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

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| **PART I** | | |
| Title of Assignment | Facilitator for the 2022 Regional Education Network Meeting | |
| Section | Education | |
| Location | Nairobi, Kenya | |
| Duration | 8 days | |
| Start/End date | **From:1-Apr-22** | **To: 22-Apr-22** |

**Background and Justification**

UNICEF’s Eastern and Southern Africa Regional Office will be hosting an in-person Regional Education Network Meeting (RENM) with Chiefs of Education from the 21 countries in the region from 11 to 14 April 2022 and requires an experienced professional to facilitate this complex 4-day meeting.

The RENM is typically held every 2 years to bring together colleagues from education sections across the region to review trends, discuss emerging issues, share experiences and lessons on successful and innovative programming, and agree on ways to improve access to quality education for children across the region. Since the onset of the COVID-19 pandemic in 2020, the meeting has been held online as per UNICEF administrative guidance. Due to changes in the SOPs on COVID-19 restriction since October 2021, the meeting will be held face to face in 2022, though with a reduced number of participants per country.

The estimated number of the meeting participants will be one per country office, for a total of about 30-40 participating UNICEF staff from across the UNICEF Eastern and Southern Africa region and including a few guests and representatives from UNICEF HQ. To enable additional colleagues from ESAR country offices to participate in aspects of the RENM, the meeting will also include a hybrid aspect, with some sessions being broadcast online through Zoom. It is also possible that one or two speakers may also join the meeting virtually.

While various RO Education section colleagues will be engaged in organizing and leading individual sessions during the meeting, the team requires an overarching facilitator to ensure the meeting flows smoothly and according to time, transitions effectively between sessions, incorporates meaningful team-building activities, and effectively engages in-person and virtual participants.

**Scope of Work**

1. ***Goal and Objective*:** Under the supervision of the Education Specialist – Data and RBM / Education, the consultant will facilitate an effective 2022 Regional Education Network Meeting. The goals of this meeting include:

* Facilitating networking and team building among the 21 country offices and regional office
* Sharing and discussing global and regional education priorities, programmatic guidance and latest evidence
* South-South sharing of experiences and group problem-solving

1. ***Provide details/reference to AWP areas covered:***

This assignment is directly linked to *Activity “*Oversee and quality assure 21 COs’ education programmes, including Education Network Meeting” in the ESARO Rolling Work Plan

1. ***Activities and Tasks:***

The consultant is expected to provide high-quality facilitation of the RENM meeting. Specifically, he/she will

* Participate in planning meetings to finalize the meeting agenda, activities, and logistics prior to the RENM
* Prepare a facilitation plan for the RENM, as per the prescribed agenda
* Introduce and close out the meeting days and individual sessions
* Ensure the meeting sessions flow and stay within their prescribed time
* Facilitate plenary discussions, panels, small group discussions, and other interactive activities during the sessions
* Involve virtual participants as appropriate in the sessions
* Develop and lead icebreakers, energizers, and other team-building activities
* Conduct a brief evaluation and prepare a short report documenting the evaluation results

1. ***Work relationships:***

The consultant will report to the ESARO Education Specialist (RBM/Data) and is expected to work closely with the meeting’s session leads in preparing the facilitation plan.

1. ***Outputs/Deliverables:***

The consultant will contribute to the following outputs by facilitating the RENM:

* Improved regional and south-south knowledge exchange and collaboration
* Increased collective understanding and ownership of global, regional, and country education priorities, including the collective focus areas and prioritized agendas

Specific deliverables are listed in the following table:

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| --- | --- | --- | --- |
| **Deliverables** | **Duration**  **(Estimated # of days or months)** | **Timeline/Deadline** | **Schedule of payment** |
| Facilitation plan and evaluation form for RENM submitted and approved | 3 days | April 8th | April 22, 2022  100% of payment |
| RENM online meeting facilitated effectively | 4 days | April 11-14 |
| RENM Workshop evaluation report submitted and approved | 1 day | April 19 |

Performance indicators include:

* Facilitation plan details the specific methods/activities that the facilitator will use for each session, transitions between sessions, and team building/icebreaker/energizer activities.
* >80% of meeting participants rate the facilitation as good or great in evaluation

**Payment Schedule**

One payment will be made at the end of the contract upon the consultant having completed all deliverables.

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

1. Advanced degree in a relevant discipline, ideally in organisational development and/or communications
2. At least five (5) years of progressively advanced experience in team development and meeting facilitation
3. Advanced skills in communicating in English is a must
4. Strong analytical, conceptual thinking and problem-solving skills
5. Full working knowledge of online and interactive meeting technology (e.g. Zoom, MS-Teams, Mentimeter, Slido, etc)
6. Previous working experience with UN and/or international organization desirable
7. Demonstrated ability to work in a multicultural environment and establish effective work relationships
8. Experience of working independently and at distance (i.e. remotely).
9. Must exhibit the UNICEF Core Values of:
   1. Care
   2. Respect
   3. Integrity
   4. Trust
   5. Accountability
10. Competencies: the consultant should have the following competencies for the assignment:
    1. Builds and maintains partnerships
    2. Demonstrates self-awareness and ethical awareness
    3. Drive to achieve results for impact
    4. Innovates and embraces change
    5. Manages ambiguity and complexity
    6. Thinks and acts strategically
    7. Works collaboratively with others
11. Languages needed: English

**Administrative issues**

The consultant will be expected to attend and facilitate the meeting in-person at the meeting venue in Nairobi. The RENM meeting will take place at Trademark Hotel in Limuru Road Village Market, Nairobi, Kenya, from April 11-14, 2022. On the first three days, the RENM will start at 8:00AM and finish at 5:00 pm, Nairobi time. On the final day, the meeting will conclude at 2:00 pm.

The consultant will also be expected to participate in preparatory meetings, which may be in-person at the UNON compound or virtual and will take place during working hours in Nairobi.

**Conditions**

* No office space or personal equipment will be provided to the consultant.
* No travel costs will be covered, as all activities will take place in Nairobi.
* Any anticipated expenses should be detailed and included in the consultant’s cost proposal.
* “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**

Potential risks, responses, and possible mitigating actions are identified in the below table:

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| **Risk** | **Risk response** | **Mitigating action** |
| Increase in COVID cases makes in-person meeting untenable | Switch to virtual meeting | Monitor COVID cases, UNON and Kenyan government restrictions in advance of meeting dates |
| Facilitator or participants get sick or are otherwise not able to attend the retreat | Postpone if a sufficient number of participants are not able to attend | Advance notice of meeting with OIC designee option, utilization of COVID prevention measures, adherence to country COVID requirements |
| Internet connectivity challenges disrupts virtual participation in retreat | Allow time to reconnect; record meetings and post later | Have IT support on-site |
| Facilitation of the meeting is poor | Pause meeting to discuss issue and suggestions with facilitator; Education section staff steps in to co-facilitate | Strong recruiting and hiring process; iterative preparation process with facilitator receiving and incorporating feedback into the agenda |

**How to Apply**

Qualified candidates are requested to submit a cover letter, CV, and their technical proposals to to UNICEF’s online recruitment portal.

Interested candidates to indicate ability, availability, and daily rate to undertake the terms of reference.

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