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

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| **Title**Individual Education Technology Consultant to support on-line learning (open to Myanmar nationals only) for an initial period of 11.5 months, with a possibility for extension) | **Funding Code**Funded by HQ (Global Thematic) Grant ID:  SC189904WBS:  420RA010006002009 | **Type of engagement**[x]  Consultant [ ]  Individual Contractor Part-Time[ ]  Individual Contractor Full-Time | **Duty Station: Assignment to be carried out remotely (Home-based).** |
| **Background/ Purpose of Activity/Assignment:** UNICEF is seeking an individual consultant to provide technical support in managing the development and implementation of their Myanmar learning platform (using Learning Passport), as part of the emergency education response to the COVID-19 pandemic.Digital platforms have taken a central role in delivering continuity of learning during the COVID-19 crisis. The Learning Passport (https://www.learningpassport.org/), a UNICEF Supported Digital Education Platform, is an ambitious partnership between UNICEF, Cambridge and Microsoft. It aims to improve the education of millions of vulnerable children around the world who face barriers to learning because of poverty, discrimination, conflict and disaster such as COVID-19. It ensures continuity of learning amid the closure of schools due to the COVID-19 pandemic and will remain an online learning resource beyond COVID-19, helping to build education resilience around the world in the longer term.Over 12 million school aged children in Myanmar are in a learning crisis. The COVID-19 pandemic led to an almost continuous nationwide school closure from March 2020 to 1 June 2021. Whilst government schools opened on 1 June, many children are still not attending schools. With protests, attacks and explosions taking place in around schools, it is unlikely that safe access schools for the majority of children will be possible for some time. As Myanmar enters into the rainy season, there are also the annual threats of floods, added to a third wave of Covid-19 threatening which may exacerbate the situation still further.With extended learning losses, both for those children able to attend school, as well as those who may face extended school closures, there is an urgent need for all children to be able to access safe, supplementary, opportunities to ensure they do not fall even further behind, and to help them to catch up when they are able to access full or partial returns to the classroom. This need is particularly the case for the most disadvantaged children, who will have little access to private and/or online learning opportunities for well over a year. Some resources in Myanmar language are already available in Myanmar language on the Learning Platform, through the regional office. However, in order to ensure access to the broader spectrum of resources available for use, and to ensure learning resources are available for the longer term, UNICEF is looking to recruit an individual Education Technology Consultant to manage the administration of the Myanmar Language Learning Passport resources, the creation and curation of materials to be uploaded onto the Learning Passport and M&E of Learning Passport.Myanmar Learning Passport will provide digitized materials (i) for all school aged learners, including early literacy, (ii) for CSOs and teachers and facilitators and (iii) for parents. The materials for learners will include downloadable materials which can be printed, including reading materials to assist with literacy, worksheets, learning materials, and other static materials. In addition, existing audio-visual materials, as well as new content will be uploaded, including materials adapted for use by children with disabilities. Contents from the global learning library may also be included in the platform. In addition to the formal curriculum, supplementary content that complements the curriculum or alternative content like COVID-19 mitigation and preventative measures and digital skills content will be also providedFuture content may include materials that are aimed to be more interactive and accompanied by quizzes or assessment so that learning outcomes could be measured. Materials for teachers include curriculum framework, teacher’s guides and handbooks for teachers including a workbook for teachers on the development of remote learning materials. Resources for parents include guideline for parents on remote learning and wellbeing support and other advocacy materials.The objectives for deploying digital online content through Learning Passport by UNICEF is to;• Provide school-aged children in both formal and non-formal education learning settings supplementary resources to ensure continuity of learning, in Myanmar, Braille and ethnic languages• Complement and aid learning at school, as well as provide accessible learning materials for those unable to access school, rather than replace formal and non-formal learning opportunities• Provide teachers and parents access to materials for the support of learning and wellbeing of learners |
| **Scope of Work:**UNICEF requires an enthusiastic and committed Education Technology Consultant to support Education section. Under the guidance of Education Specialist, and the Regional Deployment Specialist for Learning Passport the overall purpose of the individual consultant is to:• Support UNICEF Myanmar Country Office to deploy Learning Passport as part of the emergency response and development programming;• Engage with education partners in identifying key content to upload to the platform, against agreed criteria, as well as agreeing on additional materials that should be developed. Work to ensure that new content development is engaging, interactive and incorporates assessment• Manage, coordinate and support all programme implementation activities related to Learning Passport;• Oversee all knowledge management, monitoring and reporting activities related to Learning Passport; and,• Provide technical guidance on strategies and issues related to Learning Passport and other education and technology initiatives.The consultant will be trained on the Learning Passport by the regional deployment specialist upon contract. This will be a full-time consultancy. The duration will be for 12 months from 2nd August 2021 to 15 July 2022 (full-time). Under the supervision of the Education Specialist, the individual consultant will deliver on the following key activities:* 1. Coordinate and oversee the rapid deployment of Learning Passport Platform including providing technical assistance in the localising the technology.
	2. Serve as key focal point and coordinator for LP and partners, including content creators and other UNICEF stakeholders. Liaise with the Local Education Group and UNICEF on a regular/needs basis to demonstrate the learning contents and seek approvals.
	3. Provide technical support in the development of eLearning content and manage quizzes & assessment.
	4. Organise content development trainings/workshops for relevant partners.
	5. Serve as lead support in troubleshooting and provide technical support to users and stakeholders at key moments of engagement, e.g. support sourcing and uploading content in collaboration with partner agencies, creating categories, courses, and lessons, and providing analytical reports from data aggregated by the platform.
	6. Provide technical support to procuring digital content services (e.g. curation, digitization, localization, production) and quality assure their deliverables from a digital perspective.
	7. Contribute and manage knowledge resources and support general knowledge sharing by producing knowledge management resources, organizing activities to ensure sharing, exchange and collaboration and documenting lessons learned, challenges, and good practices.
	8. Draft monitoring, financial and other regular reports to Country Office, Regional Office and global teams; Oversee and provide inputs to monitoring exercises for internal and external stakeholders and funders of the Learning Passport (grants’ reports, annual results report, needed updates, etc.).
	9. Scope complimentary ICT for learning and Edtech tools that could be integrated to support Learning Passport related technology efforts.
	10. Support UNICEF Myanmar on other activities related to the Education and Technology agenda including Rapid-Pro SMS survey, and Education management Information System (EMIS), if relevant.

