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

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| **Title**  Support to the implementation of Safe schools’ programmes in Nigeria | | Funding Code  OR  Grant – SC229904  WBS -  3210/A0/07/004/002/005 | **Type of engagement**  Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | | **Duty Station:**  Abuja reporting to Education Section in Abuja |
| 1. **Background**   Nigeria has an estimated population of 206 million, an estimated 44 percent of which is below the age of 15[[1]](#footnote-2). With an average growth rate of 2.5 percent per annum[[2]](#footnote-3), Nigeria is also one of the fastest-growing countries in the world, and its population is projected to reach 263 million in 2030, a 44 percent increase from 2015. One in three children are out of school in Nigeria with 10.2 million at the primary level and 8.1 million at the junior secondary school level. 66% are in the Northwest and Northeast, 86% from rural areas and 65% are from the poorest quintile.  Attacks on schools and abduction of school children together with unsafe basic infrastructure and facilities keep children out of school. Attacks on education was officially reported in 2014 when 276 girl children were abducted from their school in Chibok, Borno state followed by other similar attacks localized within the northeast. This resulted in a global outcry responded to by Sir Gordon Brown UN Education Envoy, Private sector, Development partners in collaboration with the Nigerian government through the introduction of the Safe Schools Initiative (SSI, 2014-2016). The recent spate of school-targeted abductions of learners and teachers that Nigeria has witnessed from late 2020 till date has led to an unprecedented reduction in the number of children presently attending school.  The reality and uncertainty regarding safety of children in schools is disturbing as the abductors have spread to the north central (Niger and Benue states), south-south (Edo State), south-east (Abia and Imo and northwest (Kaduna, Zamfara and Katsina states) regions where learners at various educational levels have been abducted demonstrating that no region is exempted. For learners currently in school, the fear and trauma created by having fellow students and friends who have been attacked, has impacted negatively on the quality of schooling attainable as concentration and learning that can be absorbed by children in such conditions has waned. The huge impact on the increase in the girl children who have been kept back home by parents can at best be imagined.  Education systems already weakened by poor governance structures are unable to play their role in ensuring that learning environments are improved, safe and secured to support quality learning. The education system must be equipped to provide all children a conducive environment to learn with relevant knowledge, skills and values to make them self-reliable and prepare them for global competitiveness  UNICEF is providing ongoing support to government and communities to improve the safety and security of school environment for learning for all children, through crisis responsive plan, coordinated response, budgetary provisions, systemic capacity and sensitization. This includes setting up early warning systems, rapid response teams, and empowering school and communities as champions of safe school protocol. UNICEF continues to engage high level government and political actors on increased public financing for safer schools, strengthen coordination mechanism among Education in Emergencies actors among others. | | | | | |
| **2: Scope of Work:**  Under the guidance of the Education Specialist Access, the consultant will be required to:   1. **Support the operationalization of the Safe Schools Declaration**  * The Consultant will provide technical and operational support to Federal and state governments in scaling up the coverage of the Safe School Declaration implementation at the state and school levels and in monitoring implementation and coverage. The consultant will provide one-on-one support through review and feedback to 11 states as they finalize and operationalize the costed safe school implementation plans by end-March 2023, and support the integration of the identified priority activities within state education sector operational plans and budgets. The consultant will attend regular monitoring and review meetings with state authorities (e.g., quarterly or biannually) to assess progress on implementation and support the revision of plans as needed. * Support the printing and distribution of safe school policy documents to 12 states and the procurement, distribution and monitoring of school safety kits to 1100 schools in 12 states by June 2023. * The Consultant will support the development and implementation of training guidelines on promoting risk mitigation and strengthening school preparedness and response with key stakeholders such as teachers. This will involve drafting, pilot testing with teachers and local partners, revising and finalizing technical practitioner’s guide on safe schools based on the policy documents and Safe School Minimum Standards. The consultant will then provide a workshop to train FO staff and implementing partners on its use by May 2023. S/he will also provide oversight of the rollout of training on this guidance and monitoring of outcomes by June 2023 through close collaboration with FO key partners, including MoEs and SUBEBs. * Initiate the development of an early warning system for school attacks by consulting with FO staff, government and implementing partners, reviewing and assessing other early warning systems in other sectors (and in the Education sector in other countries), drafting a tool to be piloted in select states, and leading state- and community-level mapping of necessary actors to be engaged to activate and maintain an effective communication network for the functioning of the early warning system by end-April 2023. * Oversee and guide the FO staff in mid-year data collection on the results achieved on safe school implementation, review and validate the data, and input it into the Education programme monitoring dashboard by June 2023.  1. **Advocacy and evidence generation**  * Develop an evidence brief using the data generated from the representative survey of schools in 11 states on the status of school safety by April 2023. * By early May 2023, support the preparation, design and updating of the UNICEF Nigeria Education strategy note and cheat sheet on school safety, including related factors that affect access to safe learning environments, and the collection and collation of data on school safety (e.g., risks and adverse events such as school attacks and environmental threats, the implementation of minimum standards in schools). * Consultant will work with Maiduguri FO to support the development of key advocacy products for leveraging resources for safe schooling and for the prioritization of safe schools in education plans and budgets. This will involve using safe school implementation data from the UNICEF dashboard to produce one report for UNICEF staff, partners and stakeholders (at the end of the June reporting round), as well as a series of at least five human interest stories (one per FO supported on implementation) and a 2-page investment case, in collaboration with key partners including the EiEWG by the end of June 2023.  1. **Facilitate coordination of key partnerships and inter-sectoral collaboration on Safe Schools**  * Participate in strategic meetings at National level to influence policy and agenda-setting for promoting safe schooling. The Consultant will strengthen partnerships with Federal Ministry of Education , Universal Basic Education Commission at the national level and their state counterparts, Civil Society organizations and development partners including UN system agency partners, for improved safeguarding of education. * The Consultant will work with NCO Education Specialist Access and Equity to provide strategic leadership to the Education in Emergencies Working Group and will coordinate UNICEF Nigeria Education Section’s partnerships with CSOs, federal and state governments and private partners. | | | | | |
| **Child Safeguarding**    Is this project/assignment considered as “[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     If YES, check all that apply:    **Direct contact role** YES     NO **X**  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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | | | |
| **Budget Year:**  **2023 -2024** | **Requesting Section/Issuing Office:**  *Basic Education/Abuja* | | | **Reasons why consultancy cannot be done by staff:**  The Consultant will work between March and June 2023 to provide a series of highly-technical deliverables to serve as the foundation of continued work on safe schools until the post is filled. | |

