**ANNEX 1. TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ ~~CONSULTANTS~~**

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| **PART I** | | | |
| Title of Assignment | Support the implementation of Reimagine Education in ESAR, including Learning Passport and the Regional Learning Hub | | |
|  | International | National | |
| Contract Type | Individual Consultant | Individual Contractor (~~Part-Time~~ / Full Time) | |
| Indicate level of consultancy | Mid-Level (P-3/P-4) | | |
| Hiring Section | Education Section | | |
| Location | Nairobi, Kenya. The contractor will be based in Nairobi, Kenya with travel around the region | | |
| Duration | *11.5 months* | | |
| Start/End date | **From:17-Jan-22** | | **To: 31-Dec-22** |

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| **Part** *II (this information is for INTERNAL use only; shall not be shared with candidates)* | | |
| Supervisor | Abhiyan Jung Rana, Regional Education Advisor, Education, Eastern and Southern Africa Regional Office, Nairobi, Kenya | |
| Planned Budget/Estimated Cost of assignment |  | |
| Budget Code | SC200273 456D/D0/0/002/004/002  *(NYHQ PD-Education budget that will be charged for this through an FR)* | |
| AWP Activity | *Activity 23 Development of resources and* platform on continuity of learning  *WBS: 240R/A0/10/801/006/041* | |
| Proposed assignment is included in the approved ESARO Consultant Plan | *Yes* | *No* |
| Proposed methodology for sourcing of qualified candidates | Advertisement | Expression of Interest |
| **Child Safeguarding** | | |
| Is this assignment considered an “[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 | No |
| Is this a Direct contact role? | Yes # of hours per month? 6-10 | No |
| Is this a child data role? | Yes # of hours per month **Choose an item.** | No |

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| **PART III: Signatures** | | | |
| **Function** | **Name and Designation** | **Signature** | **Date** |
| Prepared and Reviewed by | Abhiyan Jung Rana  Regional Education Adviser |  |  |
| Endorsed by | Name: Jill Osborn  Regional Chief of Human Resources |  |  |
| Approved by | Name: Lieke van de Wiel  Deputy Regional Director - Programmes |  |  |

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| **PART I** | | |
| Title of Assignment | Support the implementation of Reimagine Education in ESAR, including Learning Passport and the Regional Learning Hub | |
| Section | Education | |
| Location | To be based in Nairobi, Kenya with travel around the region | |
| Duration | 11.5 months | |
| Start/End date | **From:17-Jan-22** | **To: 31-Dec-22** |

**Background and Justification**

As countries all over the world closed their schools in an attempt to curb the spread of COVID-19, billions of children were left out of school, often for a prolonged period of time and with limited access to distance learning. This unprecedented crisis represents a unique opportunity to upscale digital learning solutions and, more broadly, technology for development to improve access to education and learning outcomes and build stronger, more resilient education systems. UNICEF took this opportunity to initiate a global push for digital learning for every child, including deploying the Learning Passport, a digital learning platform developed in partnership with Microsoft and subsequently recognized by Time Magazine as one of the 100 best inventions of 2021. In Eastern and Southern Africa, technology for development has significant room and potential for expansion. Digital learning solutions have undergone a rapid expansion to facilitate country-level curriculum for children and adolescents whose schools have been closed due to the COVID-19 pandemic, but much more remains to be done. A 2020 analysis by UNICEF found that at most 6 percent of children in ESAR could be reached by online/PC modalities for remote learning.

Reimagine Education is UNICEF’s flagship initiative to support digital learning and seeks to enable every child and young person (3.5 billion by 2030) to access world-class digital learning solutions which build the skills they need to leapfrog to a brighter future. The initiative operates through five key interconnected pillars: world-class digital learning solutions, connectivity, devices, affordable data and content, and young people’s engagement.  Globally UNICEF has partnered with the International Telecommunication Union (ITU) to launch “GIGA”, an initiative to connect every school to the internet, and every young person to information, opportunity and choice.

Within Reimagine Education, the Learning Passport is one of UNICEF’s key strategies for expanding access to world-class digital learning solutions. The platform has gained momentum in the Eastern and Southern Africa region in 2021; it has been publicly launched in two countries and is in various stages of development in four additional countries in the region. Several other countries are engaging in preliminary conversations but have not yet submitted a formal letter of interest.

