

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Purpose of Activity/Assignment:

The United Nations Children's Fund (UNICEF) has been working with the Ministry of Education (MoE) to support the integration of adolescent transferable skills (also known as Life Skills, 21st century skills) in order to better prepare the students for school to work transition. This includes work to develop a China specific and age-appropriate life skills framework, assessment strategy and tools, and complementary learning resources to enable the integration of life skills into school and TVET curriculum.

UNICEF China Education Team is now seeking to engage a Chinese national consultant as to provide project management and quality assurance

- Provide technical and advisory support to UNICEF's partner in project planning, implementation and monitoring
- Project co-ordination and monitoring to ensure the Adolescent Life Skills Development Project is delivered against agreed project plans

The consultant will be required to work in the office of project implementation partner-CVED according to specific assignments, with flexibility to work at home. He/She will report to the Education Officer, UNICEF China.

Scope of Work:

The consultant is tasked to provide:

1. **Technical advisory in project planning:** provide technical inputs on the design and development of the project operational plans, and implementation strategy in collaboration with CVED and UNICEF education team.
2. **Project co-ordination and monitoring:**
 - a. Quality assurance: provide consistent quality control for all project-related tasks in lines with the MoE and UNICEF program guidelines;
 - b. Process optimization: develop standard operating procedures (SOP) and spreadsheet process enhancements in collaboration with CVED to streamline the project workflows;
 - c. Technical Liaison: serve as the primary contact, collect and provide consolidated feedback for technical experts, provincial education administrations, project institutions, aligning project requirements and objectives;
 - d. Knowledge management: create and maintain comprehensive project records including but not restricted to: project management Gantt Chart, meeting minutes, progress reports, etc;
 - e. Risk management: identify potential project risk, propose and implement mitigation strategies and escalate concerns as necessary;
 - f. Financial reporting: monitor, and report project budget to UNICEF in accordance with requirements;
 - g. Stakeholder engagement: facilitate regular strategic meetings with MOE, CVED and UNICEF, and key stakeholders;
 - h. Innovation and best practices: advocate for the capture and dissemination of innovative approaches, exemplary practices, and programme achievements.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Working days/Budget
1. Technical advisory in project planning	Project operational plans including budget, activity, timeline developed and, submitted to CVED, MOE and UNICEF for agreement and approval	By early Q2 2024/2025	Maximum 300 working days estimated at 15 days/per months for 20 months. The payment of consultancy will be based on the actually occurred number of working days for the deliverables, and upon satisfactory review by certifying officer.
2. Project co-ordination and monitoring	Project objectives, requirements and SOP prepared and communicated to key stakeholders.	By early Q2 2024/2025	
	<p>Project tasks performed by technical experts, project institutions, vendors actively monitored, and quality assured in line with the annual work plan. For 2024, specifically including but not limited:</p> <ul style="list-style-type: none"> - support the key milestones of framework development - piloting of draft learning materials and revision - 2-3 sets of learning materials review and published - digital resource platform set-up and 1st set of digital resource developed - support management of the world vocational education development conference - project case study collection and story documentation - support management of national level capacity building activities: 1 institution TOT and 1 youth empowerment activity - support management of annual review meeting <p>For 2025, project tasks deliverables/timeline will be specified in line with 2025 work plan.</p>	<p>Q2-Q4 2024</p> <p>By Q2 2024</p> <p>By Q3 2024</p> <p>By Q3 2024</p> <p>By Q3 2024</p> <p>By Q3 2024</p> <p>By Q4 2024</p>	

	Progress reports, including activity summary, meeting minutes, budget/expenditure, scorecard figures, reflections and recommendations.	By Quarter	
	Briefing notes to MOE for policy advisory prepared;	By Q4 2024/2025	

<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>Enter Disciplines: Education, social research, social science, management and/or other relevant disciplines, specialized skills development will be a plus</p> <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> • Minimum ten years of experience in vocational education. • Proven tracking record in project management and consultancy, five years of academic research and practical experience in managing similar projects. • Working with UN or other international organizations will be a plus. • Good understanding of theories and practices related to adolescent skills development in China and other countries, as well as in relevant international organizations such as UNICEF. • Experienced in coordination and collaboration with project stakeholders, with ability to articulate and present project results to stakeholders. • With an innovative and enterprising attitude. • Good sense of responsibility and teamwork spirit. <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>No need to be based in UNICEF office, sometimes need to work in the office of project implementation partner-Centre for Vocational Education Development (CVED), Ministry of Education according to specific assignments</p>	

¹ 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.