

# **TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>Title:</b> Consultancy to develop a proposal for the Global Partnership for Education System Transformation Grant in Nigeria	<b>Funding Code:</b> Non-Grant	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant	<b>Duty Station:</b> Abuja, Nigeria and remote
<p><b>Purpose of Activity/Assignment:</b></p> <p>Nigeria faces a twin crisis in education. There are 10.2 million children at primary school age and 8.1 million children at junior secondary school age who are out of school, although the basic education is free and compulsory.<sup>1</sup> Due to the limited access to schooling and poor quality of education, about 75% of children aged 7–14 do not acquire foundational literacy and numeracy (FLN) skills that serve as critical foundations for further learning and skills development.<sup>2</sup></p> <p>To address the educational challenges in Nigeria, the Federal Ministry of Education (FME) in collaboration with development partners agreed to apply for the Global Partnership for Education System Transformation Grant (GPE-STG). Through the application process, the GPE-STG task team in Nigeria undertook an enabling factor analysis of the education sector. The analysis identified accessible, equitable and inclusive foundational learning as the prioritized policy area. This policy reform area has the following outcomes: 1) increased access to inclusive learning environments with enhanced safety and sanitation measures, 2) improved quality inclusive foundational learning, and 3) enhanced quality basic education delivery systems.</p> <p>Following the completion of the enabling factor analysis, the GPE-STG task team developed the Partnership Compact for Nigeria, which the GPE board approved. The Partnership Compact further articulated how the government in Nigeria would work with partners to catalyse systemwide change in the priority policy reform through the three outcomes.</p> <p>In addition to the federal-level, 6 out of 36 states were selected through a competitive process to benefit from this grant. The states are Abia, Akwa Ibom, Bauchi, Kebbi, Kwara, and Lagos. UNICEF and World Bank were selected as the Co-Grant Agent (GA) for GPE-STG. UNICEF starts the development of a proposal for coordinating the GPE-STG project at the federal level and in Abia, Bauchi and Kwara states.</p> <p><b>Purpose:</b></p> <p>The purpose of the consultancy is to support the development of the comprehensive proposal for the GPE-STG in consultation with the FME, the targeted States, and other stakeholders. This proposal is for the GPE-STG implementation at the federal level and the three states that UNICEF supports (Abia, Bauchi, and Kwara).</p> <p><b>Objectives:</b></p> <p>The specific objectives of this assignment are to:</p> <ol style="list-style-type: none"> <li>1. Review key strategic and policy documents to ensure the alignment and complementarity of the proposals, including the Partnership Compact.</li> <li>2. Plan and facilitate consultations with the FME, the states Ministry of Education, State Universal Basic Education Boards, government agencies, and other stakeholders including the World Bank as co-grant agent, to identify key priorities and strategic approaches for the GPE-STG implementation.</li> <li>3. Draft and revise the proposal for GPE-STG that integrates a) feedback collected through the stakeholder consultations and b) comments received from the Nigeria Education Group (NEG) and the GPE secretariat.</li> <li>4. Finalize the GPE-STG proposal with the endorsement of NEG.</li> </ol>			

<sup>1</sup> UBEC (2019). Personnel audit and digest of basic education statistics in Nigeria 2018.

<sup>2</sup> National Bureau of Statistics & UNICEF. (2022). Nigeria 2021 multiple indicator cluster survey (MICS) & national immunization coverage survey (NICS): Survey findings report.

**Scope of Work:**

Under the supervision of Education Manager, the selected candidate will conduct and coordinate the following tasks:

**1) Review key strategic documents**

The consultant conducts a desk review of key strategic and policy documents that feed into the GPE-STG proposal. Based on the review, the consultant develops: 1) a desk review report, 2) a revised GPE STG programme outline<sup>3</sup> (The first draft programme outline is developed by UNICEF in consultation with FME and the targeted States) , and 3) revised timelines for the GPE STG programme development .

The documents to be reviewed include, but not limited to:

- Education for Renewed Hope: Roadmap for the Nigerian Education Sector 2024-2027
- Universal Basic Education Commission's (UBEC) 10-Year Roadmap (2021—2030)
- State Education Sector Operational Plans of the three target states
- Enabling factor analysis
- Partnership Compact 2024-2027: Foundations of Learning for All
- Other relevant policy documents.

**2) Prepare and facilitate consultations with stakeholders**

The consultant shall prepare and conduct consultation with partners in person and online to identify focus areas, strategic approaches, and gaps to be addressed in the GPE-STG proposal. The feedback from stakeholders is to be integrated in the draft/final proposal documents, which includes Theory of Changes and Result Matrix.

The following consultations are planned.

State level consultations:

- One in-person 2-day consultation on the first draft programme outline.
- One in-person 2-day consultation on the first draft programme document.
- Online consultation as needs may arise to address comments from NEG.

Federal level:

- One in-person 1 day consultation on the draft programme outline.
- One in-person 1-day consultation on the draft programme document.
- Online consultation as needs may arise to address comments from NEG

Others:

- Additional bilateral meetings to collect additional feedback from state and federal governments and development partners.

