

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Report Writing Training		<input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor Part-Time (National) <input type="checkbox"/> Individual Contractor Full-Time	Freetown
<p>Purpose of Activity/Assignment: Towards strengthening the overall report writing skills in the CO, UNICEF Sierra Leone CO will conduct a report writing training for National Officers and Specialists NO-1 to NO-3 and International Professionals P3 to P5. The report writing training has been included in the 2022 learning plan as one of the priority trainings. The number of targeted staff in these categories is around 75.</p>			
<p>Scope of Work: Purpose and objectives: UNICEF Sierra Leone is looking for a qualified and experienced reports writing Trainer, who will train staff, National Officers, National Specialists, and International Professionals in effective report writing.</p> <p>Methodology and Technical Approach Under the guidance of the HR Manager, the successful consultant will deliver the following writing courses:</p> <ul style="list-style-type: none"> • Develop a training Programme to meet the training needs. • The training should be done in 2 cohorts • Conduct training and submit report at the end of the training. <p>The following areas will form part of the training: How to write persuasively</p> <ul style="list-style-type: none"> • How to write concisely to effectively convey key messages • Writing to Influence, including modern grammar • Business Communication and Advocacy Skills • Social Media for Programming, or other relevant training in communicating with the private sector, diplomatic correspondence (for working with government counterparts, donors, UN agencies) <p>Specific Tasks of the Consultant</p> <ul style="list-style-type: none"> • Deliver on specific writing courses for donor report writing and for effective communication and advocacy. <p>Payment will be made at the end of the training after submission of full training report, performance evaluation of each of the participants and certificates are issued.</p>			
<p>Child Safeguarding Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:</p> <p>Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>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:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

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](#)

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Develop a training programme to meet the needs of the office	Training programme	1 week	N/A
Conduct training	Training completed	10 days	N/A
Prepare and hand-over Certificates to Students upon completion of the training.	Certificates distributed	1 day	N/A
Budget Year: 2022	Requesting Section/Issuing Office: <i>Human Resources Unit</i>	Reasons why consultancy cannot be done by staff: This is a specialized field and there is no in-house capacity now to conduct such training.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		Request for:	
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: <i>HR Manager</i>	Start Date: <i>July 2022</i>	End Date: <i>August 2022</i>	Number of Days (working) <i>16 days</i>

Estimated Consultancy fee	SLL		
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	N/A		
DSA (if applicable)	N/A		
Total estimated consultancy costsⁱ			
<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 Communication and related field.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> - An advanced University degree in English, Languages, or related field. - Minimum of 5 years of progressive experience in conducting trainings. - Experience in teaching adults, especially in multi-cultural environment is an advantage. - Experience in proposal/report writing is an asset. - Required Skills/Competencies: - Technical skills in the field of education. Communication, analytical and training skills. Strategic Planning and Monitoring skills, ability to organize work and projects. - Ability to work in an international and multicultural environment. 		
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input 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 checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>		
Request Authorised by Section Head	Request Verified by HR:		
<p><i>Approval of Chief of Operations (if Operations):</i> _____</p> <p><i>Approval of Deputy Representative (if Programme)</i> _____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>			

ⁱ 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.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract 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.