

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	National Consultant for the development of Baseline for Joint Programme for Girl's Education Phase III	
Requesting Section	Education and Adolescents	
Location	Place of assignment: Malawi- Remote with travel to four districts and UNICEF office in Lilongwe	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
Contract Duration	Three Months	
Number of working days	42 days	
Planned Start and End Date	From: 1 September 2021	To: 30 November 2021

BACKGROUND

The government of Malawi has committed to ensuring that girls and boys realize their rights to quality, inclusive and equitable education, and acquire life skills so that they become more productive and innovative, and attain their full potential. Despite this, realization of the right to education is a challenge. Children in Malawi, particularly girls and the most vulnerable, face multiple barriers that prevent them access to an inclusive quality education and alternative learning pathways; these include poor quality schooling, poor food and nutrition, inadequate protection against sexual and physical violence, harmful social and traditional practices and violations of sexual and reproductive rights.

To support government address these barriers and promote sustainable solutions to improving access to quality education, the United Nations (UN) in Malawi has secured funding through the Royal Norwegian Embassy and is supporting government to implement a four-year multi-sectoral United Nations Joint Programme on Girls Education (JPGE III) that addresses education, nutrition, safety, and integrated sexual and reproductive health concerns in a holistic manner and also focusing on other aspects such as life skills, gender equality and community engagement. Beyond the school, the programme also focuses on the out of school adolescent girls and boys and ensure they are not left behind through supporting delivery of alternative learning pathways and promoting access to essential services. UNJPGE III is implemented in four targeted districts of Dedza, Mangochi, Salima and Kasungu, and three United Nations agencies (WFP, UNICEF and UNFPA) are providing technical support. The programme goal is to address barriers to access to quality education for girls and boys and ensure achievement of inclusive and equitable access to education.

The JPGE III is a follow up of the JPGE I and II. The joint programme had its first phase from 2014-2017 (JPGE I - *Improving access and quality of education for girls in Malawi*). The second phase (JPGE II was from 2018 to 2020- *Poverty Reduction through improved Quality Education and Basic life skills for in and Out of School Adolescent Girls in Malawi*). While the first phase focused on the building and piloting of a multi-sectoral model to improve girls' education, the second phase focused on expansion of the model and most importantly placed emphasis on strengthening the role of the government in coordination and implementation of the programme. Most of the interventions were implemented through the District councils and with the support and oversight of six participating ministries. The integrated and multi-sectoral approach of the programme in identifying and addressing barriers to

education remains central to the programme even within the JPGE III. It aims to strengthen the integration of the results framework and promotes adoption of comprehensive outcomes, key interventions to avoid duplication and foster further synergies, and with a robust sustainability strategy.

The programme aligns with the Malawi Growth Development Strategy (MGDS III 2017-2022), and the goals in key sectoral policies and strategies, particularly the National Education Sector Investment Plan (NESIP). The programme directly contributes to the United Nations Sustainable Development Goals Coordination Framework (UNSDGCE 2019-2023) particularly Pillar 2, Population Management and Inclusive Human Development. The programme aims to facilitate and accelerate the implementation of the 2030 Agenda and the attainment of the Sustainable Development Goals, having a clear potential as an SDG accelerator, building on interlinkages among the goals. Specifically, the programme will contribute to SDG 4 (Quality Education), SDG 3 (Good Health and Well-being), SDG 5 (Gender Equality), SDG2 (Zero Hunger) and SDG 17 (Partnerships for the Goals). It adopts a more gender transformative approach and focuses on girls as well as boys and most vulnerable and marginalized children both in and out of school. It will ensure that boys are actively engaged so they can be champions in promoting gender equality.

The three key outcome areas of the JPGE III are:

- 1) Increased access to quality and inclusive education by girls, boys and adolescents (especially the most vulnerable) delivered through integrated services in a safe and gender transformative school, that enhances learning outcomes;
- 2) Increased access to complementary alternative learning and life skills and integrated services by girls and boys out of school and;
- 3) Increased investment and support for education, life skills, health and nutrition of children and adolescents in and out-of-school by communities, parents and education stakeholders.

The Malawi Government through the lead Ministry, the Ministry of Education and the three UN Agencies (UNICEF, UNFPA and WFP) seeks to hire a consultant to conduct compile a baseline study report in consultation with the three agencies and the Ministry of Education. Preliminary work on the baselines in the form of indicator mapping has already been undertaken by JPGE III monitoring and evaluation team.

JUSTIFICATION

As stated in the introduction the JPGE III is the final phase of the Norwegian support to girls education in Malawi. While the JPGE III seeks to strengthen and consolidate the gains made in the previous phases through its multi-sectoral approach to address barriers of access to quality education for girls and boys, it also recognizes the need to strengthen the focus on quality of learning and to ensure inclusive and equitable access to education. It has further adopted a more gender transformative approach, maintaining a focus on girls but ensuring the needs of boys are also addressed and that they are actively engaged so they can be champions in promoting gender equality.

To this effect it is cardinal for the third phase to document the key results that will be achieved through a robust monitoring and evaluation system. This begins with the undertaking a comprehensive baseline study, which will document the status of the key indicators. It is important to note that the results framework of the JPGE III has incorporated new indicators that were not part of phases 1 and 2 which require baseline data as well.

The approved Monitoring and Evaluation plan for phase three includes a baseline study, mid-line assessment, and summative evaluation at the end of the programme. The baseline study will provide valuable information required for both the mid-line and summative evaluation.

