

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Consultant for out-of-school children programme		Type of engagement <input type="checkbox"/> Consultant (ZCON) <input checked="" type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Surabaya, Indonesia.
Purpose of Activity/Assignment: To provide technical support for the replication of the out-of-school children (OOSC) programme in Central Java and East Java Provinces.			
Background <p>The large number of out-of-school Children (OOSC) in Indonesia, is a major factor hampering the realisation of the Government of Indonesia's target of 9 Years Compulsory Education; as well as the stated aim (in 2015) to implement 12 Years Compulsory Education. Approximately 4.1 million school age children (7-18 years of age) remained out of school in 2020 (Susenas, 2020). However, with the onset of the COVID19 pandemic, the situation of out-of-school children is worsening, as the socio-economic impacts of the pandemic on households push more children and adolescents out of school. Decisive and collective action is needed to curb this trend.</p> <p>In the previous country programme (2016-2020) UNICEF supported the development of policies and strategies and piloted approaches to evidence-based education planning and universal education at village level for addressing OOSC in four districts. Key summary of results are as follows:</p> <ul style="list-style-type: none"> Local governments of the four focus districts determined OOSC as a priority issue and local policies were continuously established to provide stronger regulatory framework to address the issue. South Sulawesi and Central Java provincial governments developed provincial replication plans of the OOSC programme by referring to the good practices of the piloted approaches. This included expansion strategies to several districts in each province. West Sulawesi provincial government developed an OOSC programme expansion plan where 20 villages across the province were selected as replication areas. At national level, the use of the OOSC community-based mapping tool (CBDIS), mainstreamed into village development planning and information systems, was continuously expanded by the Ministry of Village (MoV), including through its utilization as a data collection instrument during the nationwide monitoring of the impact of COVID19 on OOSC. Through the regulation of Village Fund utilization, OOSC data collection through CBDIS was recommended as an initiative that can be funded by Village Funds. <p>In the new country programme (2021-2025), UNICEF is expanding the implementation of the OOSC programme by strengthening national and subnational systems and capacity to scale-up approaches proven effective in addressing the issue of OOSC. Building on good practices of the piloted approaches, the capacity was built of local stakeholders to develop OOSC action plans and contextual strategies as part of local government regular planning and budgeting processes at village and district levels.</p> <p>Central Java is province with second highest number of OOSC where 527,432 children (aged 7-18) in this province are not in school (Susenas, 2020). There is a similar situation in East Java where 523,667 children aged 7-18 years old in this province are not in school. East Java is province with the third highest number of OOSC (Susenas 2020).</p> <p>To support the scaling up of the OOSC programme in Central and East Java provinces particularly for six districts¹ in Central Java Province and two districts² in East Java province UNICEF is seeking a consultant to work from UNICEF's Surabaya Field</p>			

¹ Rembang, Purbalingga, Jepara, Pemalang, Banyumas, Magelang.

² Jember and Mojokerto

Office, with regular travel to selected districts. This assignment is expected to be carried out on a part-time basis over 11.5 months period.

Scope of Work:

The main tasks of the position are as follows

1. Within the context of OOSC programme scaling-up in Central and East Java provinces, provide a series of technical assistance for development and/or implementation of provincial and districts action plans for providing targeted assistance to support OOSC to return to learning.³
2. Provide technical assistance and advocacy support for continuous expansion of the OOSC programme in four⁴ initial replication districts in Central Java, including assistance for establishment of relevant policies and integration of OOSC-related interventions into local government planning and budgeting.
3. Provide technical support for establishment of an OOSC Task Force in each of the two new replication districts in Central Java and in at least two new replication districts in East Java.⁵
4. Provide technical support to ensure the quality of OOSC programme replication in eight⁶ selected districts (six districts in Central Java and two districts in East Java).
5. Facilitate regular coordination meetings to strengthen partnerships among government agencies, such as provincial and district education offices, provincial and district village development offices, BAPPEDA at provincial and district levels, non-government partners, as well as other stakeholders, to leverage support for OOSC learning opportunities.
6. Through coordination and collaboration with CBDIS technical experts, facilitate OOSC database maintenance in each replication district to enable sufficient monitoring on the progress of OOSC interventions.
7. Provide technical support for the introduction of Life Skill Education/21st Century Skills into the non-formal education system, as well as other necessary interventions, to improve access to quality and relevant education for OOSC.
8. Provide technical support to OOSC Task Forces in selected districts for the identification and implementation of relevant strategies and interventions to ensure that OOSC and those at risk of dropping out continue learning.

³ Covering the following districts: Rembang, Purbalingga, Jepara, Pemalang, Banyumas, Magelang, Jember and Mojokerto.

⁴ Purbalingga, Jepara and Pemalang

⁵ Central Java: Banyumas and Magelang. East Java: Jember and Mojokerto.

⁶ Rembang, Purbalingga, Jepara, Pemalang, Banyumas, Magelang, Jember and Mojokerto.

