TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	Education Cluster Information Management Consultant	
Requesting Section	Chief of Education, Adolescents and Participation Programme	
Location	Place of assignment: Blantyre, with field travel	
	☒ Home Based ☐Office Based:	
Contract Duration	4.5 months	
Number of working days	86 working days	
Planned Start and End Date	**From: 17 April 2023**	**To: 31 August 2023**

BACKGROUND

On 13 March 2023, the President of Malawi declared a State of Disaster in 15 districts (Balaka, Blantyre (City and Rural), Chikwawa, Chiradzulu, Machinga, Mangochi, Mulanje, Mwanza, Neno, Nsanje, Phalombe, Thyolo, and Zomba (City and Rural) that were severely affected by the Tropical Cyclone (TC) Freddy. The Government, through the Department of Disaster Management Affairs (DODMA), reported that as at of 20 March 2023, 114,637 households had been displaced, translating to approximately 508,244 people. Nearly 500 people had died, 427 were missing, and 841 had sustained various injuries. Public infrastructure such as schools, health facilities, and district and main roads had been damaged in all affected districts.

With regards to the impact of TC Freddy on the Education sector in southern Malawi, the data received as of 22 March 2023 indicates that 484 primary schools and 63 secondary schools had been impacted in 15 districts affecting the education of 237,388 learners (142,408 girls). At least 390 schools are currently being used as camps for Internally Displaced Persons making use of 762 clasrooms.

The Malawi Government through DODMA is coordinating and leading all humanitarian actors in the assessment of disaster impact and needs as well as the provision relief assistance to the affected people. An Emergency Operation Centre (EOC) has been set up at the World Food Programme (WFP) offices in Limbe, Blantyre for effective and efficient coordination during the emergency response. UNICEF has supported the Ministry of Education (MoE) to station a small team of officials in Blantyre representing the Education Cluster at the EOC and to take part in the rapid needs assessment led by DODMA.

DODMA initailly activated all national clusters including the Education Cluster in December 2022 due to the cholera pandemic emergency and because of the impact of TC Freddy, DODMA has also activited district emergency clusters. The Education Cluster is led by the MoE and co-chaired by Save the Children and UNICEF.

Given, the scale of the emergency, the MoE has requested UNICEF for support in the response and this includes strengthening the coordination, operations and information management of the Education Cluster. It is important to note the flood emergency has come amdist an ongoing cholera pandemic emergecy which may rapidly spread further, therefore scaling up response efforts are crucial to respond quickly and effectively to both emergencies.

JUSTIFICATION

While the Education Cluster was activated in December 2022 and weekly meetings have occured since then, its function has been mainly at national level with a specific focus on the cholera response. Given the scale of the impact of TC Freddy, compounded by the cholera pandemic and the activation of the district emergency clusters, the need for stronger coordination and information management at national level has emerged.

The MoE and UNICEF have noted a gap in accessing data on both the cholera and floods response in southern Malawi. The data from the distrcits and schools are trickling in but are not packaged and analysed in a usable manner. In addition, Education Cluster partners have been slow in populating the 5 Ws (Who, What, Where, When and for Whom) which is critical in tracking and ensuring complimentarity in the emergency response.

Information management of both the cholera and floods emergency response requires strong support in developing a relevant education data management platform, innovative tools for data collection and visualization of data.

UNICEF, as highlighted in their Core Commitments for Children in Humanitarian Action, is fully committed to interagency humanitarian reform and supports this through provision of leadership and participation in assigned clusters and sectors. UNICEF plays a crucial role in ensuring a strategic, coordinated and effective humanitarian response as it is responsible for co-leading the Education Cluster.

Due to the current multiple emergencies Malawi is facing, there is a very high burden on the Ministry of Education and Education Cluster members to rapidly respond to the situation and the cluster is drawing many new actors to enable the capacity to be scaled up to meet the needs. Therefore, to ensure UNICEF continous support to the Government of Malawi in responding to the multiple emergencies in an evidence-based coordinated and effective manner, an Education Information Management consultant is required.

PURPOSE OF THE ASSIGNMENT

The purpose of the assignment is to support the Education Cluster and UNICEF to enhance education in emergencies data collection and analysis, information management, and support quality assurance processes in all parts of the data value chain (generation, prioritisation, and collection, curation, analysis, translation and dissemination to the cluster). The Education Cluster Information Management consultant will work in close collaboration with the Education Cluster Coordintanor, Education Cluster lead and co-leads, as well as Education Cluster partners to ensure the cluster has accuarte data to performs its core functions as described in the Inter-Agency Standing Committee (IASC) Cluster Coordination Reference Module, IASC, July 2015.

