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

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| **Title:**  International Consultancy – Content Development and knowledge management | **Funding Code**Regular Resource | **Type of engagement**[x]  Consultant [ ]  Individual Contractor Part-Time[ ]  Individual Contractor Full-Time | **Duty Station:**Home-based |
| **Purpose of Activity/Assignment:**  Over the life of the current Country Programme Strategy (CPD) 2023-2027, UNICEF Nigeria seeks to position itself as a knowledge broker that learns, produces and disseminates lessons and emerging best practices in achieving results for children through data, evidence and innovation. Quality knowledge products are crucial to the overall innovation/knowledge management obligations required to meet the demand. |
| **Scope of Work:**Under the overall guidance of the Knowledge Management Specialist, the Consultant will support innovation and knowledge management (KM) processes to identify and co-create knowledge products with the Abuja-based and field office result managers to facilitate learning, decision-making and sharing of lessons and good practices for improved outcomes.**Key activities will include:** * Identify gaps and opportunities for developing action-oriented and quality knowledge products and targeted knowledge sharing aligned with results across sectors in the country programme.
* Through consultation and co-creation with result managers and KM focal points, develop a regularly updated action plan to address innovation/km documentation and knowledge-sharing needs of sections and field offices in a timely manner.
* In consultation, conceptualise, document, design and disseminate knowledge products, including lessons learned and emerging practices from data, evidence and innovation gathered by sections and field offices, assuring the highest quality as per UNICEF guidelines.
* Measure and track the utilisation of knowledge products from monitoring, evaluation and evidence-generation activities to refine sections and field offices’ dissemination strategy.
* Support to develop knowledge management training content to address capacity gaps and design knowledge-sharing sessions to optimise learning and promote knowledge exchange between field offices and programme sections.
* Support identifying, collecting, reviewing, consolidating and disseminating lessons learned, emerging or best practices from midyear and end-year programme reviews to inform management decision-making and future planning.
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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:                                                                                                                                                    **bank**Dear Zhen,Please see below the economy fare.  There is no difference in fares since the ticket has not been issued.<https://www.toonly.com/>**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 immediate 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:****2023** | **Requesting Section/Issuing Office:****PMR** | **Reasons why consultancy cannot be done by staff:**An international consultant(s) is needed at an advanced level to meet the expanding needs of programme sections and field offices for quality knowledge products. |
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| **Included in Annual/Rolling Workplan***:* [x]  Yes [ ]  No, please justify: |
| **Consultant sourcing:**[ ]  National [x]  International [ ]  Both**Consultant selection method:** [ ]  Competitive Selection (Roster)[x]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[x]  New – Individual Contract[ ]  Extension/ Amendment |
| **If Extension, Justification for extension:** |  |
|  | **Start Date:** July 1, 2023 | **End Date:**June 15, 2024 | **Number of Days (working)** |
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| ***Work Assignment Overview*** |
| *Tasks/Milestone:* | *Deliverables/Outputs:* | *Timeline* | *Estimate Budget*  |
| *Conduct desk research, analyse data and gather insights from the field offices and programme sections to develop an action plan to inform strategic KM priorities aligned with programme results* | *KM gaps analysis and action plan* | *10 working days* |  |
| *Develop concept notes and draft outlines in consultation with result managers of sections and field offices. Finalise knowledge management products (including design, pretest, technical validation and tracking utilization) to drive advocacy, influence policy making and share lessons and good practices.* | *10 knowledge management products ( key insights, lessons learned, good practices, case studies, guides, failures etc.)* | *10 working days per product* |  |
| *Develop and finalise products to highlight the Nigeria country office innovation portfolio regarding and update repositories (e.g. INVENT – global innovation share point data system) including Nigeria Country Office SharePoint* | *10 innovation portfolio products depending on the stage of innovation (pilot, ready to scale or replication)* | *3 working days per product*  |  |
| *Design and document models from implementing internal and external learning and knowledge-sharing sessions using innovative and collaborative tools and techniques to position the country office as a knowledge leader and improve decision-making making and future planning of programmes.* | *10 sessions designed* | *2 working days per session* |  |

*\*Does not include travel, per diem and other relevant expenses and/or costs if consultant is requested to travel to Nigeria.*

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| **Estimated Consultancy fee** |  |  |  |
| Travel International (if applicable) | NA, travel not planned |  |  |
| Travel Local (please include travel plan) | NA, travel not planned |  |  |
| DSA (if applicable) | NA, travel not planned |  |  |
| **Total estimated consultancy costs[[1]](#endnote-2)** |  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:*****Core competencies**** Communication
* Drive for results
* Analytical

**Language*** Superior English-language skills.
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| [ ]  Bachelors [x]  Masters [ ]  PhD [ ]  Other **Enter Disciplines**Degree in communications, knowledge management, international development, or other relevant areas | **Knowledge/Expertise/Skills required:*** At least eight years of relevant senior-level work experience in writing content for lessons learned, innovations, failures, case studies, emerging and proven practices
* Demonstrated experience designing creative and engaging content for capacity-building and facilitating knowledge sharing
* Demonstrated experience in creative graphic and audio-visual designs
* Crafting compelling narrative and structure and incorporating content/ inputs from several authors and sources
* Demonstrated strong writing and editing skills and attention to detail
* The ideal candidate will be self-starting, strategic and creative, with the ability to work independently and deliver quality results without supervision
* Excellent organisational skills, including project management skills and the ability to meet deadlines
* Manage meetings/ calls with Nigeria, other parts of West Africa and the US time zone
* The consultant will work independently and will be home-based. The interaction between UNICEF Nigeria and the consultant will be by email, other virtual meals or phone calls, as appropriate.
* Availability and willingness to take up an assignment on short notice are essential.
* Experience working with the UN system is an added value.
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| **Administrative details:**Visa assistance required: [ ] Transportation arranged by the office: [ ]  |  [x]  Home Based [ ]  Office Based:If office-based, seating arrangement is identified: [ ] IT and Communication equipment required: [ ] Internet access required: [ ]  |
| **Requested by:** | **Request Authorised by Section or FO Head** | **Verified by HR:** |
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1. [↑](#endnote-ref-2)