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

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| **Title**  **Organisational Development Consultant for the design and deployment of career development and networking workshops** | **Funding Code**  NON-GRANT GC 3210/A0/07/880/009/007 | **Type of engagement**  Consultant | **Duty Station:**  Abuja (with Visits to all Nigeria Duty Stations) |
| **Purpose of Activity/Assignment:**  Unicef Nigeria Country office is seeking the services of an organizational development consultant to support the design and deployment of career development and networking workshops to run across all offices.  The broad goals of these workshops will be:   * To empower participants to apply for roles within and outside UNICEF. * Teach participants effective networking techniques to build professional relationships. * Improve Staff members Interviewing skills * Provide tools and strategies to overcome biases and promote inclusivity.   Help staff members create personalized career development plans with actionable goals. | | | |
| **Scope of Work:**  Unicef NCO is seeking to hire an experienced organizational development consultant to co-design and deploy these career development and networking workshops whose objectives are for attendees to:   1. Understand the purpose and key elements of compelling cover letters. 2. Learn strategies and techniques for proper formatting of resumes, CVs and Job Application forms. 3. Undertake skills assessment and gain knowledge about how to take proper ownership of their career development. 4. Improve their performance within interviews and during networking opportunities. 5. Understand UNICEF’s competency model, identify their top competencies, clarify their values, and align these to support their career aspirations. 6. Have access to an experience career development coach for a specified length of time   **Workshop Format options:**  2 days physical in-person workshop in our eight offices  **Potential Topics**   1. Personal audit and goal setting/visualization 2. Exploring opportunities within UNICEF and beyond. 3. Applying for Roles: Strategies and Tips 4. Crafting impactful resumes and cover letters. 5. Navigating the application process effectively. 6. Maintaining your mental wellbeing during and beyond your job search 7. Leveraging networking for career growth and opportunities. 8. Enhancing online and offline Interview competencies 9. Recognizing and challenging biases that impact career growth. 10. Crafting & Owning Your Career Development Plan 11. “Speed” mentoring and coaching sessions   **Expected Outcomes from workshop**   * Increased awareness of career opportunities within and outside UNICEF. * Enhanced networking skills for professional growth * Improved interview documentation, performance and confidence. * Heightened awareness and mitigation of personal biases. * Personalized career development plans with accountability partners and/or identified coaches/mentors | | | |
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| **Child Safeguarding**  Is this project/assignment considered as “[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     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:     |  | | --- | |  |     **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):     |  | | --- | |  |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| Bachelors  Masters  PhD  Other  Enter Disciplines  An advanced degree (Master’s or higher) in Human Resources, Organizational Development a related field. | Professional Experience:   * A minimum of 7-10 years of proven experience in designing and delivering career development programs, workshops, or training sessions for the organized private, public, humanitarian and development sector. * Demonstrated experience in developing and implementing professional development strategies, particularly in the areas of CV writing, interview preparation, networking, mentoring, and career planning. * Expertise in career coaching and professional development, with a focus on the unique needs of staff in international organizations, particularly those at the General Service (GS) and National Officer (NO) levels. * Familiarity with best practices in career development, adult learning principles, and training methodologies. * Strong facilitation and communication skills, with the ability to engage and motivate participants from diverse backgrounds. * Proficiency in creating training materials, including presentations, handouts, and interactive exercises. * Ability to conduct needs assessments and incorporate feedback to refine training programs. * Prior experience working with UN agencies or similar international organizations is highly desirable. * Understanding of the career development challenges and opportunities within the context of UNICEF or similar entities. |
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| [**Competitive Selection Criteria**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7Bda0b1215-ade3-4345-8188-e2b7df9b2fa4%7D&action=default&uid=%7BDA0B1215-ADE3-4345-8188-E2B7DF9B2FA4%7D&ListItemId=353&ListId=%7B465BE47D-174D-4461-B4D6-18B9FC34CB32%7D&odsp=1&env=prod&web=1&cid=a9bfc2d5-3213-4b69-9b04-acb0c830c6d1) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  A) Technical Evaluation (maximum 50 Points) B) Financial Proposal (maximum of 50 Points)  **-**  **-**  **-** | |
| **Administrative details:**  Visa assistance required:  Home Based : | **If office based,** seating arrangement identified:  IT and Communication equipment required:  Internet access required: |
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Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**Text to be added to all TORs:**

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](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) 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.