5 services for children without parental care. They join their family and parents only for weekends. As the children are placed in the state care for 24/5, services should be different from regular 8-hour kindergarten service. A multi-disciplinary approach is required for early childhood development in a protective environment that needs to engage social workers, community social service providers, local government and most importantly the parents of the children.

The 24-hour kindergarten service is new program area for UNICEF and it will be required integrated implementation approaches and methodologies are needed. For this reason, UNICEF is looking for knowledgeable and experienced candidate for duration of 11,5 months.

**Objective of the consultancy:**

The purpose of this consultancy is to manage implementation of the *Improving access of vulnerable children to quality and protective 24-hour kindergarten services in Mongolia* project funded by ChildFund Korea. Also, it will contribute to the planned outcomes of the programme of Cooperation between the Government of Mongolia and UNICEF, and in particular “By 2021, the most disadvantaged children benefit from increased access and utilization of educational services in a healthy, inclusive and quality learning environment” and “By 2021, child related national policies, budgets and systems, including the child protection system, are inclusive and equity-focused”.

The Consultant reports to Education Specialist for supervision and closely work with ECD officer and Child Protection Specialist. The consultant provides professional technical, operational and administrative assistance throughout the consultancy for the project, to delivery of results, preparing, executing, managing and implementing a variety of technical and administrative project implementation and project progress monitoring, evaluating and reporting.

**Work Assignments**

With supervision of Education Specialist, the consultant will perform the following duties:

Under Output 201: The Ministry of Education, Culture, Science and Sport’s (MECSS) capacity to develop, budget, design and implement equity-focused, gender-sensitive policies, strategies, norms, requirements for early childhood development, primary and adolescent learning is enhanced.

1. Support the project reference group at the MECSS and ensure oversight for project implementation and intersectoral coordination.
2. Facilitate dialogues and discussions with stakeholders to enhance legal framework for 24-hour kindergarten (24HKG) service in terms of objectives, functioning, staff recruitment and qualifications and engagement of social workers.
3. Provide technical support to strengthen 24HKG management capacity through conducting surveys, gap analysis, improved policy frameworks associated with 24HKG services.
4. Facilitate the developing and applying of monitoring tools and safeguard policy and admission procedures for 24HKG.
5. Enhance awareness and participation of the national and sub-national government stakeholders in revision of legal framework and application of operating procedures for 24H KG

Under Output 202: Decentralized education authorities in target areas have improved capacity to increase access and utilization of quality, inclusive and healthy ECD and primary education services.

1. An efficient monitoring system inclusive of supportive supervision for 24H KG is established:
* Develop monitoring tools for children in 24HKGs, test and document them for the kindergarten #63 and disseminate those tools for scaling up.
* Develop a guidebook for managing quality and protective 24HKG services
1. Access to child friendly learning environment is improved.
* Support developing design of child friendly learning spaces for children in 24HKG.
* Support selection of construction company to build child friendly learning spaces/kindergarten for children in 24HKG.
1. Teachers capacity for delivery of quality 24HKG services is strengthened; parents capacity for care and support of participating in kindergarten activities is improved; local government’s capacity for delivery of quality child protection service is improved
* Collaborate closely with the MMongolian National University of Education (MNUE) to develop training handouts on quality ECD services to teachers in 24HKG.
* Support conducting training to 24H KG teachers on improving quality of ECD servicers in 24HKG.
* Collaborate closely with the Authority for Family, Child and Youth Development (AFCYD) to develop training handouts on improving parents’ involvement in kindergarten activities.
* Support conducting parenting training on improving parents’ involvement in kindergarten activities.
* Support developing and disseminating admission procedures for placement of children in 24HKG.
* Collaborate closely with the partners to conduct training of multi-disciplinary team (MTD) members on holistic approaches to child protection services.

 Under general planning and implementing duties:

1. Ensure effective project management, effectiveness and monitoring for a defined set of performance standards and indicators as per VISION Manager’s Dashboard, Annual Management Plan, HACT monitoring for Output 201 and 202.
	* Grant management and reporting 30% by the end of January 2020; 56% of its implementation as of 31 July 2020.
	* 100 % of HACT field monitoring reports to be submitted to HACT associate in each quarter.
2. Ensure timely preparation/submission of donor reports, HIS and proposals as well as reporting for project implementation results in the RAM portal at mid-year and annual reporting.
	* Donor reports and HIS prepared and submitted on time:
		1. Annual progress and utilization report to ChildFund Korea – 31 January 2020
		2. Mid-year progress and utilization report to ChildFund Korea – 31 July 2020
	* Prepare and implement donor visits during the consultancy period.

**Duty Station**

Ulaanbaatar, Mongolia

**Timeframe**

11.5 months- between 15 September 2019 to the 31 August 2020

Payment schedule and deliverables

Payment will be based on monthly deliverables as presented in the below table over the 11.5 months, subject to certification of satisfactory completion by the supervisor. Final delivery dates will be confirmed in consultation with the selected candidate.

