

**UNICEF STATE OF PALESTINE  
TERMS OF REFERENCE  
FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>Title</b>	Education in Emergencies Coordination Specialist (national consultant)
<b>Location</b>	MOE Ramallah, State of Palestine
<b>Reporting to</b>	UNICEF Chief of Education and Adolescent
<b>Duration</b>	March 2021 -February 2022

**I. PART ONE – External**

**BACKGROUND**

UNICEF co-chairs the Education in Emergencies (EiE) Thematic Working Group (TWG), a technical arm of the Education Sector Working Group (ESWG) which provides the appropriate scientific, evidence-based, professional expertise in support to the Ministry of Education (MoE) Education in Emergencies planning and policy making. One of the key roles of the EiE TWG is to support the Ministry of Education in integrating emergency planning and response capacity into a standardized Ministry function and facilitate the development and implementation of the MoE National Emergency Preparedness and Response strategy for Gaza and West Bank including East Jerusalem. Consequently, UNICEF plans to support the Ministry of Education through a TA staff based at the Ministry of Education in Ramallah to strengthen the MoE’s capacity to manage the Education in Emergencies. The need for this support is especially relevant given the Ministry of Education and partners need to respond to COVID-19 pandemic, as well as to protect the gains towards Sustainable Development Goals (SDGs) that have already been achieved by the State of Palestine. It is envisaged that such efforts will ensure a continuum of action between the emergency response and a mechanism for longer term preparedness planning that will help bridge the humanitarian-development nexus.

**PURPOSE OF THE ASSIGNMENT**

This consultancy is part of education sector reform efforts and aims to support the coordination and management of emergencies at the Ministry of Education (MoE) including capacity strengthening and institutionalizing emergency planning and response within the MoE. The consultancy aims to place a technical assistant in the MOE as a team member.

The specific purposes are to: 1) work closely with the MoE management, relevant Director Generals , Education Cluster and partners to develop a clear governance structure for emergency management at the MoE, and 2 ) update MoE emergency and contingency plans and act as a focal point for emergency at the MoE with all internal and external stakeholders.

The consultant is expected to bring the combined knowledge of all MoE departments and partners together to develop a governance structure for emergency management at the MOE. This includes developing an operational and practical structure and including in emergency and contingency planning documents, as well as developing detailed workplans owned by the MOE and integrated into the emergency and contingency plans. These are to be fully integrated in all relevant DG annual workplans, where a monitoring system is developed to track implementation of these interventions. These are to be operationalized by all actors in the field of education. The planning process is expected to also link with national level Education Cluster plans.

**MAIN TASKS TO BE ACCOMPLISHED**

- 1. Develop a Governance structure for emergency management at the MoE:** In consultation with MoE policy makers, relevant DGs and MoE partner develop a Governance structure for emergency management at the MoE. This structure should clearly outline roles and responsibilities with regards to emergency planning and response. This will include a capacity building plan for the MoE staff on emergency preparedness, planning and response
- 2. Develop/update a contingency plan for Education in Emergencies (EiE) response plan,** building on the COVID response plan that the MoE developed to respond to COVID. The consultant in collaboration with the relevant DGs at the MoE will facilitate to identify Education in Emergency emerging needs related to COVID 19 and identify school priority needs in Area C and East Jerusalem, and work with the education cluster and partners to identify adequate joint responses to these needs.
- 3. Plan and coordinate the activities of the EiE Thematic working group:** The identified consultant will plan and coordinate the activities of the Education in Emergencies Thematic Working Group (EiE TWG) co-chaired by MoE and UNICEF. This will include planning and coordinating EiE TWG meetings every three months, developing Communication Strategy that includes advocacy and awareness about the achievements of the plan in addition to providing overall support to the MoE in media matters, correspondence of the Minister and communication strategy and campaigns related to the Emergency plan and programme. The consultant will act as the emergency focal point for the MoE with external stakeholders. This includes regular communication with donors and partners, represent MoE in education cluster meetings and other coordination forums including EiE TWG, ECW technical team and relevant Thematic Working Groups at the MoE. The consultant will coordinate with relevant directorates at the MoE to ensure participation of MoE at required level in ECW technical meetings, Education Cluster meetings and EiE TWG meetings. This will include setting up a two-way communication system to ensure information flow discussed in these meetings to relevant people at MoE as well as communication of MoE priorities during the meetings. In liaison with the education cluster, prepare communication and advocacy briefs on the education needs or violations and required responses
- 4. Provide support to the Minister of Education to strengthen International Relations on Education in Emergencies:** Work closely with the Minister of Education and the DGs and partners on the Emergency Plan Programme, media, International Relations, and Aid Management matters, and will develop a partner mapping exercise to include all partners working on this Emergency plan. The partners will include both development and humanitarian partners to strengthen and partnerships with the ministry of education.
- 5. Conduct capacity development of relevant MOE staff** in emergency and contingency planning, preparedness and response using effective training methodology tailored to the needs of MoE staff. The consultant will also support the Ministry of Education's efforts to ensure efficient, sustained and well-coordinated delivery of education services to affected children and school staff in case of emergency both in Gaza and West Bank. The capacity building of MoE will also include strengthening the MoE on EiE data collection and integration of this in the MoE Education Management Information Systems (EMIS) including utilization of this data to strengthen the Ministry's emergency planning and response as well as bridging the humanitarian and development work.
- 6. Support integration of contingency plans into annual workplans:** The consultant will work with relevant DGs at the MoE to ensure that all the interventions stated in the emergency and contingency plans are fully integrated in all relevant DGs annual workplans and develop a monitoring system to track the implementation of these interventions.