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| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**  New SSA – Individual Contract  Extension/ Amendment |

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| **If Extension, Justification for extension:** | | |  | |  | |
| **Supervisor:**  Azuka Menkiti , Education Specialist | **Start Date:** | **End Date:** | |  | | **Number of Days (working)**  58 |
| **Management, Organization and Budget**   * **Management**: The Consultant will report to the UNICEF CO * **Organization:** A national consultant will be required for this consultancy. * **Schedule:** The duration of consultancy should cover a period of 3 months from March 2023 until May 2023. * **Consultancy fee:** Financial proposals, including consultancy fee (deliverable-based) are invited based on these Terms of Reference and can be submitted online as directed. * **Payment schedule:** The payments will be made on deliverable basis upon satisfactory completion and submission of the deliverables and signed invoices. * **Recourse**: UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory if work/outputs is incomplete, not delivered or for failure to meet deadlines. | | | | | | |

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| **Tasks/Milestones** (All deliverables are to be submitted in both Word and pdf print ready formats and interactive ready for upload and use on the online and offline platforms) | **Deliverables/Outputs:** | **Timeline (**58 days across 3.5 months) | **Number of days** | **Fee structure** |
| ***Support the operationalization of the Safe Schools Declaration*** | | | |  |
| The Consultant will provide technical and operational support to Federal and state governments in scaling up the coverage of the Safe School Declaration implementation at the state and school levels and in monitoring implementation and coverage. The consultant will provide one-on-one support through review and feedback to 11 states as they finalize and operationalize the costed safe school implementation plans by end-March 2023, and support the integration of the identified priority activities with state education sector operational plans and budgets. The consultant will attend regular monitoring and review meetings with state authorities (e.g., quarterly or biannually) to assess progress on implementation and support the revision of plans as needed. | * 11 state costed implementation plans operationalized * At least 3 states supported to integrate SS plans with ESOPS and budgets * Review meeting of state implementation plans hosted with at least 5 states | * By end-March * By end-June 2023 * By end-June 2023 | 12 days |  |
| Support the printing and distribution of safe school policy documents to 12 states and the procurement, distribution and monitoring of school safety kits to 1100 schools in 12 states by June 2023. | * 12 states receive safe school policy documents packages * School safety kits distributed to 1100 schools | * By early April 2023 | 4 days |  |
| The Consultant will support the development and implementation of training guidelines on promoting risk mitigation and strengthening school preparedness and response with key stakeholders such as teachers. This will involve drafting, pilot testing with teachers and local partners, revising and finalizing technical practitioner’s guide on safe schools based on the policy documents and Safe School Minimum Standards. The consultant will then provide a workshop to train FO staff and implementing partners on its use by May 2023. S/he will also provide oversight of the rollout of training on this guidance and monitoring of outcomes by June 2023 through close collaboration with FO key partners, including MoEs and SUBEBs. | * Training guide developed, piloted and finalized * FO staff and IPs trained on guide * Tool developed and implemented for monitoring the outcomes of the school training and support provided to FO staff on its use and reporting | * By early May 2023 * By mid-May 2023 * By end May 2023 | 9 days |  |
| * Initiate the development of an early warning system for school attacks by consulting with FO staff, government and implementing partners, reviewing and assessing other early warning systems in other sectors (and in the Education sector in other countries), drafting a tool to be piloted in select states, and leading state- and community-level mapping of necessary actors to be engaged to activate and maintain an effective communication network for the functioning of the early warning system by end-April 2023. | * Scoping/inception report developed on EWS based on the review of existing tools and other EWSs across sectors * EWS tool drafted * Stakeholder / community network mapping conducted | * By early April 2023 * By end-May 2023 * By end-May 2023 | 11 days |  |