Supervisor: Education Officer based in Surabaya & Education Specialist based in Jakarta	Start Date: Oct/ Nov 2023	End Date: 15th Oct 2023	Number of Days (working) = Total 110 days in 11.5 months
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Key deliverables and tasks

Individuals engaged under a consultancy or individual contract 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.

Deliverables/Outputs:	Tasks/Milestone:	Timeline & Estimated Input Days	
Deliverable #1: A detailed work plan, covering the period of the consultancy (max. 3 pages) A progress report (max. 5 pages, excluding annex) covering: <ul style="list-style-type: none"> Final draft of Rembang, Purbalingga and Pemalang action plan on OOSC. Progress on the development of Central Java and East Java provincial action plan and/or other policies on OOSC at province level. Results of the coordination meeting, including clarity on district government commitment to support OOSC programme replication 	<ul style="list-style-type: none"> Review and provide technical inputs for the finalization of 3 districts action plans on OOSC (Pemalang, Rembang and Purbalingga) Provide technical support and advocate for the provincial action plan and/or other policies on OOSC in Central and East Java Provinces. In coordination with the provincial Bappeda of Central Java, provide technical support for a coordination meeting to reaffirm the commitment (including willingness for resource sharing) of new replication districts (i.e. Magelang and Banyumas) to replicate the OOSC programme. 	(10 days)	
Deliverable #2: Progress report (max 5 pages, excluding annex) covering: <ul style="list-style-type: none"> ToR of the ToT of "Evidence-based education Planning and Universal Education" and brief ToT report. Update on progress of CBDIS data collection at village level in Pemalang, Jepara, Rembang and Purbalingga districts. Report on progress of number and/or % OOSC able to continue learning through formal and non-formal education. Data disaggregated by gender. 	<ul style="list-style-type: none"> Provide support for Training of Trainer workshops on "evidence-based education planning and universal education" in 2 districts in Central Java (Banyumas and Magelang). Provide technical support for programme replication at village level in 4 districts (Pemalang, Jepara, Rembang and Purbalingga), including liaising with CBDIS technical experts and/or helpdesk at MoV. Lead and facilitate coordinatin meetings among government agencies and other key stakeholders in 4 districts in Central Java (Pemalang, Purbalingga, Jepara and Rembang), to ensure OOSC and children at risk of dropping out can continue learning through formal or non-formal education. 	(10 days)	
Deliverable #3: Progress report (max 5 pages, excluding annex) covering: <ul style="list-style-type: none"> Status of East Java OOSC action plan development District action plan development in Banyumas and Magelang districts. OOSC Task Force establishment in Banyumas and Magelang districts. OOSC Task Force establishment in at least 2 districts in East Java province (Mojokerto and Jember) 	<ul style="list-style-type: none"> In collaboration with the provincial Bappeda of East Java, provide technical support for the development of East Java OOSC action plan. Provide technical support for the development of district action plans in Banyumas and Magelang districts in Central Java. Coordinate and advocate for the establishment OOSC Task Forces in 2 districts (Banyumas and Magelang) in Central Java and at least 2 districts in East Java (Jember and Mojojerto) 	(10 days)	
Deliverable #4: Progress report (max 5 pages, excluding annex) covering: <ul style="list-style-type: none"> Results of the coordination meeting, including clarity on district government 	<ul style="list-style-type: none"> In coordination with the provincial Bappeda of East Java, provide technical support for a coordination meeting to reaffirm the commitment (including willingness for 	(10 days)	

<p>commitment to supporting OOSC programme replication</p> <ul style="list-style-type: none"> • OOSC database of the selected villages in Banyumas and Magelang • Progress on OOSC Task Force performances in Banyumas and Magelang and in Mojokerto district and Jember district in East Java. 	<p>resource sharing) of new OOSC replication districts in East Java.</p> <ul style="list-style-type: none"> • Coordinate with MoV and other government agencies to finalize OOSC data collected at villages level in 2 districts (Banyumas and Magelang). • Strengthening OOSC Task Force capacity in 2 districts in Central Java (Banyumas and Magelang) and at least 2 districts in East Java (Jember and Mojokerto). 		
<p>Deliverable #5: Progress report (max 5 pages, excluding annex) covering:</p> <ul style="list-style-type: none"> • Progress on OOSC Task Force performances in Banyumas and Magelang and in Jember and Mojokerto districts in East Java. • Support provided for OOSC database maintenance of the six⁷ districts in Central Java (annex: updated OOSC database) 	<ul style="list-style-type: none"> • Routine coordination with OOSC Task Force in Banyumas, Magelang, Jember and Mojokerto to support Task Force deliverables. • Facilitate OOSC database maintenance of the 6 districts in Central Java to enable sufficient monitoring on the progress of OOSC intervention in the area. 	(10 days)	
<p>Deliverable #6: Progress report (max 5 pages, excluding annex) covering:</p> <ul style="list-style-type: none"> • The finalization process of district action plan in Banyumas, Magelang, Jember and Mojokerto. • Update on CBDIS implementation at village level in 8 districts 	<ul style="list-style-type: none"> • Provide technical support for the finalization of district action plans in Banyumas and Magelang, Jember and Mojokerto. Provide technical input for the implementation of CBDIS at village level in 8 districts⁸ 	(10 days)	
<p>Deliverable #7: Progress report (max 5 pages, excluding annex) covering:</p> <ul style="list-style-type: none"> • Update on OOSC Task Force performance in 8 districts. • Roadmap for OOSC replication in selected districts in Central Java and East Java province. • Support provided for OOSC database development of the replication districts in East Java (annex: OOSC database for replication districts in East Java) 	<ul style="list-style-type: none"> • Strengthening OOSC Task Force capacity in 8 districts. • Provide technical support for province and district planning to support OOSC programme replication in Central Java and East Java. • Facilitate OOSC database development in of replication districts in East Java, to enable sufficient monitoring of progress of OOSC interventions. 	(10 days)	
<p>Deliverable #8: Progress report (max 5 pages excluding annex) covering:</p> <ul style="list-style-type: none"> • Relevant actions or interventions established to follow-up the results of CBDIS implementation at village level in 8 districts 	<ul style="list-style-type: none"> • Provide technical support for the establishment of relevant actions to follow-up the results of CBDIS implementation at village level in 8 districts. 	(10 days)	
<p>Deliverable #9: Progress report (max 5 pages, excluding annex) covering:</p>	<ul style="list-style-type: none"> • Provide technical support for provinces and district planning to support programme replication in districts in Central Java and East Java. 	(10 days)	

