

UNICEF REQUEST TO CONTRACT CONSULTANTS

ToR must be prepared ONLINE in the [collaboration folder ToR for Consultants](#). When TOR Draft is almost final, an editable link should be shared with Section Head, CFO, HR and Dep Rep for online review before circulating for signature –

KEEP COVER PAGE TO ONE PAGE INCLUDING SIGNATURES

SHORT TITLE	Pacific regional review of initiatives to promote parent engagement in early learning and ECD (ED036)		
OUTPUT IN AWP	4: Pacific governments have strengthened institutional capacity to develop and implement multi-sectoral ECD policies		
<input checked="" type="checkbox"/> INTERNATIONAL <input type="checkbox"/> NATIONAL <input checked="" type="checkbox"/> CONSULTANT <input type="checkbox"/> LTA	<input checked="" type="checkbox"/> REMOTE / HOME BASED <input type="checkbox"/> OFFICE BASED – UNICEF <input type="checkbox"/> OFFICE BASED – GOVERNMENT <input type="checkbox"/> OFFICE BASED – UN OUTPOSTING	<input checked="" type="checkbox"/> PMCO – SUVA <input type="checkbox"/> FIJI <input type="checkbox"/> KIRIBATI	<input type="checkbox"/> SAMOA <input type="checkbox"/> FSM <input type="checkbox"/> VANUATU <input type="checkbox"/> SOLOMON ISLANDS
<input type="checkbox"/> RETAINER CONTRACT	<input type="checkbox"/> OTHER PMCO COUNTRY _____		
SUPERVISOR CONTRACT MGR & SECN <i>(this will be the certifying officer)</i>	Maria Paula Reinbold – Early Childhood Development Specialist		
OTHER CONTACTS IN OFFICE: <i>e.g. technical experts</i>	Anna Smeby, Chief of Education Sandipan Paul, Education Specialist Shantini Saberi, Education Officer Arisa Oba, Education Officer Chief of Child Protection, Child Protection Specialist, Chief of Social Policy, Chief of Health/ Nutrition, Chief of SBC All relevant field office colleagues for in-country work.		
DUTY STATION (FOR OFFICE BASED):	Suva, Fiji	CONTRACT FEE US\$500 x 120 days- US\$60,000	
CONTRACT PROPOSED DURATION <i>(May not exceed 36 mo.)</i>	5.5 months	LIVING ALLOWANCE	
PREFERRED START DATE	15 th of November 2024	Solomon Islands: US\$221 x 10 days- US\$2,690	
DAYS IN COUNTRY / REMOTE	120 working days (90 days remote/30 days in-country for Kiribati, Vanuatu and RMI) 120 working days (90 days remote/30 days in-country for Solomon Islands, Vanuatu and Tuvalu)	Vanuatu: USD\$326 x 10 days- US\$3,260 Tuvalu: USD\$209 x 10 days- US\$2,090 Total: US\$8,040	
WBS	1430/A0/07/802/004/015 1430/A0/07/802/004/030	TICKETS 1 trip to Pacific Island countries as required, estimated at \$5,000/trip (3 trips total US\$15,000)	
GRANT NO AND EXPIRY	SC230478 April 2025	OTHER COSTS (incl med insurance) TOTAL UNICEF INSURANCE USD\$137.50	
*NOTES	Living allowance – Please see SOP for guidance 3rd party insurance for consultant – as per procedure. Consultants that are traveling / working in office must have medical insurance with evacuation (except for DS classified A & H)		
1. Need for services is reflected in the AWP or is in response to a specific programming decision <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
2. If your replied No to the above, a separate justification is attached for this unplanned activity <input type="checkbox"/> YES <input type="checkbox"/> NO			

3. Reason work cannot be completed by UNICEF staff or counterparts:

This work requires a dedicated person to work closely with government counterparts and other stakeholders to develop a guidance note and results framework for a highly specialized area. UNICEF Pacific does not have enough staff to fully dedicate to this, so a consultant is required to ensure the expected results are achieved with high quality standards and within a short period of time.

4. Child Safeguarding (More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#))

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective? YES NO

If YES, check all that apply:



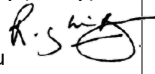
Direct contact role YES NO

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: N/A

Child data role YES 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): N/A

SIGNED FOR AGREEMENT

Prepared by Mara Paula Reinbold Date: Oct 22.204	Cleared by (1 day)  HR /Supply / DRO Date Charlene Fong P&C Officer 11 Nov 2024	Reviewed (1 day) <i>Evaluations, studies only</i> Evaluation Sp. Date	Recommended  Section Head/CFO Date	Approved by (1 day) Roshni Basu  Dep Rep Date 13 November 2024
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TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

Pacific regional review of initiatives to promote parent engagement in early learning and ECD

BACKGROUND

The Pacific Regional Education Framework (PacREF) highlights the importance of schools, families, and communities, alongside key stakeholders such as churches, faith-based organizations, traditional elders, and peers, all of whom play integral roles in shaping each child's broader learning environment. PacREF stresses the need for collaboration across these stakeholders—within the education system, across government agencies, and with civil society—to create supportive environments at all stages of a child's development.

PacREF incorporates research-based insights from a Pacific perspective, offering a deeper understanding of education through Pasifika cultural lenses. It acknowledges traditional Pacific concepts of learning and recognizes the eco-social contexts in which Pacific youth have gained knowledge and skills over generations. By focusing on the support systems that children depend on throughout their education, PacREF ensures a culturally relevant approach that reflects how Pacific people are socialized, how they learn, and how they communicate.