PURPOSE OF THE ASSIGNMENT

The purpose of the assignment is as follows:

1. To review the existing indicator data (and Identify any information gaps) in the following documents:
 - a. Indicator analysis conducted by the three UN agencies
 - b. Available indicator data in the results framework
2. To compile the baseline study report in consultation with the three UN agencies and the Malawi government ministries which are part of the JPGE III programme¹.

SCOPE OF WORK/OBJECTIVES

The scope of work is limited to reviewing the existing indicator information sources, the JPGE III proposal document and results framework. If there will be any information gaps, the consultant will collect the additional information from the government partners at national and district level including UN agencies.

REPORTING REQUIREMENTS

To whom will the consultant/ individual contractor report (supervisory and any other reporting/communication lines):

The consultant will work under the overall supervision of the UNICEF Education Specialist responsible for Primary and the Chief of Education at critical junctures and on navigating and strategic issues on a need basis.

The JPGE III M and E team comprised of staff members from all three participating UN agencies as well as the government JPGE focal point will form the technical reference group for the baseline. They will provide technical support to the consultant in such areas as:

¹ Ministries of Education, Health, Youth and Sports, Agriculture, Information, Gender Community Development and Social Welfare

- Providing input to the terms of reference of the baseline including selection of key questions to be covered by the baseline study.
- Providing comments and input on the scope of work and all main deliverables of the baseline, in particular the (draft) final report (a timely distribution of documents by the consultants is essential)

What type of reporting will be expected from the consultant/ individual contractor and in what format/style will the submissions of reports/outputs be done:

The consultant will be expected to submit the baseline report, in Arial 10 font style detailing based on the agreed baseline report template and number of pages. This should also include the factsheet of baseline indicators.

How will consultant/ individual contractor consult and deliver work and when will reporting be done:

The consultant will consult via electronic means and also physical meetings where necessary while observing COVID 19 guidelines. The final report will be submitted electronically to UNICEF staff member supervising the consultancy.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below. It is envisaged that the entire consultancy will be a total of 42 working days spread from 1 September to 30 November 2021, with work days overlapping from month to month. Note that weekends are not included as work days and there will be no double payment for the same days should the consultant work on two different activities at the same time.

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date
1. Develop and submit Inception Report articulating the work approach/ methodology and understanding of the work	Detailed Inception report capturing the following: a) methodology/ approach for b) agreement or proposal for developing baseline report	5	8 September 2021
2. Undertake review of existing indicator data, including identifying any information gaps in the following documents:	Report detailing indicator data status, gaps, and proposed approach to bridge the gaps	10	22 September 2021

<ul style="list-style-type: none"> a. Indicator analysis conducted by the three UN agencies b. Available indicator data in the results framework 			
3. Compile the baseline report based on available data and in consultation with UN agencies and Malawi Government	Draft JPGE III baseline report based on agreed template and number of pages	13	12 October 2021
4. Validation workshop <ul style="list-style-type: none"> a. Make a presentation at the half day validation meeting b. Based on feedback from validation meeting and written comments from technical review, Finalise the JPGE III baseline report 	Power point presentation capturing key findings in the baseline report	3	15 October 2021
5. Finalisation of the baseline report	Final JPGE III baseline report	8	27 October 2021
6. Develop a factsheet of baseline indicators	Factsheet	3	1 November 2021

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the individual contractor and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

#	Item	% of Payment	Due
1	Upon satisfactory submission and approval of inception report.	20%	15 September 2021
2	Upon Submission of satisfactory draft desk review report of indicator status	30%	27 September 2021
3	Upon Submission of satisfactory baseline report and power point for the validation meeting	25%	20 October 2021
4	Upon Submission of satisfactory final baseline report and indicator factsheet	25%	5 November 2021

Travel (local) costs will be reimbursed on actual expenditures and upon presentation of original supporting documents. As per UNICEF operational guidelines, travel will use the most economical route.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- Advanced university degree in Education, Educational Assessment and Measurement, Social Sciences or Gender and human rights

Work experience:

- At least five years of experience in programme design; institutional development
- Experience in monitoring, research and evaluation is a must
- Experience in participatory consultative techniques
- Experience in gender mainstreaming in education

Technical skills and knowledge:

- Excellent communication and writing skills in English and interpersonal skills
- Fluency in local languages is an asset
- Ability to work independently and accurately
- Ability to work effectively in teams and in a multicultural environment
- High sense of integrity and results oriented
- Computer skills, including internet navigation, and various office applications

Competencies:

Competencies
Builds and maintains partnerships
Demonstrates self-awareness and ethical awareness
Drive to achieve results for impact
Innovates and embraces change
Manages ambiguity and complexity
Thinks and acts strategically
Works collaboratively with others

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ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer. Prior to the issuance of the official contract, the consultant is requested to complete the applicable mandatory trainings.

The assignment will be carried out remotely. The consultant is expected to provide her/his own computer. The consultant will undertake field trips within the country with his own transport and will be reimbursed based on actual expenditures.

CONDITIONS

- The consultancy will be on a short-term arrangement basis over a period of three months; however, the consultant will only work for 42 days during this contract period.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be based in Malawi and will work remotely.

- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends, or public holidays.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the consultant and reimbursed against actuals, unless otherwise agreed.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- 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.
- The assignment is an off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa, and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details