## METHODOLOGY AND DELIVERABLES

Under the direct supervision of the Chief of Education and Adolescent, the consultant will be embedded within the MoE and will have a reporting line to the Minister of Education and will work closely with the education cluster coordinator, ECW MYRP Programme Coordination Unit (PMU), partners and all relevant Director Generals (DGs) at the ministry of education.

### Deliverables and timelines:

	Activity	Deliverables	Timeframe
1.	Develop a governance structure for emergency management at the MoE outlining clear roles and responsibilities with regards to emergency planning and response.	Governance structure for EiE developed and functional	31 Dec 2021
2.	Develop/update a contingency plan for EiE response plan, building on the MoE COVID-19 response plan	Updated contingency plan available	30 June 2021
3.	Plan and coordinate the activities of the EiE Thematic working group	EiE TWG meetings conducted every three months with clear meeting minutes and action points closely followed up	Every three months
4.	Support the Minister of Education to strengthen International relations with partners on EiE	A mapping of who does what in EiE is available  No. of communication and media campaigns and materials on EiE developed	31 May 2021
5.	Conduct capacity development of relevant MOE staff on EiE	No. of MoE staff trained on different EiE	31 Dec 2021
6.	Support integration of contingency plans into annual workplans	Contingency plans integrated into MoE DGs's workplans	31 August 2021
7.	Submit monthly reports to UNICEF and MoE using a template to be shared by UNICEF	Monthly reports	Every last day of the month

### Recourse:

UNICEF reserves the right to terminate the contract and/or withhold all or a portion of payment if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the partners are not followed, the performance is unsatisfactory, or work/deliverables are incomplete, not delivered or fail to meet the deadlines. The deliverables will remain the copyright of UNICEF.

The consultant must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference.

## ESTIMATED DURATION OF CONTRACT AND TENTATIVE DATES

Duration: 11 months

Dates: March 2021- March 2022

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## COSTS AND TERMS OF PAYMENT

The consultancy will be paid lump sum per month for a period of 11 months.

Candidates should submit a financial proposal for the assignment, outlining all-inclusive fees (including professional fees, other professional expenses, insurance etc.).

The agreed fee will be paid to the consultant in monthly installments on receipt of the monthly report:

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**DUTY STATION:** Ramallah Ministry of Education

UNICEF will provide the ICT equipment to the consultant and MoE will secure an office and other office furniture

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**OFFICIAL TRAVEL INVOLVED:** Yes

The candidate may be expected to travel to West Bank, Jerusalem and Gaza and in this case, the ministry of education will be responsible to coordinate his/her transportation and UNICEF will only be responsible to pay for his/her DSA once travel has been confirmed.

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**QUALIFICATION/EXPERIENCE/COMPETENCIES/SKILLS REQUIRED:**

The consultant should have:

- Advanced university degree in education or other social science field;
- Solid knowledge of emergency educational planning and response;
- At least 10 years' experience with developing and overseeing emergency/disaster contingency plans and strategies for complex emergencies;

**Language:**

- Fluency in English and Arabic is required

**Core values:**

- Care, Respect, Integrity, Trust and Accountability

**Competencies required**

- Strong analytical and writing skills (English and Arabic);
- Demonstrated strong interpersonal and communication skills and the ability to develop relations with national governments and humanitarian agencies.
- Solid understanding of emergency education and/or the education context in SOP;
- Ability to respond to changing requirements and assignments given;
- Ability to identify key strategic issues, opportunities and risks;

