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

|  |  |
| --- | --- |
| **PART I** | |
| Title of Assignment | *International consultant to support capacity assessment, capacity building and ADDA set-up in Niger and across other African target countries* |
| Section | ICT4D |
| Location | Remotely |
| Duration | *11.5 months* |

**Background and Justification**

Drones, data, and artificial intelligence are 21st century technologies with the potential to leapfrog advancements in development and significantly contribute to economic growth in Africa. To achieve this, countries are urged to invest in education to create a qualified and skilled workforce to seize the opportunities offered by these technologies. Real opportunities are often still lacking for young people, especially for girls and women.

The African Drone and Data Academy (ADDA) addresses this gap and aims to be a center of excellence that will equip young people with 21st century skills preparing them for a digital economy towards advancing the SDGs. Drones and drone-enabled technologies support work of at least eight SDGs: 2,3,4,5,8,9,10, and 11.

ADDA aims to support the training of a skilled workforce in African countries. The objective is to set up and manage ADDA in Niger (ADDA-N) and other African priory countries which will be a scale up of the original model developed in Malawi. The vision is to bring together academic institutions, public and private sector actors, and key organizations in ADDA host countries to deliver on this common vision. The approach will be tailored to meet host countries’ needs including sustainable agriculture, disaster risk management, urban planning etc.

**Scope of Work**

***Goal and Objective*:** Support set up including capacity assessment of the Niger ecosystem to manage, host and support the ADDA Niger, and support the scaling of the ADDA in other regions of interest.

***Provide details/reference to AWP areas covered:*** Support ESARO’s and Niger CO’s work in youth engagement, skills building, and employability (ie YOMA, Atingi), as well as the African Data and Drone Academy (ADDA)

***Activities and Tasks:***

a) Understand the country landscape in close collaboration with key stakeholders to better define key priority areas as it aligns with government priorities

b) Develop the methodology and approach for a capacity assessment potential ADDA host countries such as Niger and their institutions to host and manage the ADDA;

c) Mapping of key stakeholders for ADDA in various countries

d) Conduct capacity assessment through conducting stakeholder mapping, Key Informant Interviews, Focal Group Discussions and document review, among others

e) Analyse current country capacities against ADDA start up needs and identify existing gaps and opportunities

f) Formulate recommendations and identify opportunities for both (financial & non-financial) means to address these gaps

g) Support the project management and day to day activities to start up ADDA in host countries, organize and prepare meetings within ADDA partners, support various project planning and capacity building activities

h) Support the launch of the ADDA Niger

***Work relationships:*** *The consultant will work in close collaboration with the ESARO Innovation Specialist and the Niger CO Education Officer.*

***Outputs/Deliverables:***As an active UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to yoma and ADDA, including through:

Deliverable 1: Overview of a light country specific Landscape analysis as it relates to ADDA and government priorities

Deliverable 2: Approach and methodology for the capacity assessment

Deliverable 3: Summary of findings of the data collection for the capacity assessments

Deliverable 4: Report summarizing capacity assessment, findings, conclusions and recommendations and potential establishment of ADDA Niger

Deliverables 5: Support Virginia Tech’s development of an additional DPG module for ADDA Niger and translation of existing content

Deliverable 6: “Final progress report” on inputs provided

The average workload to achieve these deliverables will be around 10 working days per month.

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Duration**  **(Estimated # of days)** | **Timeline/Deadline** | **Schedule of payment** |
| Monthly report, findings on capacity assessment | 10 | 31. January 2022 | Directly after delivery |
| Monthly report, findings on capacity assessment | 10 | 28. February 2022 | Directly after delivery |
| Monthly report, final report on capacity assessment | 10 | 31. March 2022 | Directly after delivery |
| Monthly report, including translation of curriculum and drafting of new curriculum | 10 | 30. April 2022 | Directly after delivery |
| Monthly report, final report on translation of curriculum and drafting of new curriculum | 10 | 15. May 2022 | Directly after delivery |
| Monthly report, incl. on roll-out of findings from capacity assessment | 10 | 30. June 2022 | Directly after delivery |
| Monthly report, findings on capacity assessment and status of other support activities. | 10 | 31. July 2022 | Directly after delivery |
| Monthly report, findings on capacity assessment and status of other support activities. | 10 | 15. August 2022 | Directly after delivery |
| Monthly report, findings on capacity assessment and status of other support activities. | 10 | 31 September 2022 | Directly after delivery |
| Monthly report, findings on capacity assessment and status of other support activities. | 10 | 30 October 2022 | Directly after delivery |
| Monthly report incl. on roll-out of findings from capacity assessment and ADDA establishment | 10 | 30. November 2022 | Directly after delivery |
| Final report | 5 | 10 December 2022 | Directly after delivery |

**Payment Schedule**

*As per table above*

**Desired competencies, technical background, and experience**

*a)    Education:  Master’s degree in an academic field related to public policy, management, environmental studies, development economics and economics. Experience in working with satellite, digitization, drone and cell phone imagery and georeferenced data would be an asset.*

*b)    Professional experience in the African context would be advantageous*

*c)     Professional experience in establishing a start-up would be advantageous*

*d)    At least five years research experience in a related field (drones, mapping, community resilience, etc)*

*e)     Strong drafting and conceptual skills*

*f)      Fluency in English and in French*

1. *Must exhibit the UNICEF Core Values of:*
   1. *Care*
   2. *Respect*
   3. *Integrity*
   4. *Trust*
   5. *Accountability*
2. *Competencies:*

UNICEF's core competencies also applying to this role include the ability to

* Build and maintain partnerships,
* Demonstrate self-awareness and ethical awareness
* Innovate and embrace change
* Drive to achieve results for impact
* Manage ambiguity and complexity
* Think and act strategically
* And work collaboratively with others.

To view our competency framework, please visit [here](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf).

1. *C)*

**Administrative issues**

*The contractor will work on a weekday schedule as agreed with the supervisor. This may require a full-time schedule during travel assignments.*

*The contractor will work under supervision including the ESARO innovation specialist with a dotted reporting line to Niger CO’s education officer. As most of the ADDA/yoma team is working remotely most meetings will be online with occasional in person meetings when required.*

*The contractor is expected to work remotely from his/her own premises with potential travel to several countries in Africa and beyond depending on COVID-19 travel restrictions in 2022 for which the UNICEF office would cover DSA and travel costs. Travel will be in economy class. If the contractor is required to quarantine while traveling, UNICEF will pay for the quarantine if not organized by the host country.*

**Conditions**

* *The consultant will work from his/her own premises with agreed check ins in the UNICEF office and use his/her own computer and related infrastructure.*
* *all travel is by most economical fare and reimbursement as per UNICEF policy,*
* *“As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary”.*
* *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.*

**Risks**

*All reasonable and risks associated with the consultancy assignment should be identified, and a relevant risk response and possible mitigating action defined. Risks include:*

|  |  |
| --- | --- |
| ***Risk*** | ***Mitigation*** |
| *Mission and travel delays and cancellation due to COVID, political circumstances* | *The consultant in collaboration with the supervisor will develop alternative options to achieve mission objectives.* |
| *Country partners are unavailable for capacity assessment* | *Develop alternative methodologies for assessing capacities.* |

**How to Apply**

Qualified candidates are requested to submit a cover letter, CV, P11 form and their technical proposals to the online recruitment portal (Talent Management System) or email provided.

Interested candidates to indicate ability, availability, and monthly rate expressed in US$ to undertake the terms of reference as an international individual contractor

**Applications submitted without a fee/ rate will not be considered.**