As part of these efforts to support countries to upscale technology for learning in response to COVID-19 and beyond, UNICEF Eastern and Southern Africa Regional Office (ESARO), in collaboration with UNESCO, UNHCR, INEE and the Learning Passport team, is also developing a Regional Learning Hub. This Learning Hub aims at supporting governments’ and other stakeholders’ access to high quality, open source, ready-to-deploy teaching and learning materials to use through their education systems.  A proof-of-concept beta-version of the learning hub will be available and deployed at the end of 2021, containing content for two units of study (Grade 2 literacy, Grade 8 photosynthesis) that are mapped to align to four countries’ curriculum.

An individual contractor is required to support implementation of the Reimagine Education agenda in ESAR, including to support national-level deployment of the Learning Passport and coordinate expansion of the Regional Learning Hub for Eastern and Southern Africa. As such, an individual contractor with education

(systems, curriculum, EdTech) and technology for development (software development, project management, systems) experience is required to support UNICEF ESARO and its partners.

**Scope of Work**

1. ***Goal and Objective*:**

The purpose of this assignment is to: 1) coordinate and provide technical support to countries to advance the Reimagine Education agenda in ESAR; 2) support and expand country-level deployment of the Learning Passport in ESAR ; and 3) coordinate the deployment and expansion of the Regional Learning Hub on the Learning Passport platform.

1. ***Provide details/reference to AWP areas covered:***

Activity 12: Capacitating and enhancing COs, particularly frontrunner countries, on Reimagine Education with the aim of strengthening using the EdTech Guide, deploying Learning Passport, supporting the Regional Learning Hub among other RE activities

1. ***Activities and Tasks:***

The assignment will include the provision of overall technical support and quality assurance to the RO/COs in ESAR and support the digital transformation that will need to happen in the region to reach all children with world class digital learning solutions.

Regarding implementation of the Reimagine Education agenda in ESAR, the individual contractor will coordinate with the REA, relevant RO focal points, HQ Reimagine Education team members, and CO Education teams to:

* Coordinate and serve as ESARO focal point for the Reimagine Education agenda, providing support to countries to advance progress on the objectives of all five pillars
* Organize events, meetings, and bilaterals that connect digital learning partners and UNICEF COs to identify solutions that may add value to their CPD and align with country strategy, in coordination with HQ Education Specialist in charge of Reimagine Education partnerships
* Support countries to utilize the Ed-Tech Guide/Global Digital Learning Toolkit to cost and design impactful ICT-for-learning and EdTech solutions; and gather feedback from such use to refine and improve the guide
* Set up or align with HQ on a system to follow up, monitor and communicate progress on CO engagement with digital learning tools in the Ed-Tech Guide/Global Digital Learning Toolkit, from identification of demand to start of implementation
* Support UNICEF Country Offices in the planning of digital learning tool deployments, providing technical assistance in the drafting of workplans to ensure relevant modules of infrastructure, hardware, content, capacity development/training, and documentation/evidence are envisioned, in coordination with HQ Education Specialist in charge of Reimagine Education country rollout;
* Compile learnings and facilitate the exchange of knowledge and experiences across the five pillars among ESAR country Education teams and feed these into Africa-wide and global discussions, including through documentation of practices and case studies
* Monitor regional progress towards Reimagine Education objectives, including through coordinating quarterly reporting to HQ and implementing an annual regional survey
* Collaborate with PPP and HQ to initiate fundraising proposals, develop new corporate partnerships, and maintain/strengthen existing partnerships
* Draft partnership and donor reports related to the digital learning tools partners and funders as applicable

Regarding the country-level deployment of the Learning Passport in the region, the individual contractor will support the global Learning Passport and Microsoft teams and Country Office Education and T4D focal points in the establishment and maintenance of the platform in the ESA countries. This comprises the following activities:

* Provide information about the Learning Passport to Country Offices expressing interest in deploying the platform and supporting them in their dialogue with governments
* Deploy the Learning Passport at country-level, which includes:
  + Discussing with partners and Learning Passport users to understand the needs, demonstration to users of what it can be used for, how it can be implemented and how it has been put in place in countries
  + Training to determine how to customize the tool and what content will be hosted
  + Designing and customizing the site
* Troubleshoot, collect, collate and forward any system related issues to the global LP and Microsoft teams. This includes providing routine monitoring and support, gathering user feedback and working with the Innovation Team to recommend any necessary modifications.
* Technical suggestions for feature enhancements if needed based upon the feedback from the users and approval from Learning Passport team and Microsoft.
* Timely response to technical queries from users.
* Assist in guiding deploying countries in the localization of global content resources
* Support to monitor and evaluate usage of the Learning Passport
* Technical support to grow usage of the Learning Passport, including for the most marginalized, and to grow engagement at country level (for example, through spotlights on radio shows or by distributing data vouchers)
* Any other day-to-day technical support to the Learning Passport Programme if time permits.

