

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	Education Cluster Coordinator Consultant	
Requesting Section	Chief of Education and Adolescents Development & Participation Programme	
Location	Place of assignment: Blantyre with field travel	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
Contract Duration	4.5 months	
Number of working days	Monthly across 4 working months	
Planned Start and End Date	From: 17 April 2023	To: 31 August 2023

BACKGROUND

On 13 March 2023, the President of Malawi declared a State of Disaster in 15 districts; Balaka, Blantyre (City and Rural), Chikwawa, Chiradzulu, Machinga, Mangochi, Mulanje, Mwanza, Neno, Nsanje, Phalombe, Thyolo, and Zomba (City and Rural) that were severely affected by the Tropical Cyclone (TC) Freddy. The Government, through the Department of Disaster Management Affairs (DODMA) reported that as of 20 March 2023, 114,637 households had been displaced, translating to approximately 508,244 people, 499 people had died, 427 were missing, and 841 had sustained various injuries. Public infrastructure such as schools, health facilities, and district and main roads had been damaged in all affected districts.

Regarding the impact of TC Freddy on the Education sector in southern Malawi, the data received as of 22 March 2023 indicates that 484 primary and 63 secondary schools had been affected in 15 districts affecting the education of 237,388 learners (142,408 girls). At least 390 schools are currently being used as camps for Internally Displaced Persons using 762 classrooms.

The Malawi Government, through DODMA, is coordinating and leading all humanitarian actors in assessing disaster impact and needs and providing relief assistance to the affected people. An Emergency Operation Centre (EOC) has been set up at the World Food Programme (WFP) offices in Limbe, Blantyre, for effective and efficient coordination during the emergency response. UNICEF has supported the Ministry of Education (MoE) to station a small team of officials in Blantyre representing the Education Cluster at the EOC and participate in the rapid needs assessment led by DODMA.

DODMA initially activated all national clusters, including the Education Cluster, in December 2022 due to the cholera pandemic emergency. Because of TC Freddy's impact, DODMA has activated district emergency clusters. The Education Cluster is led by the MoE and co-chaired by Save the Children and UNICEF.

Given the scale of the emergency, the MoE has requested UNICEF for support in the response, including strengthening the coordination and operations of the Education Cluster. It is important to note that the flood emergency has come amid an ongoing cholera pandemic emergency, which may spread further rapidly. Hence, it is crucial to respond quickly to both emergencies.

JUSTIFICATION

While the Education Cluster was activated in December 2022 and weekly meetings have occurred since then, its function has been mainly at national level with a specific focus on the cholera response. Given the scale of the impact of TC Fredy compounding the cholera pandemic and the activation of the district emergency clusters, the need for stronger coordination at national level has emerged.

UNICEF, as highlighted in their Core Commitments for Children in Humanitarian Action, is fully committed to interagency humanitarian reform and supports this through provision of leadership and participation in assigned clusters and sectors. UNICEF is crucial in ensuring a strategic, coordinated and effective humanitarian response as it is responsible for co-leading the Education Cluster.

Due to the current multiple emergencies, Malawi is facing a huge burden upon the Government and agencies to respond to the situation. It draws many new actors to enable the capacity to be scaled up to meet the needs. Therefore, to ensure UNICEF continuously support the Government of Malawi in responding to the multiple emergencies in a coordinated and effective manner, an Education Cluster Coordinator is required.

PURPOSE OF THE ASSIGNMENT

The purpose of the assignment is to support the functioning of the Education Cluster in ensuring smooth coordination, information sharing and data collection amongst humanitarian stakeholders, including Education Cluster members and other humanitarian actors such as Government officials at the national and sub-national levels, development partners, and local communities. Additionally, the Education Cluster Coordinator will support the MoE in facilitating processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective response by the cluster.

SCOPE OF WORK/OBJECTIVES

The Education Cluster Coordinator has joint responsibility with the MoE (Education Cluster Lead Agency), co-leads, resourcing partners and all cluster members for the efficient management and functioning of the Education Cluster coordination encompassing the following:

Cluster functions,	Key activities
Supporting service delivery/outputs	<ul style="list-style-type: none"> ● Support the Education Cluster coordination team (MoE, UNICEF and Save the Children) in organising regular Education Cluster coordination meetings for enhanced participation and information sharing to ensure appropriate coordination between all Education Cluster partners. ● Support the Education Cluster Secretariat (MoE) in preparing for meetings, drafting meeting minutes with clear actions and due dates, and circulating the meeting presentations and minutes ● Regularly update and maintain a contact list of all Education Cluster partners and working groups at the national and district levels. ● Support the cluster in developing the Education Cluster Flood response and recovery plan. ● Work with Education Cluster partners to identify national and sub-national-level information gaps and propose ways to bridge information gaps.