| * Oversee and guide the FO staff in mid-year data collection on the results achieved on safe school implementation, review and validate the data, and input it into the Education programme monitoring dashboard by June 2023. | * FOs supported to input data on safe school implementation into the existing results framework on the education dashboard and data reviewed and validated | * By end May 2023 | 2 days |  |
| **Advocacy and evidence generation** | | | | |
| * Develop an evidence brief using the data report generated from the representative survey of schools in 11 states on the status of school safety by April 2023. | * Evidence brief finalized | * By early April 2023 | 2 days |  |
| * By early May 2023, support the preparation, design and updating of the UNICEF Nigeria Education strategy note and cheat sheet on school safety, including related factors that affect access to safe learning environments, including the collection and collation of data on school safety (e.g., risks and adverse events such as school attacks and environmental threats, the implementation of minimum standards in schools). | * Strategy note and cheat sheet updated | * By early May 2023 | 2 days |  |
| * Consultant will support the development of key advocacy products for leveraging resources for safe schooling and for the prioritization of safe schools in education plans and budgets. This will involve using safe school implementation data from the UNICEF dashboard to produce one report for UNICEF staff, partners and stakeholders (at the end of the June reporting round), as well as a series of five human interest stories (one per FO supported on implementation) and a 2-page investment case, in collaboration with key partners including the EiEWG by the end of May 2023. | * 5 human interest stories on safe schools developed * 2-page investment case developed * Report developed with dashboard visualizations and added narrative on safe school implementation | * By end- May 2023 * By end-May 2023 * By end-June 2023 | 4 days |  |
| **Facilitate coordination of key partnerships and inter-sectoral collaboration on Safe Schools** | | | | |
| * Participate in strategic meetings at National level to influence policy and agenda-setting for promoting safe schooling. The Consultant will strengthen partnerships with Federal Ministry of Education , Universal Basic Education Commission at the national level and their state counterparts, Civil Society organizations and development partners including UN system agency partners, for improved safeguarding of education improved safeguarding of education. | * 3 reports of monthly meetings / engagement with FME, UBEC and support to FOs engagements with State Teams. | * All by mid- June 2023 | 7 days |  |
| * The Consultant will work with NCO Education Specialist Access and Equity to provide strategic leadership to the Education in Emergencies Working Group and will coordinate UNICEF Nigeria Education Section’s partnerships with CSOs, federal and state governments and private partners. | * 3 (monthly) reports of EIEWG engagement meetings | All by mid- June 2023 | 5 days |  |
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| **Deliverable set and timeline** | **Deliverable** | **Payment** |
| Deliverable set A: By 7 April 2023 | * 11 state costed implementation plans operationalized * 12 states receive safe school policy documents packages * School safety kits distributed to 1100 schools * Scoping/inception report developed on EWS based on the review of existing tools and other EWSs across sectors * Evidence brief on safe schools finalized |  |
| Deliverable set B: By 31 May 2023 | * Training guide developed, piloted and finalized * FO staff and IPs trained on guide * Tool developed and implemented for monitoring the outcomes of the school training and support provided to FO staff on its use and reporting * EWS tool drafted * Stakeholder / community network mapping conducted * FOs supported to input data on safe school implementation into the existing results framework on the education dashboard and data reviewed and validated * Strategy note and cheat sheet updated * 5 human interest stories on safe schools developed * 2-page investment case developed |  |
| Deliverable set C: By 30 June 2023 | * At least 3 states supported to integrate SS plans with ESOPS and budgets * Review meeting of state implementation plans hosted with at least 5 states * Report developed with dashboard visualizations and added narrative on safe school implementation * 3 reports of monthly meetings/engagement with FME, UBEC and support to FOs engagements with State Teams. * 3 reports of (monthly) EIEWG engagement meetings |  |

