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

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| **PART I** | | |
| Title of Assignment | Report Writer – Quarterly Report for Education in Emergencies (EiE) - ESARO - People's Postcode Lottery | |
| Section | Education | |
| Location | Remote, no travel required | |
| Duration | *7 days within a month* | |
| Start/End date | **From:1-Mar-22** | **To: 31-Mar-22** |

**Background and Justification**

ESARO Education Section is developing a donor report setting out all the achievements made with Education in Emergencies (EiE) - ESARO - People's Postcode Lottery grant. A senior writer and editor with technical knowledge of the education section is required to develop this donor report in collaboration with the ESARO Education section. This is expected to take 7 days including drafting, liaising with the ESARO Education team and the Public Partnership Specialists to incorporate comments and finalising the report for approval.

**Scope of Work**

1. ***Goal and Objective*:** Draft the Quarterly Report for Education in Emergencies (EiE) - ESARO - People's Postcode Lottery covering the ESARO Education Section achievements and ensuring quality review and consolidation with the Ethiopia portion of the report.
2. ***Provide details/reference to AWP areas covered:*** This contract is to meet UNICEF’s commitments to its donors
3. ***Activities and Tasks:***To develop a high-quality donor reportcovering all achievements and adhering to the UNICEF guidelines.
4. ***Work relationships:***The supervisor will be Carolin Waldchen, and the consultant will also work with the ESARO Public Partnership Specialist.
5. ***Outputs/Deliverables:***

*A table may be used to summarize the tasks, deliverables, specific timeline, and milestones (Sample below). Please state when and whether or not timeframes are negotiable - and if so under what circumstances.*

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| **Deliverables** | **Duration**  **(Estimated # of days or months)** | **Timeline/Deadline** | **Schedule of payment** |
| **Initial meeting to discuss plan for completing the consultancy** | 1 day | 04 March 2021 |  |
| **First Draft of donor report submitted** | 2 days | COB 10 Mar 2021 |  |
| **Second draft of donor report submitted** | 2 days | COB 18 Mar 2021 |  |
| **Final draft of donor report submitted** | 2 days | COB 24 Mar 2021 | 100% payment |

**Payment Schedule**

There will be a single payment at the end of the contract (31/03/2022) on production of a satisfactory donor report as per the scope of work above.

**Desired competencies, technical background, and experience**

1. Advanced University degree in education, development, social science or communications or comparable academic preparation.
2. At least eight (8) years of progressively advanced experience in writing and/or editing in development or social sectors
3. Advanced skills in writing and editing in English is a must, especially writing compact and concise publications from complex information.
4. Full working knowledge of MS-Word (including using Style, References and Review functions)
5. Previous working experience with a UN and/or international organization desirable
6. Experience of working independently and at distance (ie remotely).
7. *Must exhibit the UNICEF Core Values of:*
   1. *Care*
   2. *Respect*
   3. *Integrity*
   4. *Trust*
   5. *Accountability*
8. *Competencies: list the* [*competencies*](https://unicef.sharepoint.com/:b:/r/sites/DHR-UCF/SiteAssets/SitePages/DHR-UCF/Competency%20Framework%20Brochure.pdf?csf=1&web=1&e=JPyNVx) *that the consultant should have for the assignment;*
9. *Languages needed.*

**Administrative issues**

The assignment will be supervised by the Education Specialist (EiE) in the Eastern and Southern Africa Regional Office, Education Section. The consultant will be able to complete the assignment remotely, no travel is expected.

**Conditions**

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

The candidate selected will be governed by and subject to UNICEF’s General Terms and Conditions for individual contracts.

**Risks**

UNICEF ESARO Education Section has essential reporting requirements as part of its commitments to donors, which form the basis of UNICEF’s funding and ability to operate. Thus, not completing a high-quality report presents a high reputation and operational risk, for which this consultancy is a key mitigation. Furthermore, there are hard reporting deadlines associated with this contract, so the mitigation of not meeting those deadlines is to have a timeline that is well in advance of the deadline.

**How to Apply**

Interested candidates should provide by email to the supervisor (Carolin Waldchen, [cwaldchen@unicef.org](mailto:cwaldchen@unicef.org)):

* A cover letter / email that specifies how you meet the desired competencies, technical background and experience (no more than 1 page)
* A short CV (no more than 4 pages)
* A lump sum fee, with breakdown of your daily rate and any other costs.

Interested candidates to indicate ability, availability, and rate (daily? monthly?) expressed in US$ for international or KES for national consultancy or individual contractor contract to undertake the terms of reference.

**Applications submitted without a fee/ rate will not be considered.**