	<ul style="list-style-type: none"> • Ensure PSEA is mainstreamed and monitored per Inter-Agency Standing Committee guidelines and procedures. • Support the MoE and Education Cluster co-leads in conducting the mapping of all current and potential actors– government, national and international humanitarian organisations as well as national institutions, and the private sector through the provision of regular inputs/updates on the Clusters 5 W’s (Who, What, Where, When and for Whom) matrix, cluster priority response matrix and other tools • Support UNICEF Education and Adolescents team in UNICEF internal emergency planning and reporting requirements. • Support the development of education in emergency supply plans.
Informing strategic decision-making of the HC/HCT for the humanitarian response	<ul style="list-style-type: none"> • Support the UNICEF Emergency team and participate in internal cluster coordinators meetings/emergency meetings. • Interact and coordinate with other clusters and UNICEF cluster coordinators from other clusters through inter-cluster coordination fora and regular one-on-one meetings. • Provide substantial support to cluster working groups as required and facilitate exchange on cross-cutting issues. • Monitor the performance of the core cluster functions’ performance and support the MoE and co-leads where necessary.
Advocacy	<ul style="list-style-type: none"> • Support advocacy initiatives on issues impacting humanitarian needs and response efforts by collecting information and human interest stories in liaison with humanitarian partners, government officials, the media, etc. • Draft and provide inputs to the humanitarian situation report emphasising Education Cluster achievements by providing relevant and up-to-date information. • Draft high-quality and regular district and sub-district emergency education situation updates • Compile regular inputs on the emergency-affected areas for the national and sub-national Education Clusters with the expected outputs.
Monitoring and reporting the implementation of the Cluster strategy and results	<ul style="list-style-type: none"> • Provide daily updates to the Chief of EADP and the Balntyre Based Emergency Specialist in charge of Field Operations. Support documentation of UNICEF and Education Cluster response reporting sex and age disaggregated data that should inform the analysis. • Support the Education Cluster in developing a framework for monitoring and evaluating the Cluster response and recovery plan and support the development of indicators that the cluster needs to monitor, linked to the response plan. • Undertake regular monitoring visits to schools to progress in the achievement of results, lessons learned and challenges • Contribute to drafting and preparing regular situation reports highlighting relevant operational factors affecting the humanitarian situation and response efforts. • Follow up on proof of delivery and utilisation of education in emergency supplies, including end-user monitoring.

Build National Capacity Building for Preparedness and Contingency Planning	<ul style="list-style-type: none"> Promote and provide training and capacity building activities of the MoE and other Education Cluster partners, especially District Education Cluster members. Support the Education Cluster coordination team and cluster partners in preparedness and contingency planning by consolidation the inputs by partners for the Education Response Plan,
Accountability to Affected Population	<ul style="list-style-type: none"> Support the Education Cluster coordination team and cluster partners in setting up and maintaining an Education Cluster complaint and feedback mechanism based on the inputs/guidance provided and feedback regularly to the Cluster partners.

REPORTING REQUIREMENTS

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

- Reporting to UNICEF Chief of Education and Adolescents Programme and in close collaboration with the Emergency Specialist in charge of Field Operations in Blantyre.
- The Education Cluster Coordinator will coordinate and work closely with MoE Cluster Secretariat and the Education Emergency focal points at Save the Children and UNICEF.

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

- The Education Cluster Coordinator is expected to submit monthly progress reports in accordance with UNICEF templates. Report should be based in line with agreed outputs upon agreement with the supervisor
- The Education Cluster Coordinator is expected to attend physical meetings in the office and virtual as required

How will the consultant consult and deliver work, and when will reporting be done:

- The Education Cluster Coordinator will provide monthly deliverables based on an agreed work plan and deliverables.

EXPECTED DELIVERABLES

In alignment with the scope of work, as described above, the Education Cluster Coordinator 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 across 4.5 months, including review time, 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 simultaneously.

Tasks	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of the total fee payable
Emergency Planning <ul style="list-style-type: none"> Support the cluster in updating the Education Cluster flood response and recovery plan 	<ul style="list-style-type: none"> Education Flood response and recovery plan developed 	Monthly	17 May 2023	Monthly payment

<ul style="list-style-type: none"> • Support UNICEF Education team in updating UNICEF internal emergency planning and response requirements • Support the cluster to develop the 2024 contingency plan 	<ul style="list-style-type: none"> • UNICEF Education team supported in updating its internal emergency planning requirements - EPP updated and submitted • Education Cluster Contingency Plan developed and document submitted to DoDMA • Monthly progress report outlining progress made, challenges and recommendations. 			
<p>Cluster Coordination and Inter cluster meetings</p> <ul style="list-style-type: none"> • Support the UNICEF Emergency team and participate in internal cluster coordinators meetings / emergency meetings • Interact with other clusters and other UNICEF cluster coordinators (including through inter-cluster coordination fora), • Provides substantial support to sector / cluster working groups as required and facilitates exchange on cross cutting issues • Monitor performance of the core cluster functions 	<ul style="list-style-type: none"> • Participation in relevant internal cluster coordination meetings/emergency meetings • Inter-cluster and other UNICEF coordinators interaction including through inter cluster coordination enhanced • Support provided to sector/cluster working groups and exchange of cross-cutting issues facilitated • Regular situation papers/reports highlighting relevant operational factors affecting the humanitarian situation and response drafted and prepared. • Core cluster functions performance monitored • Monthly progress report outlining progress made, 	<p>Monthly</p>	<p>17 June 2023</p>	<p>Monthly payment</p>

