

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title of Assignment	National Girls’ Education Strategy development consultant	
Requesting Section	Education and Adolescents Development & Participation Programme	
Location	Place of assignment: <ul style="list-style-type: none"> • This assignment will be based in Lilongwe with possible travel to a sample of about five or more districts selected in consultation with the Ministry of Education and Ministry of Gender, Community Development and Social Welfare to collect the views and perspectives of the education community in relation to the performance of the previous strategy and in developing the new one. • The consultancy is not office-based; however, it will be expected for the consultant to attend related and scheduled meetings and briefing sessions at office of UNICEF and the Ministry of Education as and when scheduled and arranged. • Consultant will also be expected to participate validation of the National Girls Education Strategy meetings as scheduled. 	
Contract Duration in months, including a review period following the submission of the final deliverable	6months	
Estimated number of working days	125 days	
Planned Start and End Date	From: 1 October 2024	To: 31 March 2025

BACKGROUND AND JUSTIFICATION

The Ministry of Education, with support from United Nations Children Fund (UNICEF), is embarking on reviewing and developing a new National Girls’ Education Strategy in an all-inclusive and participatory manner. The current strategy was developed in 2018, with a timeline of 2018-2023. Since it expired last year, the Ministry of Education plans to work with partners to review its implementation, challenges, and lessons learned. This review will guide identifying the major bottlenecks and barriers towards accelerating progress on girls’ education, equity and inclusion as the evidence base for the development of a context specific, doable and comprehensive new strategy. The strategy aims to provide a guiding framework for quality girls’ education, equity and inclusion in education programming, resource mobilization, allocation, utilization, and reporting, as well as coordination and monitoring of progress toward meeting national and international girls’ education standards.

At the expiration of the 2018-2023 National Girls’ Education Strategy, it is imperative to review the current strategy to guide the development of the new national girls’ education strategy that incorporates lessons and addresses emerging contexts, especially since Malawi has experienced multiple and overlapping emergencies such as COVID-19, Cholera and Tropical Cyclone Freddy. These have worsened the existing challenges that girls face to access, be retained, and complete their education at all levels. Malawi has also gone through various policy and legal framework changes that have a bearing on girls’ education. The need for a new Girls’ Education Strategy to incorporate new aspirations in view of these new policy changes, such as the Malawi 2063, Malawi Implementation Plan 2030 and National Education Sector Investment Plan (NESIP 2020-2030) cannot be overemphasized.

Additionally, reviewing the strategy will position the Ministry of Education and its partners to explore funding opportunities, including those from the Global Partnership for Education (GPE)'s Girls' Education Accelerator. This funding supports initiatives that help girls attend school and learn, driving transformational change. In this case, the Girls' Education Accelerator provides resources to support gender equality and inclusion, where girls' education has been identified as a main challenge. It is based on this background that as a key partner in girls' education, the Ministry of Education, has requested UNICEF, within its mandate on education systems strengthening, to mobilize high-level, senior technical assistance in reviewing and developing the new national girls' education strategy.

PURPOSE OF THE ASSIGNMENT

The purpose and objectives for reviewing and developing the National Girls Education Strategy.

- Assess the implementation of the current National Girls Education Strategy 2018-2023, including its strategic priorities and the roles of stakeholders in implementing the strategy to identify key programmatic achievements, challenges, and lessons learnt.
- Assess how the strategy has supported resource mobilization, allocation, coordination, and progress to meet the national and international standards in girls' education.
- Review the changing education sector context and priorities in line with the National Education Sector Investment Plan (NESIP 2020-2030), Malawi 2063, as well as Malawi Implementation Plan 2021-2030, which aims to enforce policies and strategies for keeping girls in schools and protecting them from early marriages and unwanted pregnancies, thereafter, applying findings from the review in the revision of the National Girls Education Strategy.
- Conduct countrywide participatory stakeholders' consultations in attendance of government officials, representatives from educators, parents, students, and community leaders to understand their perspectives and needs, use the information collated on the gaps in the implementation of the existing strategy, and develop and produce a national girls' education strategy ready for validation with the Ministry of Education and partners.
- Make practical recommendations, with clear vision for ensuring equity and inclusion in education with a focus on ensuring increased girls' enrollment, participation, transition, and completion, aligned with national development goals and sustainable development agendas linked to education and formulate specific implementable priorities for consideration in developing the revised National Girls' Education Strategy for 2024-2028.
- Finalize the 2024-2028 National Girls' Education Strategy based on the data and evidence gathered and analyzed from secondary and primary sources including from an all-inclusive stakeholders' consultations and ensure it is ready for official approval by the Secretary for Education.