Complementing PacREF, the Pacific Regional Council for Early Childhood Development (PRC4ECD) unites Ministers and Permanent Secretaries from sectors including education, health, finance, and social welfare under the Pasifika Call to Action on ECD. This regional initiative encourages countries to tailor the Call to Action to their specific contexts, driving collaboration among leaders, policymakers, and program implementers to address gaps in health, nutrition, protection, care, and stimulation that affect the development of young children across the region. The Pasifika Call to Action leverages the Pacific's rich cultural heritage, family values, and national strengths, while emphasizing the critical need to support parents and caregivers.

These efforts align with broader regional priorities, such as the 2050 Blue Pacific Strategy, the Pacific Culture Strategy, and sectoral goals set by Pacific Ministers of Education, Health, and Women. Together, these frameworks underscore the importance of parenting engagement as a central element in the holistic development of young children.

However, despite national and regional commitments, parents and caregivers in the Pacific face significant challenges that demand immediate attention and support. Limited access to resources, financial pressures, and underdeveloped support systems often leaves parents feeling isolated and overwhelmed. Additionally, Pacific parents must navigate cultural expectations, societal pressures, and the complexities of modern-day parenting, including the impact of technology on their children. Parents of children with disabilities or at risk of disability need additional support.

The active involvement of parents and caregivers is especially crucial during the pre-primary years, as children transition to formal learning environments such as preschools or kindergartens. Research shows that learning continues just as much, if not more, at home, making family engagement a vital component of early childhood education (UNICEF, 2020). The Pacific Guidelines for Early Childhood Education (ECE) position ECE as a shared responsibility between the education system and the family, with parents recognized as the child's first and most important teachers (UNICEF and PRC4ECE, 2017).

Most countries in the Pacific explicitly include family engagement as a priority in their national ECE policies, recognizing that parental involvement in the early years is key to a child's success. Ministries of Education across the Pacific Island Countries and Territories (PICTs) have employed various strategies to promote parental engagement and support families with young children. These include initiatives aimed at raising awareness about the importance of the early years and encouraging positive parent-child interactions ([UNICEF-Innocenti-Early-Childhood-Education-Pacific-2024](#)).

UNICEF Pacific is seeking a consultant to support the goals of PacREF and the PRC4ECD by reviewing existing efforts within Pacific education systems to engage and support parents. This includes both supporting children's learning and providing guidance and support to parents. The consultant will help identify ways to make parental engagement in early learning culturally relevant, sustainable, and effective across Pacific countries.

OBJECTIVE / SCOPE OF WORK

The consultant will complete a review of regional initiatives that promote parenting engagement in Early Learning and Early Childhood Development (ECD).

This includes analyzing existing policies, identifying gaps, and aligning efforts with regional frameworks such as the Pasifika Call to Action on ECD. The consultant will collaborate closely with Pacific Island governments, ensuring the participation of key ministries, and will engage with regional bodies like the Pacific Islands Forum Secretariat (PIFS), the Pacific Community (SPC), and the University of the South Pacific (USP).

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEDULE PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
<ul style="list-style-type: none"> Draft an inception report outlining the scope of the work, activities, key stakeholders, methodology to be implemented and tentative timeline. 	Product 1 – Inception report	20 working days	10%
<ul style="list-style-type: none"> Pacific regional review of initiatives to promote parenting engagement in ECD 	Product 2 – Regional review document	20 working days	10%
<ul style="list-style-type: none"> Draft framework of culturally relevant and inclusive parenting engagement strategies 	Product 3 – Draft document of parenting engagement strategies	20 working days	20%
<ul style="list-style-type: none"> Develop tools for scaling up parenting engagement strategies 	Product 4 – Draft tools for scale up	20 working days	20%
<ul style="list-style-type: none"> Create a monitoring framework to assess the impact of parenting engagement strategies 	Product 5 – Monitoring framework	20 working days	20%
<ul style="list-style-type: none"> Final toolkit to design, implement, scale up and monitor parenting engagement strategies in early learning 	Product 6 – Final toolkit	20 working days	20%
		120 working days	TOTAL 100%

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

- A Master's degree in social policy, Development Studies, Early Childhood Development, Education, Family Health, or a relevant field.
- A minimum of 8 years of professional experience related to early childhood, parenting and parent engagement in the early years, including policy, planning, programming and/or research.
- Experience designing and implementing participatory and inclusive processes engaging a diverse range of stakeholders, including governments, with attention to cultural and contextual relevance, and local ownership of processes and outputs.
- Work experience in the Pacific Islands region is required.
- Experience working in UNICEF, a UN system agency or a CROP agency is an asset.
- Proven ability to work independently under difficult conditions.
- Fluency in written and spoken English is required.

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The consultant will work remotely ensuring availability to work at times suitable to the Pacific Islands region when required. All costs related to the work will be included in the financial proposal and subsequent contract (90 days remote/30 days in-country for Solomon

Islands, Vanuatu and Tuvalu). Daily monitoring and supervision will be provided by the ECD Specialist in collaboration with the Chief of Education and the Deputy Representative.

ADMINISTRATIVE ISSUES

- 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 selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts. UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.
- No contract may commence unless the contract is signed by both UNICEF and the consultant/ contractor.
- Consultant/Contractor will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

GUIDANCE FOR APPLICANTS

- Please submit a CV and brief technical proposal as well as a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:
 - Monthly / Daily fees– based on the deliverables in the Terms of Reference above.
- Travel (economy air ticket where applicable to take up assignment and field mission travel) to some Pacific countries. Tentatively Solomon Islands, Vanuatu and Tuvalu.
 - Living allowance where travel is required.
 - Miscellaneous- to cover visa, health insurance (including medical evacuation for international consultants), travel insurance, communications, and other costs.