	challenges and recommendations.			
Emergency Implementation, including supplies tracking <ul style="list-style-type: none"> Support development of emergency supply plan Follow up on proof of delivery and utilisation 	<ul style="list-style-type: none"> Emergency Supply plans developed in collaboration with UNICEF Education team by 17 May 2023 Proof of delivery of supplies followed up Monthly progress report outlining progress made, challenges and recommendations. 	Monthly	17 July 2023	Monthly payment
Monitoring and Reporting on the emergency <ul style="list-style-type: none"> Support documentation of UNICEF and Education cluster response Undertake monitoring visits to schools to progress in achievement of results, lessons learned and challenges Contribute to Drafting and preparing regular situation papers/reports highlighting relevant operational factors affecting the humanitarian situation and response efforts Support advocacy initiatives on issues impacting humanitarian needs and response efforts through the collection of information, liaison with humanitarian partners, government officials, the media, etc. 	<ul style="list-style-type: none"> Documentation of UNICEF and Education cluster response completed SitRep inputs provided Monitoring visits to schools conducted and field reports disseminated Donor reports inputs provided Advocacy initiatives on issues impacting humanitarian needs and response efforts supported Final report outlining results achieved, challenges and recommendations. 	Monthly	17 August 2023	Monthly payment
TOTAL		Monthly (4 working months)		4 working months

As the actual starting date may impact the dates estimated in the TOR, a detailed work plan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant/ 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
- Satisfactory quality completion of each deliverable

PAYMENT SCHEDULE

- UNICEF's policy is to pay for the performance of contractual services rendered or to effect payment upon the satisfactory completion of deliverables described in the contract.
- All payments, without exception, will be made upon certification from the contract supervisor of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.
- The consultancy cost is based on an all-inclusive fee basis, including professional fees , living costs (Daily Subsistence Allowance) for approved field travel, communication, stationery, etc. – no other costs are payable. UNICEF will provide transport for all planned and approved field work.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- An advanced university degree (Master's degree or equivalent) in education, social science, development studies is required. Formal training in cluster coordination an advantage.

Work experience:

- A minimum of five years of experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, with UN and/or NGO, including programme management and/or coordination in the first phase of a major emergency response relevant to the cluster or other related area is required.
- Three years of experience in emergency situations (complex emergency or natural disaster) in Malawi is required.
- Experience in training government and partners on Education in Emergencies is desired.
- Experience in the UN Common System is desirable.

Knowledge, technical skills and competencies:

- Knowledge and programming experience in Education in Emergencies
- Drive for results.
- Ability to work effectively under stress and in emergency settings.
- Ability to work effectively in a diverse and multi-cultural team to achieve goals.
- Ability to develop new and nurture existing internal and external networks, partnerships and relationships which deliver results.
- Ability to communicate confidently and persuasively, both orally and in writing.
- Ability to analyse information, solve problems and make decisions in various contexts
- Strategic thinking.

- The highest levels of personal integrity and commitment to adhering to required standards of conduct.

Language Proficiency

Excellent written and spoken skills in English is required.

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, 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 acknowledgement upon acceptance of the offer.

Before the issuance of the official contract, the individual consultant is requested to:

- Complete the applicable mandatory trainings
- Self-certify that he/she is fully vaccinated against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine. 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.

The assignment will be carried from Blantyre with travel to districts for consultations as agreed with the supervisor. UNICEF will not provide office space for the consultant as the consultant will be expected to work remotely; It will however be expected of the consultant to meet regularly with the UNICEF team as well as any other key stakeholders, also within the meeting space in Blantyre.

UNICEF will not provide the consultant with a laptop, data or other electronic equipment.

CONDITIONS

- The consultancy will be for 4.5 months.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless both UNICEF and the consultant sign the contract.
- The consultant will be based in Blantyre, with travelling to the district for consultations.
- The consultant will be paid an all-inclusive fee (professional fees, living costs, stationary, communication and other miscellaneous expenses) per the stipulated deliverable and payment schedule.
- The consultant is not entitled to payment for overtime, weekends or public holidays, medical insurance, taxes, or any form of leave.
- Transport for official in-country trips will be provided by UNICEF.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements 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 the UNICEF budget.
- Individuals engaged under a consultancy 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 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 of at least 3 previous supervisors.