SCOPE OF WORK/OBJECTIVES

The national consultant will jointly work closely with the Directorates of Policy and Planning and Secondary Education to provide technical expertise in reviewing the National Girls Education Strategy and developing the revised version. He/She will undertake the following activities.

	Key activities
Develop the Inception report	<ul style="list-style-type: none"> • Review the ToRs and undertake discussions with the UNICEF education team and Gender Specialist on the strategic intent of the National Girls Education Strategy and the changing dynamics in the education sector. • Undertake initial discussions with the Ministry of Education teams in the policy and planning as well as secondary education directorates and develop the inception report.

	<ul style="list-style-type: none"> • Review available literature and documentation on best practices globally linked to effective girls' education strategies and approaches that could be possibly adapted to the Malawi situation. • Prepare the inception report with an elaboration of the NGES development methodology and approaches and submit it to the Ministry of Education and UNICEF for review and endorsement.
Review of the current National Girls Education Strategy 2018-2023	<ul style="list-style-type: none"> • Conduct a desk review to develop a situational analysis of Girls' education in Malawi, underlining the existing legal and policy frameworks, major progresses made, implementation challenges encountered and factors that affect girls' education in Malawi. • Review the implementation of the current National Girls Education Strategy 2018-2023 through community and national consultations with stakeholders and partners to document achievements, challenges, and lessons learned. • Support and facilitate the planned stakeholder consultations and partners to collate the needed information in terms of achievements, changing dynamics in the sector, and the new priorities for girls' education. • Establish how the strategy has been used to raise additional financial resources and improve stakeholders' and partners' coordination on improving girls' education. • Review and identify the alignment of the strategy with the National Education Sector Investment Plan 2020-2030, Malawi 2063, and Malawi Implementation Plan 2021-2023. • Identify emerging issues to be included in the revised strategy. • Develop the revised National Girls Education Strategy 2024-2028, which clearly articulates strategic priorities aligned with national development goals and sustainable development agendas linked to education such as NESIP and SDG 4 and 5 targets, including the implementation plan and roles of stakeholders, including the Civil Society Education Coalition (CSEC), Development partners, Faith Based Organisations and Traditional leaders.
Develop the revised National Girls Education Strategy	<ul style="list-style-type: none"> • Support the validation process of the National Girls' Education Strategy in an all-inclusive and participatory manner. • Finalize the draft National Girls Education Strategy 2024-2028, incorporating feedback from stakeholders' validation meeting ready for approval by the Secretary for Education. • Prepare and present a succinct policy brief highlighting the key progresses made in girls' education, top strategic priorities, and roles and responsibilities of the key actors/stakeholders for accelerating girls' education in Malawi.

REPORTING REQUIREMENTS

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

- Reporting to UNICEF Education Specialist for System Strengthening with oversight from UNICEF Gender Specialist, UNICEF Chief of Education and Directorate of Policy and Planning.

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

- The Consultant is expected to submit output-based deliverables based on an agreed work plan, deliverables and timeline.

EXPECTED DELIVERABLES

In alignment with the scope of work, as described above, the 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 6 months, including review time, with workdays overlapping from month to month. Note that weekends and UN holidays are not included as workdays, and there will be no double payment for the same days should the Consultant work on two different activities simultaneously. The following table summarizes the key deliverables along with the estimated number of days required. Please note that payments will be made based on the submission of acceptable deliverables as specified in this Terms of Reference.

