

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title:	Consultant to lead the development of a full-fledged Joint Programme Document (JP ProDoc) on Digital Transformation for Education in Jamaica
Duration:	2 months
Estimated Start Date:	March 8, 2024
Duty Station:	Jamaica
Reporting to:	Mohammad Mohiuddin, UNICEF Deputy Representative

BACKGROUND & ORGANIZATIONAL CONTEXT

The **Joint Sustainable Development Goals (SDG) Fund** is an innovative instrument to incentivize transformative policy shifts and stimulate the strategic investments required to put the world on track to meet the SDGs. The Joint SDG Fund is a multi-partner trust fund suitable for integrated support at scale, essential for achieving the 2030 Agenda. The Fund supports countries in advancing the Agenda 2030 by helping to reinforce their SDG financing ecosystem and catalyzing strategic investments that unlock public and private capital toward Global Goals. The SDG Fund provides design and catalytic grants channeled to UN Agencies to be used as de-risking capital that can unblock additional finance towards SDG-aligned targeted investments with the potential for replication and scaling up.

To address digital challenges and harness possibilities and solutions, and in line with SDG transformations from its 2023-2026 Strategy, the Joint SDG Fund has launched its first **Window on Digital Transformation**. It invests in joint UN action led by UN Resident Coordinators (RCs) and implemented by UN Country Teams (UNCTs) to develop systemic responses that simultaneously address policy, capacity, financing, and connectivity needs towards transformation impact. The Window builds on the Roadmap for Digital Cooperation launched by the UN Secretary-General in June 2020, which provides the framework for joint action toward a more inclusive, equitable, and safer digital world that serves the needs of everyone and is aligned with the UN Secretary-General's "Our Common Agenda". It supports the implementation of one of the key six SDG transitions that represent the thematic priorities of the Joint SDG Fund in its new 2023-2026 Strategy "Financing Catalytic Action for the SDGs".

The Jamaica RCO has submitted an **Expression of Interest (EOI)** titled '*Empowering Jamaica's Future: SDG Joint Programme on Digital Transformation for Education*' to receive funds from this window. The expected contribution is to support the modernizing and enabling of the Education Management Information System through the development of an OPEN-EMIS to improve data collection, reporting, and use, and thus education delivery while driving transformative changes through leveraging existing digital solutions. Key goals are to harness the power of real-time data to enhance teacher management, improve student attendance, and improve coverage and quality of the national school feeding program while increasing learning outcomes. The leading agency is UNICEF and other Participating UN Organizations (PUNOs) in the proposed program are UNESCO, WFP, and FAO.

Having successfully passed the technical review process of the EOI, the PUNOs now have to proceed with developing a **full-fledged Joint Programme Document (JP ProDoc)**.

PURPOSE OF ASSIGNMENT

To lead the development of the project document 'Empowering Jamaica's Future: SDG Joint Program on Digital Transformation for Education,' ensuring the participation of all agencies and the coordination with governments and other international development partners.

MAIN DUTIES AND RESPONSIBILITIES

1. To support the establishment of the Steering Committee and the Interagency Technical Team of the Project, including the drafting of the Terms of Reference for its operation, the convening of its members, and the definition of work plans and budgets for its operation over the project life period.
2. To lead the interagency process of preparing the ProDoc according to the guidelines defined by the SDG Fund and under the highest quality standards, starting with the detailed review and adjustment of the theory of change and including all required sections and annexes.

It is expected that the entire process will be conducted in a participatory manner, with the active contribution of the PUNOs and the government agencies involved.

EXPECTED RESULTS

Deliverables	Deliverable Date	Percentage Payment
1. Consultant's work plan detailing objectives, activities, duration, responsibilities, and other aspects	March 12	10
2. Reviewed and adjusted baseline and situation analysis of the ProDoc.	March 16	0
3. Proposal for the steering committee's terms of reference developed	March 23	0
4. Program strategy and theory of change adjusted	March 30	40
5. Finalization of the following sections of the ProDoc: <ul style="list-style-type: none"> • Adaptive implementation and management arrangements, and Joint Evaluation • ANNEX 1: Mapping of related projects, investments, and other development initiatives • ANNEX 2: Integrated results framework, work plan, and budget, • ANNEX 3: Budget per UNSDG Categories 	April 7	0
6. The following sections of the ProDoc, are finalized: <ul style="list-style-type: none"> • ANNEX 4: Risk Matrix • ANNEX 5: Localization, Gender Equality, and Human Rights Markers 	April 14	0

<ul style="list-style-type: none"> ANNEX 6: Overview of the Learning and capacity-building plan for the main stakeholders and ANNEX 7: Overview of the Communications and visibility plan 		
7. First draft of the Complete Programme Document	April 17	0
8. Organization of the Steering committee's first meeting	April 17 – 21	0
9. Adjusted document after the steering committee and SDG Fund recommendations.	April 21 -28	0
10. Final Programme Document	April 28	50

Minimum Requirements and Qualifications	
Education	An advanced university degree is required in planning for development, planning, social sciences, economics, business, statistics, international development, or related sciences.
Work Experience	<p>A minimum of five years conducting planning, monitoring, or evaluation process in the social or economic development contexts.</p> <p>Work experience leading multisectoral teams.</p> <p>A good understanding of international development proposals.</p>
Languages	Fluency in English is required.
Technical knowledge	<p>Professional technical knowledge and expertise in international development.</p> <p>Knowledge about innovation, information, technology, digital transformation, change management, education management, and/or food security will be an asset.</p> <p>Experience in developing UN related proposals will be an asset.</p>
Other skills and attributes	<p>Demonstrated ability to coordinate teams and lead them effectively under tight deadlines.</p> <p>Ability to clearly define objectives and plan activities.</p> <p>Excellent writing and communication skills</p>

Evaluation

- All applications will be evaluated based on 75 points for technical - (knowledge /expertise /skills) and 25 points for financial submissions.

Child Safeguarding
Is this project/assignment considered as “ Elevated Risk Role ” from a child safeguarding perspective?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, check all that apply</i>
Direct Contact Role
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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/costs indicated are estimated. The final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on the submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the contractor.

Individuals engaged under a consultancy will not be considered staff members under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

Travel will be covered by UNICEF as per policy.

- Travel costs will be estimated and added to the contract once they are determined based on UNICEF Financial Rules and Regulations.
- For agreed country visits, the contractor/consultant will be responsible in administering their own travel. UNICEF will reimburse travel related expenses based on actual costs or on the below criteria whichever is lower and upon presentation of receipts.
- Any travel involved should be budgeted according to UN Travel Standards as a ceiling.
- [UN Secretariat Administrative Instruction on Official Travel, ST/AI/2013/3](#): Sect. 4, para. 4.2, numerals (d) and (e)

For information on Daily Subsistence Allowance (DSA), can be found on the [International Civil Service Commission website](#)