⁷ Jepara, Pemalang, Purbalingga, Rembang, Banyumas and Magelang.

⁸ Jepara, Pemalang, Purbalingga, Rembang, Banyumas, Magelang, Jember and Mojokerto.

<ul style="list-style-type: none"> Update on the finalization process for district action plans in Banyumas, Magelang and in 2 districts in East Java. Implementation plan of “Back to Learning” campaign in East Java province. 	<ul style="list-style-type: none"> Advocate the needs for “Back to School” Campaign and support the development of implementation plan for “Back to Learning” campaign in East Java province. 		
Deliverable #10: Progress report (max 5 pages, excluding annex) covering: <ul style="list-style-type: none"> Update on progress of districts and provincial strategies and action plans on “children at risk of dropping out of school” to ensure they continue learning through formal or non-formal education. Progress of “Back to Learning” campaign implementation. Support provided for OOSC database maintenance of the 6 replication districts in Central Java (annex: updated OOSC database for the selected areas) 	<ul style="list-style-type: none"> Lead and facilitate coordination meetings among governments agencies and other key stakeholders to ensure OOSC and children at risk of dropping out are able to continue learning through formal and non-formal education. Review and provide input for the implementation of the “Back to Learning” campaign. Facilitate OOSC database maintenance in 8 districts to ensure OOSC and children at to enable sufficient monitoring on the progress of OOSC intervention in the area. 	(10 days)	
Deliverable #11: Progress report (max 3 pages excluding annex) covering: <ul style="list-style-type: none"> Identification and analysis of lesson learned and good practices of OOSC programme Key findings and follow-up actions from joints monitoring visit. 	<ul style="list-style-type: none"> Collect lesson learned and facilitate information sharing with districts and provinces in Java concerning the OOSC programme. Participate in a joint monitoring visit with the MoV, Bappeda Province and UNICEF. 	(5 days)	
Deliverable #12: Progress report (max 3 pages excluding annex) covering: <ul style="list-style-type: none"> Information and data provided for donor report development. 	<ul style="list-style-type: none"> Provide support for development of donor reports on OOSC programme implementation. 	(5 days)	
Total number of input days		110	

*) Ref CF.AI.2013-001 Amend 2, work assignment should be: specific, measurable, attainable, results-based and time-bound (“SMART”) and include:

- (a) tangible and measurable outputs, objectives and targets of the work assignment, as well as specific activities to achieve these.
- (b) specific delivery dates and details as to how the work must be delivered (e.g., electronic submission, hard copy), subdivided into “milestones” where appropriate.
- (c) indicators for evaluation of outputs (including timeliness, achievement of goals, and quality of work)

<p>Minimum Qualifications required:</p> <p>Bachelors <input checked="" type="checkbox"/> Masters PhD</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> a. Relevant master's degree qualifications in education or social science. b. At least 7 years of experience in education or social sector(s) especially experience in providing technical assistance to government stakeholders. c. Strong knowledge and experience in programmes related to out-of-school children including on implementation of community-based mapping or data collection programme or other relevant initiatives involving community-based approach. d. Strong knowledge about education systems and programmes in Indonesia which is supported by experiences in working for projects/programmes involving national and sub-national governments as well as other development partners. e. Strongly knowledgeable and experience with government system especially in government planning process at district and village level. f. Good written and spoken communication skills in English – essential. g. Experience in working for or collaborating with international organizations is a strong asset. h. Strong interpersonal and proven communications skills especially in advocating or dealing with government stakeholders at national and sub-national level.
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