

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

Title	Funding Code	Type of engagement	Duty Station:
Deployment of Nigeria Learning Passport	RR	Consultancy based on deliverables	Abuja, Nigeria (Home based)
<p><b>Purpose of Activity/Assignment:</b></p> <p><u>Background</u></p> <p>Nigeria is home to approximately 206 million people, 43 per cent of whom are below 14 years of age. By 2030, there will be close to 126 million children in Nigeria. The growing child population places significant pressure on the provision of schooling and the delivery of education services. Despite the progress made in the past years, 10.2 million children at the primary level and 8.1 million at the junior secondary levels remain out of school. Lack of access to safe, quality, inclusive education impacts learning of children. Approximately 50 per cent of students in school cannot read or write, while only one in four children in Nigeria demonstrate foundational literacy and numeracy skills.</p> <p>The COVID-19, which resulted in closure of schools for long periods, posed a further challenge in education in Nigeria. The pandemic in 2020 left an estimated 511,318 children and adolescents in 2,076 schools including early childhood care and development (ECCD) centres without access to learning. The Ministry of Education and Training (FME) in collaboration with UNICEF Nigeria and the Local Education Group (LEG) developed a sector specific COVID-19 Preparedness and Response Strategy to ensure the provision of learning during school closures: promote safe reopening of schools and ECCD centres; support teachers on accelerated teaching and learning; and conduct back to school campaigns. The primary funding to support this work came from the Global Partnership for Education (GPE).</p> <p>To ensure the continuity of learning during and beyond the pandemic, UNICEF Nigeria supported the FME in developing and deploying an online learning platform, the Nigeria Learning Passport (NLP) (<a href="https://nigeria.learningpassport.org">https://nigeria.learningpassport.org</a> <a href="https://nlp.education.gov.ng">https://nlp.education.gov.ng</a> <a href="https://learningpassport.org">https://learningpassport.org</a>). The technology-based platform provides learners, teachers, school leaders, parents and the wider society with a digitized curriculum with e-textbooks (digital e-books) and a selection of supplemental learning materials electronically. NLP is currently being implemented in 12 States (the platform has been launched in Bauchi, Benue, Edo, Enugu, Jigawa, Kano, Katsina, Kaduna, Kebbi, Nasarawa, Niger, and Lagos) reaching 118,000 learners in 2022 and 770 schools for 2022-2023 and aiming to reach an additional 300,000 students by expanding to 8 more states in 2023.</p> <p>Preconditions for the success of digital learning delivery through online means include sufficient internet connectivity, device access and the skills among teachers and learners to use the technology effectively to support learning. UNICEF therefore entered into a partnership with Airtel Nigeria and IHS towers on the Reimagine Education initiative to bridge the digital divide by providing connectivity for schools. UNICEF with funding from Global Partnership for Education provided 13,500 mobile tablets for learners in 620 schools to learn using the Nigeria Learning Passport and capacity building of 28,000 teachers on the integration and deployment of ICT in the classroom was supported in 16 States. NLP has over 15,000 digitalized curriculum-mapped material in core subjects for Primary 1-6 and Junior Secondary School 1-3. The content resources have been adapted in four major languages: English, Hausa, Igbo and Yoruba.</p> <p>To further strengthen digital learning ecosystems in Nigeria, UNICEF Nigeria is seeking a consultant who provides technical support for the deployment of the quality Learning Passport.</p>			

### Main objectives

The main objective is to support FME and State Ministries of Education in managing and coordinating programme implementation activities related to the LP.

### Specific Objectives

The consultant will support the deployment of NLP and strengthen the digital learning ecosystems in Nigeria in collaboration with UNICEF Field Offices (FOs). Specific objectives are:

- 1) assess needs of NLP;
- 2) strengthen the capacity in managing NLP on a long-term basis at the Federal level;
- 3) promote enrolment and registration in NLP through advocacy;
- 4) ensure quality content and courses available in the NLP;
- 5) ensure the functionality and security of devices with device management measures;
- 6) facilitate partnerships to improve connectivity;
- 7) coordinate capacity development of teachers and education stakeholders in using the platform for improving the quality of teaching and learning;
- 8) strengthen troubleshooting functions; and
- 9) ensuring timely monitoring and reporting.

