

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Programme Management Training Lead Facilitator		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Abuja with mission travels to Kaduna, Sokoto, Maiduguri, Kano, Bauchi, Lagos, Enugu.

Purpose of Activity/Assignment: Strengthening the capacity of UNICEF(NCO) staff members in Programme management.

Scope of Work:

As part of a larger drive to enhance programme delivery and results for children, as well as building a learning culture, the UNICEF Nigeria Country Office (NCO) is rolling out a series of trainings aimed at improving staff skills in program planning, implementation, monitoring and reporting. These trainings come at a critical time when the country office is finalizing the implementation of its 2018-2022 country program document and preparing to implement its next country program document for 2023-27. Such trainings, based on a Programme Management Manual to be developed as part the assignment, will ensure NCO staff have the prerequisite knowledge and skills necessary to effectively plan, manage and deliver results in line with UN and UNICEF programming policies and procedures.

The country office requires the service of a consultant to: 1) draft a “Programme Management Manual” in line with UN and UNICEF programming policies and procedures, as well as industry best practices, to be used by all NCO programme staff; 2) lead in delivering trainings to up to 300 NCO programme staff on the practical implementation and optimal use of the Manual; 3) Provide a final draft Manual after the trainings are completed, drawing on learning and feedback from the training session; 4) provide up to 50 hours of on-demand support to interested trainees during a three month period, starting from the time of conclusion of the respective training.

Consultants with previous training and programming experience, ideally with the UN or UNICEF, are hereby invited to submit proposals that will include, among others, the training methodology, content to be delivered for each topic, tools to be used, approaches to make the trainings engaging and the price proposal. How the new knowledge and skills acquired by staff will be assessed at the end of the trainings.

- a. Training Manual covering each of the modules to be delivered, with proposed content outline and methodology for delivery.
- b. Delivery of the trainings as per modules below:

Module 1: Theory of change, Results frameworks (log frames), including indicators.

Module 2: Programming Strategies (Program convergence, gender, disability inclusion, and innovation

Module 3: Financial management including developing budgets, monitoring expenditure and allocations using UNICEF systems.

Module 4: Management of partners (the main one being the Nigerian government) including results, accountability and negotiation.

Module 5: Monitoring and evaluation, especially as they relate to delivery of results.

Module 6: Developing project proposals, both for internally- and externally funded projects

Child Safeguarding

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:

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](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2022	Requesting Section/Issuing Office: M4R and People Management	Reasons why consultancy cannot be done by staff: Specific expertise on training and pedagogy	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New – Individual Contract <input type="checkbox"/> Extension/ Amendment	
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
If Extension, Justification for extension:			
Supervisor(s):	Start Date: 1 August 2022	End Date: 31 January 2023	Number of Days (working) 100
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	

Complete first draft of programme management manual for UNICEF Nigeria	UNICEF Nigeria Programme management manual (first draft)	August 15-September 10	
Deliver a three-day programme management training to 300 staff (15 cohorts of 20 staff each) in each field office (or a combination of them)	15 Programme management trainings held	September 19-December 19	
Complete final programme management manual for UNICEF Nigeria (based on feedback and learning from training sessions)	UNICEF Nigeria Programme management manual (final)	January 31	
Provide up to 50 hours of on-demand guidance and support to trainees on the practical application of the manual.	Individual support to trainees upon request, with a two-hour maximum per trainee and max 50 hours overall,	February 1 to April 30, 2023	

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Education, Public administration, or other relevant field. *A first-level university degree in a relevant field combined with ten years of professional experience may be accepted in lieu of an advanced university degree.</p>	<p>Knowledge/Expertise/Skills required:</p> <p>The consultant must have at least 8 years of experience in working on adult learning and training facilitation, including online. In addition, the consultant should demonstrate experience in design and facilitation of programme management-related trainings. In addition, the consultant should have:</p> <ul style="list-style-type: none"> • In-depth knowledge of results-based management, programme processes and tools including in planning, budget management, partnership management and resource mobilization • Knowledge of the development programming context • Experience in working with the UN or UNICEF • Fluency in English 		
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p>Transportation arranged by the office: <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>		