Regarding the deployment of the Regional Learning Hub, the individual contractor will work with the EdTech Hub and regional teams of UNICEF, UNESCO and UNHCR, and INEE and the Learning Passport team to build upon and expand a current proof-of-concept version of the Regional Learning Hub (please see annexes for more information on the concept of the Regional Learning Hub). This will cover the following activities:

* Management and coordination of research and costing to inform the best way forward for the Regional Learning Hub, with a view of scaling it to more countries and languages
* Project management of the partnership with Ed-Tech Hub to continue to build out the hub and expand its available content, including through leading planning processes, setting up steering committee meetings, reviewing partner/team member contributions, and ensuring deliverable timelines are met.
* Assist in guiding deploying countries in the localization of resources on the Regional Learning Hub, including developing guidance to support national-level stakeholders on this process.
* Develop funding proposals for expansion of the Regional Learning Hub with partners

1. ***Work relationships:***

The individual contractor will report to the ESARO Regional Education Advisor and is expected to work closely with ESARO Education Section, HQ and ESARO Re-Ed teams, and the Learning Passport team members—especially the Technology for Development Specialist, Country Office colleagues, and other relevant partners, including other UN and development partners working on the Regional Learning hub.

The deliverables are specified, but may include additional technical tasks related to Reimagine Education, Learning Passport and the Regional Learning Hub as assigned by the supervisor. While the deliverables are in roughly chronological order, the individual contractor may work on any deliverable at any time, contingent on supervisorial approval.

1. ***Deliverables:***

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| --- | --- | --- |
| **Area** | **Tasks** | **Deliverables** |
| Overall support to the RO and ESAR on the programming and support to the Reimagine Education | Within the purview of the Reimagine Education agenda:   * Support countries in the transition to digital education through technical support, evidence generation, quality assurance depending on the context and goals of the COs. * Ensure all five pillars of the Reimagine Education initiative is well understood in the region and support countries to embark on any of them. * Support the comprehensive transformation of education systems in the region with the use and support of the EdTech Guide that has been developed in the region. * Working on the partnerships for RE to include donors, bilaterals, MNOs, private tech companies, other UN agencies, etc. * Support the Education Section in taking the RE agenda forward including creating innovative ideas to expand the RE in the region. | Monthly updates on the support provided to COs and other deliverables listed. |
| Country-level deployment of Learning Passport | Deploying the Learning Passport at country-level, which includes:   * Discussing with partners and Learning Passport users to understand the needs, demonstration to users of what it can be used for, how it can be implemented and how it has been put in place in countries * Training to determine how to customize the tool and what content will be hosted * Designing and customizing the site | Functional customized Learning Passport platform for each country (minimum 4 countries) |
| Troubleshooting, collecting, collating and forwarding any system related issues to the global LP and Microsoft teams. This includes providing routine monitoring and support, gathering user feedback and working with the Innovation Team to recommend any necessary modifications. | Monthly reports |
| Technical suggestions for feature enhancements if needed based upon the feedback from the users and approval from Learning Passport team and Microsoft. | Monthly reports |
| Timely response to technical queries from users. | Monthly reports |
| Development and deployment of the Regional Learning Hub | Testing and establishing the Regional Learning Hub on the Learning Passport platform, which comprises 3 activities:   * Discussing with partners and Learning Passport users to understand the needs * Co-design with partners to determine how to develop site requirements * Designing and customizing the site. | Monthly reports |
|  | Curriculum mapping, analysis and meta-tagging: reviewing existing global, regional and national curriculum frameworks in order to develop a curriculum framework for the Regional Learning Hub that would be easily adaptable to ESA countries. | Curriculum mapping and framework |
|  | Mapping available content: mapping existing content databases   * Quality assuring the content * Mapping against the Regional Learning Hub curriculum framework * Analysing the gaps in two ways: (i) curriculum domain/skill; (ii) completeness vis-a-vis the ready-to-deploy structure | Mapping report |
|  | Supporting the curation and creation sets of resources: This concerns the ready-to-deploy resources across the phases (pre-primary, primary, secondary), skills (numeracy, literacy, science, …) and modalities of delivery (audio, video, digital, print). | Monthly reports |
|  | Establishing a beta version of the Regional Learning Hub:   * Migrating the curated and created content on the platform following the previously developed curriculum framework * Pre-testing the platform internally * Adjusting and finalizing after the first round of user-testing with country MoE users | Beta version of the Regional Learning Hub ready to be shared with donors |