**3) Draft and revise the GPE-STG proposal documents**

The consultant drafts and revises the GPE-STG proposal documents based on the feedback received from the stakeholder consultation meetings in close coordination with UNICEF. The draft proposal will be also submitted to NEG and GPE secretariat for Quality Assurance Review twice. The consultant reviews their comments and further revise the proposal in collaboration with UNICEF.

**4) Finalize the GPE-STG proposal**

The consultant finalizes the GPE-STG based on comments received from Quality Assurance Review 2 and the final review by NEG.

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<sup>3</sup> The programme outline comprises of (a) program objectives, (b) proposed components and key interventions (high level) accompanied by (high level) theory of change/results chain, (c) key results and indicators, and (d) an overview of implementation arrangements.

**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

“Direct” means contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.

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:

N/A

**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):

N/A

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b> 2024	<b>Requesting Section/Issuing Office:</b> Education	<b>Reasons why consultancy cannot be done by staff:</b> This position involves extensive technical engagement on the development and finalization of the GPE grant proposals, alongside regular coordination with multiple stakeholders. The consultancy is skill- and time-intensive, requiring a dedicated consultant to devote time.
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**Included in Annual/Rolling Workplan:** ☒ Yes ☐ No, please justify

<b>Consultant sourcing:</b> <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
<b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b> Chief of Education	<b>Start Date:</b> 1 November 2024	<b>End Date:</b> 30 April 2025	<b>Number of Days (working)</b> 65 days

**Work Assignment Overview**

The consultant will be responsible for the delivery and technical quality of the final product. All deliverables shall be submitted to UNICEF and FME in accordance with the following timeline:

Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
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1) Review key strategic documents	<ul style="list-style-type: none"> <li>▪ A revised timeline for GPE STG programme development</li> <li>▪ A desk review report</li> <li>▪ A revised GPE STG programme outline</li> </ul>	14 days	20%
2) Prepare and facilitate consultations with stakeholders <ul style="list-style-type: none"> <li>▪ Lead state-level consultations:               <ul style="list-style-type: none"> <li>○ One in-person 2-day consultation on the first draft programme outline.</li> <li>○ One in-person 2-day consultation on the first draft programme document.</li> <li>○ Online consultation as needs may arise to address comments from NEG.</li> </ul> </li> <li>▪ Lead federal-level consultations:               <ul style="list-style-type: none"> <li>○ One in-person 1 day consultation on the draft programme outline.</li> <li>○ One in-person 1-day consultation on the draft programme document.</li> <li>○ Online consultation as needs may arise to address comments from NEG.</li> </ul> </li> <li>▪ Lead additional bilateral meetings to collection additional feedback from state and federal governments and development partners.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consultation plan and materials, which include concept notes, agenda, and PPT presentations for each consultation meeting.</li> <li>▪ Consultation reports, which include key priorities, strategic approaches, and gaps, identified by stakeholders.</li> </ul>	15 days	20%
3-1) Draft the GPE-STG proposal documents	<ul style="list-style-type: none"> <li>▪ Draft GPE-STG proposal submitted to NEG (proposal includes TOC, result matrix, budget, workplans, MEL framework, among others)</li> </ul>	15 days	20%
3-2) Revise the GPE-STG proposal documents	<ul style="list-style-type: none"> <li>▪ Revised GPE-STG proposal, integrating the feedback and comments received through the consultations and from NEG and GPE Quality Assurance Review 2.</li> </ul>	13 days	20%
4) Finalize the GPE-STG proposal	<ul style="list-style-type: none"> <li>▪ Finalized GPE-STG proposal submitted to GPE secretariat.</li> </ul>	8 days	20%
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  <b>Enter Disciplines:</b> <ul style="list-style-type: none"> <li>• Educational Planning</li> <li>• Economics</li> <li>• Sociology</li> <li>• Social Sciences</li> <li>• Or other relevant fields</li> </ul>			
<b>Knowledge/Expertise/Skills required:</b> <b>Required qualification:</b> <ul style="list-style-type: none"> <li>• Demonstrated experiences in developing GPE proposals for education programmes.</li> <li>• A minimum of 8 years of relevant work experience in developing and implementing education programmes at national and international levels.</li> </ul> <b>Required skills and knowledge:</b> <ul style="list-style-type: none"> <li>• Demonstrated experience in strategy development for government and/or international development organizations.</li> <li>• Demonstrated experience in planning and facilitating stakeholder consultations.</li> <li>• Demonstrated proposal development and report writing skills.</li> </ul>			

**Other skills and attributes:**

- Experience in working for UN organizations is an asset.
- Experience in working for the Ministries of Education is an asset.
- Experience in working in the education sector in Nigeria or Africa is an asset.
- Experience in GPE-STG proposal development is an asset.

**Languages:**

Fluency in English required.

**Administrative details:**

Visa assistance required: ☒

Transportation arranged by the office: ☐

Not Applicable: ☐

☒ Home Based ☐ Office Based:

If office based, seating arrangement identified: ☐

IT and Communication equipment required: ☐

Internet access required: ☐

*Approval of Deputy Representative Operations (if Operations): Approval of Deputy Representative (if Programme)*

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*Representative (in case of single sourcing/or if not listed in Annual Workplan)*

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