### **Scope of Work:**

#### 1) Situation/Needs assessment

- Using existing platforms such as HQ survey tools and U-report, conduct analysis of teachers and students on their use of the NLP platform, usefulness of materials in delivering quality teaching and learning, and/or any requests on the content, accessibility and functionality of NLP.

#### 2) FME management capacity

- Provide support to FME to manage and coordinate programme implementation activities related to NLP, which includes technical assistance to FME staff on how to operate and manage the platform including uploading content.
- Support FME in financial planning for digital learning, including assessing/forecasting capital and recurrent costs for NLP deployment and maintenance.

#### 3) Communication, advocacy and stakeholder engagement

- Coordinate the implementation of a communication, advocacy and stakeholder engagement plan in collaboration with FOs to sensitize government officials, schools, teachers, children and parents on LP management and use.
- Promote enrolment/registration of teachers, children and adolescents on the LP. This includes ensuring that the Learning Passport platform is equity-based and accessible to all including the most disadvantaged children.

#### 4) Content management / quality assurance

- Engage the Nigerian Educational Research and Development Council (NERDC), National Teachers Institute (NTI) and Teachers Registration Council of Nigeria (TRCN) in FME to develop content quality standards and conduct quality assurance of materials on NLP.
- Support FME in developing and/or identifying supplementary learning resources and uploading the content on NLP, ensuring that the content is designed according to principles of equity and

inclusiveness (e.g., gender sensitive and disability inclusive, based on the principles of Universal Design for Learning to the greatest extent possible).

**5) Device management**

- Support FME, States, LGEA, schools and other education partners in managing and tracking onboard devices, including planning, implementation, monitoring and reporting of the mobile device management (MDM) solution.
- Support MDM online platform configuration for device management, user and device profiles with appropriate restrictions in place for devices as well as monitoring dashboards.

**6) Connectivity**

- Support UNICEF and FME to develop and scale up partnerships for expanding connectivity and Whitelisting (e.g., Airtel, MTN, Glo, 9Mobile, Starlink), which includes advocacy and negotiation for zero-rating and/or education data plan of the LP with government line ministries, mobile network operators and communication regulatory authority.

**7) Teachers' skills**

- Support the development of a FME guidance and framework for teachers on how teachers use NLP for their teaching and learning as part of teacher standards and teacher training curriculum.
- Support FME and the Universal Basic Education Commission (UBEC) in rolling out teacher training modules within NLP.

**8) Helpdesk (admin/user support)**

- Provide FME with support for NLP maintenance and troubleshooting as needed.
- Provide a comprehensive up-to-date knowledge base that is available to support users and administrators.

**9) Monitoring, evaluation and reporting**

- Conduct regular monitoring and reporting on usage of NLP.
- Conduct regular monitoring and reporting on NLP-related activities, including the implementation of NLP activities and scale up of the NLP in UNICEF Country Office (CO) and FOs.
- Support integration of digital learning indicators into Education Management Information Systems.
- Support evaluation surveys that aim to assess effectiveness of NLP on learning outcomes.

**Child Safeguarding**

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES  NO  If YES, check all that apply:

**Direct contact role**

YES  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:

<b>Child data role</b>	YES <b>NO</b>
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 <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>	

<b>Budget Year:</b> 2023	<b>Requesting Section/Issuing Office:</b> Education	<b>Reasons why consultancy cannot be done by staff:</b> Specific expertise on digital learning required	
<b>Included in Annual/Rolling Workplan:</b> Yes No, please justify:			
<b>Consultant sourcing:</b> National International <b>Both</b>		<b>Request for:</b> <b>New – Individual Contract</b> Extension/ Amendment	
<b>Consultant selection method:</b> Competitive Selection (Roster) <b>Competitive Selection (Advertisement/Desk Review/Interview)</b>			
<b>If Extension, Justification for extension:</b>			