1. **Outputs**

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| **Outputs** | **Payment** | **Deadline** |
| Monthly progress report | Monthly payment | 14 February 2022 |
| Monthly progress report | Monthly payment | 15 March 2022 |
| Monthly progress report | Monthly payment | 15 April 2022 |
| Monthly progress report | Monthly payment | 15 May 2022 |
| Monthly progress report | Monthly payment | 15 June 2022 |
| Monthly progress report | Monthly payment | 15 July 2022 |
| Monthly progress report | Monthly payment | 15 August 2022 |
| Monthly progress report | Monthly payment | 15 September 2022 |
| Monthly progress report | Monthly payment | 15 October 2022 |
| Monthly progress report | Monthly payment | 15 November 2022 |
| Monthly progress report | Monthly payment | 15 December 2022 |
| Monthly progress report | ½ Monthly payment | 31 December 2022 |

**Payment Schedule**

The individual contractor will be paid in 11 equal monthly instalments based on monthly reports and completion of the deliverables outlined in the table above.

The final 11th half monthly payment will be dependent on the contractor fulfilling and completing all the responsibilities assigned to him/her in this TOR.

**Desired competencies, technical background, and experience**

* Advanced degree in a relevant discipline, ideally in Education or Information and Communication Technology
* At least five (5) years of progressively advanced experience in software development and project management
* At least five (5) years’ experience on working in the education sector with understanding of curriculum issues
* Experience in rolling out of large-scale projects, especially in hard to reach areas in developing countries is desirable
* Strong understanding of project management and coordination tools with attention to deadlines
* Strong understanding of how to evaluate and measure content quality and effectiveness
* Advanced skills in writing, editing and communicating in English is a must, especially writing high quality technical reports
* Strong analytical, conceptual thinking and problem-solving skills
* Full working knowledge of MS-Word (including using Style, References and Review functions)
* Previous working experience with a UN and/or international organization desirable
* Demonstrated ability to work in a multicultural environment and establish effective work relationships
* Experience of working independently and at distance (ie remotely).

1. *Must exhibit the UNICEF Core Values of:*
   1. *Care*
   2. *Respect*
   3. *Integrity*
   4. *Trust*
   5. *Accountability*
2. *Competencies:*
3. Builds and maintains partnerships
4. Demonstrates self-awareness and ethical awareness
5. Drive to achieve results for impact
6. Innovates and embraces change
7. Manages ambiguity and complexity
8. Thinks and acts strategically
9. Works collaboratively with others
10. *Languages needed.*

English is a must. Fluency in French and Portugese considered an asset

**Administrative issues**

The assignment will be supervised by the Regional Education Adviser in the Eastern and Southern Africa Regional Office, Education Section. The individual contractor will join the ESARO education Section in Nairobi, Kenya and will also include travel on missions to support countries to move the RE agenda forward.

For travel requirements during the COVID-19 pandemic, you will need to include the below.

* The consultant/contractor is expected to be Nairobi based with potential travel to up to six (6) countries in ESAR depending on COVID-19 travel restrictions in 2022 for which the UNICEF office would cover DSA and travel costs. Travel will be in economy class. If the consultant/contractor is required to quarantine while traveling, UNICEF will pay for the quarantine if not organized by the host country.

**Conditions**

The selected individual contractor will be based in Nairobi, Kenya. The individual contractor is expected to have his/her own computer.

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary. The candidate selected will be governed by and subject to UNICEF’s General Terms and Conditions for individual contracts.

*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.*

**Risks**

Risks associated with the contract are that many of the activities are dependent on partners (at global, regional and country level) outside the control of the superviser and individual contractor and so the superviser and individual contractor with timelines may need to be responsive to partners’ timelines.

**How to Apply**

Interested candidates should provide on the online vacancy of the UNICEF website:

* A cover letter / email that specifies how you meet the desired competencies, technical background and experience (no more than 2 pages)
* A short CV (no more than 4 pages)
* Monthly fee in USD
* Estimated travel costs (return ticket and living allowances for 6 days per trip)

**Applications submitted without a fee/ rate will not be considered.**