Table 1. PAYMENT SCHEDULE AND DELIVERABLES

By chronological order:

| **Deliverables**  | **Date of Completion**  | **Estimated period** |
| --- | --- | --- |
| * Provide technical support to conduct a baseline survey on needs, capacity, quality of ECD and child protection services for children and families in relation to services of eighteen 24HKGs in UB

 - Finalize ToR and revise research tools and  methodology  - Control-support for accuracy of data  collection and interview * Provide technical support to the selected team to conduct a study on the legal framework, implementation and gaps for 24HKG services and propose amendments to the relevant laws

 - Review and finalize ToR for the study * Provide technical support to select a contractor for construction drawing & design of 24HKG
 | 31 October | 1,5 months |
| * Provide technical support to the selected team to conduct a baseline survey on needs, capacity, quality of ECD and child protection services for children and families in relation to services of eighteen 24HKGs in UB

 - Facilitate reference group meetings  - Review the survey report * Provide technical support to the selected team to conduct a study on the legal framework, implementation and gaps for 24HKG services and propose amendments to the relevant laws

 - Facilitate reference group meetings  - Review the study report * Ensure finalization of construction design and drawing of 24HKG
* Provide technical support for the selection of construction company to build 24HKG
* Facilitate drafting a guidebook for managing quality and protective 24HKG services
 | 30 November | 1 month |
| * Facilitate development of training handbook for parenting training
* Conduct situation assessment of the children placed in 24HKG
* Develop monitoring tools for children in the 24HKGs
 | 31 December | 1 month |
| * Annual progress and utilization report to ChildFund Korea
* Test the monitoring tools for children in the 24HKGs and document them for the KG #63
 | 31 January  | 1 month |
| * Conduct workshop on managing quality and protective 24HKG services (introduction of the guidebook for managing quality and protective services)
* Facilitate parents training on improving parent’s involvement in kindergarten activities
 |  28 February  | 1 month |
| * Provide technical support to finalization and application of safeguard policy for 24HKG and introduce to all 24HKGs in UB
* Conduct dissemination workshop on application of 24H KG monitoring tools
* Monitoring construction process of 24HKG
 | 31 March |  1 month |
| * Facilitate development of training contents on quality ECD services to teachers
* Conduct training (I) on quality ECD services in all 24HKG teachers in UB
* Monitoring construction process of 24H KG
 | 30 April | 1 month |
| * Conduct advocacy workshop on financing and budgeting for 24HKG
* Provide technical support to develop training handbook on holistic approaches to child protection services
* Facilitate advocacy for additional regular funding from government to provide sufficient staff and budget for 24H KG services
 | 31 May | 1. month
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| * Facilitate training (1st round) on holistic approaches to child protection services to MDT members
* Support developing admission procedures for placement of children in 24HKG
* Monitoring construction process of 24HKG
 | 30 June | 1 month |
| * Mid-Year progress and utilization report to ChildFund Korea
* Draft training handouts for parenting training (II)
* Monitoring construction process of 24HKG
 | 31 July | 1 month |
| * Update and finalize handbook for managing quality and protective 24H KG services
* Monitoring construction process of 24HKG
 | 31 August | 1 month |

**Qualification requirements of a candidate, including Key competenceis, technical background, and experience**

* A Master’s Degree in education, economics, psychology, sociology, human development, child development, family studies or other social science field is required.
* A minimum of 5 years of professional experience in social development planning and management in education and early childhood development related areas at the international and/or in a developing country is required. Relevant experience in education and ECD related areas, program/project development and management in a UN system agency or organization is an asset.
* Fluency in English and Mongolian is required.
* Analytical, facilitation and research skills in Education and ECD fields.
* Strong relationship building skills with internal and external counterparts.
* Strong organizational skills.

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**Administrative issues**

* The consultant will work 4 days a week for the tasks listed in the TOR.
* The office will provide office space, computer, internet and email access.
* The consultant will communicate closely with and update the Education Specialist and ECD officer of UNICEF bi-weekly.

**Conditions**

* The consultant will work in Ulaanbaatar during the consultancy period.
* As per UNICEF policy, payment is made against completion of the approved deliverables. Consultant will have no advance payment.
* The consultant will follow UNICEF’s General Terms and Conditions of individual contracts.
* Copyright and ownership of all documents belong to UNICEF.

**Frequency of performance review:** Progress report and informal discussions on performance will be done at every stage of payment. Formal performance assessment shall be conducted every six month and at the end of the assignment.

* Contract Supervisor will provide contract work assignments based on deliverables and timelines. The contract Supervisor will be available, as/when required, to provide comments to submitted deliverables within one week of submission.

**penalty clause**

UNICEF reserves the right to withhold up to 30% of the total contract fee in the case that the deliverables are not submitted on schedule or do not meet the required standard.