 Once on-board, the Supervisors and the Consultant will develop the consultant’s overall workplan as per the ToR. S/he will also prepare his/her monthly workplans regularly, also based on any changes in the overall programme plans.The consultant would be paid on a monthly basis to complete the assignments outlined in the ToR. There will be a monthly report prepared and submitted by the consultant of the activities performed and results achieved, according to the preliminary key tasks and deliverables and outputs outlined earlier. Each monthly report will include an update on the activities listed above, in particular:* A summary of progress report against the workplan and noting of any changes therein;
* A summary of progress, bottlenecks, challenges and actions taken in relation to UNICEF & Partner support;
* A summary of M&E of Learning Passport including access rate, progress rate and assessment pass rate
* Report on the active forum, teams site, knowledge management and sharing activities;
* A summary of monthly status reports on deployment progress; and,
* A review and feedback submitted to UNICEF.
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| **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    [x]    NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[ ]  YES     [x]   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:

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 **Child data role**[ ]  YES    [x]   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):

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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)   |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | **Reasons why consultancy cannot be done by staff:** |
| *2021-2022* | *Education Section, UNICEF Myanmar* | UNICEF staff will not be able to provide a dedicated full time support on Learning Passport as they are expected to manage the overall education programme. The area of expertise for Learning Passport is also highly technical and UNICEF staff will not be able to provide. |
| **Included in Annual/Rolling Workplan***:* [ ]  Yes [x]  No, please justify:This post will be funded by HQ.  |
| **Consultant sourcing:**[x]  National [ ]  International [ ]  Both**Consultant selection method:** [ ]  Competitive Selection (Roster)[x]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[x]  New SSA – Individual Contract[ ]  Extension/ Amendment |
| **If Extension, Justification for extension:** |  |
| **Supervisor:**The consultant will be supervised by the Education Specialists at UNICEF Myanmar, under the overall supervision of the Education Section Chief. | **Start Date:** Monday02 August 2021 | **End Date:** Friday 15 July 2022 | **Full Time:** Regular Myanmar office hours. Monday to Friday. Some flexibility in hours may be negotiable with supervisor.  |
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| **Work Assignment Overview** |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline |  |
| Based on the discussion with Key Education Partners and UNICEF, produce inception report that includes time-framed workplan | *Inception report* | 31 August 2021 |  |
| Produce monthly progress reports, detailing how far objectives set for the month have been implemented | *End of Month progress reports Sept - June* | Monthly Rate |  |
| Final report that includes recommendations for sustainable implementation of LP | *Draft Final report**Final Report* | 01 July 202215 July 2022 |  |

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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| [x]  Bachelors [ ]  Masters [ ]  PhD [ ]  Other Enter DisciplinesAdvanced degree in information technology, statistics, communication, education, or other relevant field *is preferred*. However, In lieu of a specific academic degree, or having achieved a Bachelors level, relevant experience may be considered to meet this requirement. | **Knowledge/Expertise/Skills required:** (*must include minimum years of experience)** At least 3 years of experience in development of content digitization
* Experience in design of multimedia content, infographics, audio & video, voice-over, storyboarding and interactive elements of eLearning an advantage.
* Experience with content authoring tool like Articulate Storyline and Adobe Captivate an advantage
* Experience in LMS and content management on LMS
* Experience of conducting trainings and developing training package.
* Good technical understanding and familiarity with information management systems.
* Demonstrated ability and experience in coordination, and able to work under pressure is required.
* Fluency in English is a minimum requirement
* Experience of screen reading functionality and/or of implementing web content accessibility guidelines, to ensure adaptation of materials for use with children with disabilities is a distinct advantage
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| **Evaluation Criteria:**  | * Examples of online eLearning content developed by applicant in the past
* Technical proposal on the consultant’s plan of action to build a country education digital learning website, including content planning as well as eLearning development methodology and tools
* 1 – 2 page Cover Letter detailing how the consultant fits the knowledge/skills/Experience listed above
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| **Conditions:** | The consultant must have access to their *own laptop* and a *reliable internet connection*, in order to ensure they are able to fulfil this task effectively |
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| **Administrative details:**Visa assistance required: [ ] Transportation arranged by the office: [ ]  |  [x]  Home Based [ ]  Office Based:If office based, seating arrangement identified: [ ] IT and Communication equipment required: [ ] Internet access required: [ ]  |
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