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| **Estimated consultancy fee** | | | 15,750 across the 3 months | | |
| Travel Local (please include travel plan) | YES | |  |  |  |
| DSA (if applicable) | YES | |  |  |  |
| **Total estimated consultancy costs[[3]](#endnote-2)** |  | |  |  |  |
| **Minimum Qualifications required:**  Bachelors  **Masters** Ph.D. Other |  | **Knowledge/Expertise/Skills required:**  **Qualifications** or specialized knowledge/experience required: Advanced degree (minimum Master’s) in Education , sociology and other related areas in humanities.  **Experience:**  A minimum of five years of professional experience in Education-related programme planning, management, and/or education delivery; demonstrable technical skills in EIE and in school safety; experience in design, planning and implementation of Education interventions through government counterparts considering equity, inclusiveness, sustainability, mainstreaming gender, and integration with other sectors; experience working in emergency/crisis or high-risk settings.  **Languages**: Fluency in English (verbal and written). Excellent oral and written communication in English is required.  **Technical skills**: Experience engaging key stakeholders and partners at multiple levels of the education system (e.g., national/state level decision-makers, teachers); Working knowledge of key safe school documents, including Safe School Declaration, INEE minimum standards, etc.; Relevant experience in a UN system agency or organization; Knowledge of / experience with Nigeria’s education sector context or that of another West African country; and Experience developing and/or guiding capacity strengthening / professional development with key stakeholders, including government partners or teachers.  **Behavioural skills**: Excellent interpersonal skills; Excellent collaboration with colleagues and partners; Strong leadership and management skills and experiences; Attentive and open to feedback and new ideas; and effective planning and problem-solving skills | | | |

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| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | | Home Based  Office Based:  If office based, seating arrangement identified:  IT and Communication equipment required:  Internet access required: | |
| **Requested by:** | **Request Authorised by Education Section** | | **Verified by HR:** |
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| *Endorsed by Section Chief (Abuja) Endorsed by Chief Field Operations (For Field Offices)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Approval of DR Operations (if Operations): Approval of Deputy Representative (if Programme)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Representative (in case of single sourcing, international consultants /or if not listed in Annual Workplan)*    *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | |

1. Nigeria National Development Plan (2021-2025) Ministry of National Planning, Budget, and Finance [↑](#footnote-ref-2)
2. World Bank. (2021). Population growth – Nigeria [Data set]. [↑](#footnote-ref-3)
3. Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired [↑](#endnote-ref-2)