Tasks	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of the total fee payable
<ul style="list-style-type: none"> Develop the inception report and present it for MoE and UNICEF review and validation 	<ul style="list-style-type: none"> Inception report with clear methodology and approaches 	15	220 October 2024	12%
<ul style="list-style-type: none"> Assess and review the implementation of the current National Girls Education Strategy 2018-2023 	<ul style="list-style-type: none"> Assessment and report on findings from a comprehensive review of implementation of the current NGES and from the stakeholder consultations and discussions Draft articulation of new priorities validated with MoE 	40	17 December 2024	32%
<ul style="list-style-type: none"> Develop the revised National Girls Education Strategy 2024-2028 	<ul style="list-style-type: none"> A draft National Girls Education Strategy 2024-2028, aligned with the national education development policies, strategies, and the education chapter of the Sustainable Development Goals (SDG. 	40	17 December 2024	32%
<ul style="list-style-type: none"> Revise the draft National Girls Education Strategy 2024-2028 	<ul style="list-style-type: none"> Final National Girls Education Strategy 	30	31 March 2025	24%

<p>based on the comments and validation</p> <ul style="list-style-type: none"> • Submission of Final Strategy document. 	<p>2024-2028 Validated.</p> <ul style="list-style-type: none"> • Succinct policy brief highlighting the key progresses made in girls' education, top strategic priorities, and roles and responsibilities of the key actors/stakeholders for accelerating girls' education in Malawi. 			
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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 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 Terms of Reference
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstrate high standards of cooperation and communication with UNICEF and its 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 and 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 fieldwork.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- Advanced University degree in Education, Social Sciences, Gender and Development, Women's laws or relevant disciplines.

Work experience:

- At least 10 years of experience in strategic planning, and analysis, program design of the Gender and adolescent girls' sector
- Demonstrable previous working experience designing multi-sectorial Girls' Education interventions and innovation.
- Previous experience reviewing/developing Girls' Education strategies in the youth/education sector review/development of policies in Malawi and Southern Africa Countries would be an advantage.
- Proven ability to conduct quantitative and qualitative research.
- Proven ability to work under tight timelines.
- Proven ability to build consensus among a broad range of high-level stakeholders, including development partners and government, both from within and outside the sector.
- Experience in developing budgets and costing scenarios and identifying financial mechanisms to support girls' education across all levels, including adolescent and youth programmes, would be considered an asset.

Knowledge, technical skills, and competencies:

- Knowledge in development of strategic frameworks
- Drive for results.
- 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 analyze 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.
- Demonstrate excellent interpersonal and participatory approaches for convening and leading workshops and written communication skills in English, computer literacy, and effective advocacy skills.

Language Proficiency

Excellent written and spoken skills in English required. Knowledge of the one or more of the local languages of Malawi is an asset.

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.

- ensure that the visa (where applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. The consultant is solely responsible for both the visa and own health insurance.
- the selected consultant is 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. The vaccine mandate, 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 for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage candidates to disclose their disability during their application in case they need reasonable accommodation during the selection process and afterwards in their assignment.

Consultants must have their own equipment, tools and materials needed to perform their services. They will use their own laptops/computers, any application or system needed to complete the assignment.

The access to UNICEF email and system is restricted to UNICEF staff therefore consultants should not be granted access unless it is imperative to complete assignment. The need for email access will be determined in consultation with the contract supervisor and will require approval from management.

UNICEF will not supply computers for the consultant; however, the consultant may use designated workstations for consultants, subject to availability. For internal meetings, the consultant can utilize UNICEF's conference rooms, provided that reservations are made in advance by the UNICEF staff involved in the assignment.

CONDITIONS

- The consultancy will be for a period of six (6) 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 the contract is signed by both UNICEF and the consultant.
- The consultant will be based in Lilongwe and with possible travels to the districts.
- The consultant will be paid an all-inclusive fee (professional fee, travel, living costs, , stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The consultant is not entitled to additional payment for overtime, weekends or public holidays. There will be no additional costs or payments outside of the all-inclusive fee.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- Transport will be provided to the consultant during in-country field travel, upon agreed upon work/travel plan and approval.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out 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.

- The consultant will not have supervisory responsibilities or authority on 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.
- Consultants 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.

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, and other costs). Complete the attached form and submit along with the technical proposal.



Financial
Proposal.xlsx

4. References details from at least 3 supervisors, including the current supervisor.