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Payment
1) Situation/Needs assessment	• Situation/Needs assessment reports.	After 3 months	4%
2) FME management capacity	• A record of support provided to FME in LP management and budget.	After 6 months	14%
3) Communication, advocacy & stakeholder engagement	• Advocacy materials and a record of implementation of the LP communication, advocacy and stakeholder engagement.	After 12 months	14%
4) Content management / quality assurance	• Content and supplementary learning resources uploaded on LP in accordance with quality standards.	After 6 months	14%
5) Device management	• MDM solutions agreed, developed and implemented.	After 3 months	8%

6) Connectivity	<ul style="list-style-type: none"> <li>• A record of support provided for partnership development for zero-rating and/or education data plan developed and implemented.</li> </ul>	After 9 months	8%
7) Teachers' skills	<ul style="list-style-type: none"> <li>• A FME guidance and framework for teachers.</li> <li>• A record of support provided to the rolling out of teacher training modules on LP.</li> </ul>	After 9 months	14%
8) Helpdesk (admin/user support)	<ul style="list-style-type: none"> <li>• A record of support provided to FME in LP maintenance and troubleshooting</li> <li>• An up-to-date knowledge base for LP users and administrators.</li> </ul>	After 12 months	8%
9) Monitoring and reporting	<ul style="list-style-type: none"> <li>• Regular updates on LP usage.</li> <li>• Regular updates on LP-related activities in UNICEF Country Office and FOs.</li> <li>• A record of support provided for integration of digital learning indicators into EMIS.</li> <li>• A record of support provided to evaluation of the effectiveness of NLP on learning outcomes.</li> </ul>	After 12 months	16%
<b>Total</b>			100%

<b>Estimated Consultancy fee</b>			
Travel International (if applicable)	Not applicable. Consultancy is home-based.		
Travel Local (please include travel plan)	Not applicable. Consultancy is home-based.		
DSA (if applicable)	Not applicable. Consultancy is home-based.		
<b>Total estimated consultancy costs<sup>ii</sup></b>			
<b>Minimum Qualifications required:</b>  Bachelors <b>Masters</b> PhD Other  Advanced university degree in education, digital education, instructional design, information systems management, ICT management, computer science or other relevant fields.	<b>Knowledge/Expertise/Skills required:</b>  <u>Required skills and experiences</u> <ul style="list-style-type: none"> <li>• A minimum of 8 years of experience in designing and implementing large-scale digital learning projects.</li> <li>• A minimum of 5 years of experience in developing / supporting instructional design, teacher competencies, e-learning materials and courses, and/or learning platforms, in context of digital teaching and learning.</li> <li>• Working experience in conducting a similar type of digital learning development and deployment projects (e.g., needs assessment, capacity building for administrators/users, promotion strategies, digital content management, device management, helpdesk, and/or monitoring/reporting).</li> <li>• Fluency in English with strong written and oral skills.</li> </ul> <u>Desired skills and experiences</u>		

	<ul style="list-style-type: none"> <li>• Experience in supporting the deploying and/or managing Learning Passport, such as coordinating with the government to decide functions of platform, select content, support device procurement, develop partners for connectivity, and train teachers.</li> <li>• Knowledge in instructional design, e-learning platform configuration, and digital learning content, with experience in requirements engineering related to applications for children, educators and parent.</li> <li>• Experience in incorporating inclusive education strategies and/or universal design for learning (UDL) into technology-based learning solutions to improve accessibility to and use of digital learning platforms for children with disability.</li> <li>• Result-based project/programme management skills.</li> <li>• Experiences in working for UNICEF or UN agencies.</li> <li>• Understanding of West Africa context.</li> </ul>
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**Application and Selection:**  
 All applicants will be screened against qualifications and requirements set above. Candidates fully meeting all the requirements will be further evaluated based on technical evaluation through review of CV and interview.

<p><b>Administrative details:</b>          Visa assistance required:          Transportation arranged by the office:</p>	<p><b>Home Based</b> Office Based:          If office based, seating arrangement identified:          IT and Communication equipment required:          Internet access required:</p>
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