SCOPE OF WORK/OBJECTIVES

The Education Cluster Information Management consultant, in close collaboration with the Education Cluster lead, co-leads, coordinator, and members, will be responsible for efficient emergency data management to inform Education Cluster response and rehabilitation encompassing the following cluster functions:

Cluster functions	Key activities
Supporting service delivery/outputs	● In consultation with Education Cluster partners, identify key humanitarian information management (IM) products, develop/adapt templates for collecting this information, and support the cluster and the cluster partners in producing consolidated IM products in a periodical manner. ● Support the MoE and Education Cluster co-leads in conducting the mapping of all current and potential actors – government, national and international humanitarian organisations as well as national institutions, and the private sector through the provision of regular inputs/updates on the Education Clusters 5 Ws (Who, What, Where, When and for Whom) matrix, cluster priority response matrix and other tools. ● Facilitate information flow between the Education Cluster and cluster partner programs by clearly outlining how data is collected, collated, and analysed, and facilitate the identification of information gap geographically and programmatically. ● Assist in developing mechanisms to eliminate duplication of service delivery based on existing data and pro-actively strive for effective methods of acquiring data from the relevant stakeholders to fill the information gap. ● Support the Education Cluster coordinator in organising and participating in regular cluster meetings aimed at information sharing for appropriate coordination between all education humanitarian partners.
Informing strategic decision-making of the HC/HCT for the humanitarian response	● Manage an inventory of database that contains relevant documents on the education humanitarian situation (multi-sectorial assessments, detailed education surveys, assessment reports of other relevant clusters such as Health, Protection, WASH, etc., and other relevant information). ● Provide IM support for the preparation of the Education Sector detailed assesments, situation analysis, etc. ● Update various database and reporting tools structure as needed, such as the Flash Appeal / Humanitarian Response Plan (Humanitarian Results Management) and any other reporting templates. ● Using geographic information system (GIS) for geographic data management, production, and analysis. Compile the data and create maps in a timely manner and as needed to assist the Education Cluster activities as well as partners and other stakeholders.
Advocacy	● Work with Education Cluster partners to keep and maintain an up-to-date database and information for education response. Make this information available to facilitate planning and impact assessment of the Education Cluster response by the cluster and other stakeholders. ● Together with the Education Cluster coordinator and leads/co-leads, estimate both geographic and programmatic coverage of programmes and produce coverage maps. Update inputs for mapping formats as needed to support the continuous review of the Education Cluster activities ● Support and provide input into the preparation of situation reports with emphasis on Education Cluster achievements by providing relevant and up-to-date information.

	● Support the drafting of high quality and regular national and district emergency education situation updates. ● Compile regular inputs on the emergency affected areas for the Education Cluster at the national and district levels identifying the expected outputs. ● Support the Education Cluster in developing regular country/district level data and information based on agreed outputs and share this information with stakeholders. ● Work with Education Cluster partners to identify information gaps at the national and sub-national levels and propose ways to bridge information gaps.
Monitoring and reporting the implementation of the Cluster strategy and results	● Collate, curate, and analyse Education Cluster information and maintain and update the education emergency dashboard to facilitate humanitarian information exchange and promote data and information standards. ● Undertake regular monitoring visits to review the responses, including end-user monitoring, and provide oversight for quality control for partners reporting. ● In collaboration with the Education Cluster coordinator and lead/co/leads, rectify any gaps identified in reporting against the Education Cluster indicators of the service delivery (quantity, quality, coverage, continuity and cost) by regularly communicating and discussing the gaps with cluster partners and providing technical support aimed at enhancing timely and quality reporting. ● Work with Education Cluster partners on reporting sex and age disaggregated data, that should inform an Education Cluster analysis
Build National Capacity Building for Preparedness and Contingency Planning	● Promote and provide training and capacity building activities of the MoE and other Education Cluster partners, especially Distrcit Eduaction Cluster members on information management. ● Support the Education Cluster coordination team and cluster partners in preparedness and contingency planning by consolidation the inputs from partners for the Education Response Plan.
Accountability to Affected Population	● Support the Education Cluster coordinator, lead/co-lead and cluster partners in setting up, operationalizing, and maintaining an Education Cluster complaint and feedback mechanism based on the inputs/guidance provided and feedback regularly to the cluster partners.

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/communication lines):
- Reporting to UNICEF Chief of Eduaction and Adolescents programme.
- The Education Cluster Information Management consultant will coordinate and work closely together with MoE Cluster Secretariat, Educatin Cluster coordinator, and the education in emergencies focal points at Save the Children and UNICEF.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:
- The Education Cluster Information Management consultant is expected to submit monthly progress reports, in accordance with UNICEF templates. Report should be based in line with agreed outputs upon agreement with supervisor.

- The Education Cluster Information Management consultant is expected to attend physical meetings in office and virtual as required.

How will consultant consult and deliver work and when will reporting be done:
- The Education Cluster Information Management consultant will provide monthly deliverables based on an agreed work plan and deliverables.

EXPECTED DELIVERABLES

In alignment with the scope of work, as described above, the Education Cluster Information Management consultant will be expected to perform and complete the following activities and deliverables as per the schedule and estimated dates below. It is envisaged that the entire consultancy will be a total of 86 working days spread from 17 April to 31 August 2023, with work days overlapping from month to month. Please note that weekends are not included as work days and there will be no double payment for the same days should the consultant work on two different activities at the same time.

Tasks	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
Supporting service delivery/outputs • identify key humanitarian information management (IM) products, develop/adapt templates for collecting this information, • support partners in provision of regular inputs/updates on the Education Clusters 5 Ws (Who, What, Where, When and for Whom) matrix, cluster priority response matrix and other tools.	Detailed report reflecting the IM productes devloped and the support for the Education Clusters 5 Ws	20	17 May 2023	23%
Informing strategic decision-making of the HC/HCT for the humanitarian response ● Develop and manage an inventory of database that contains relevant documents on the education humanitarian situation; ● Provide IM support for the preparation of the Education Sector detailed assesments, situation analysis, etc.	Detailed report reflecting the development of the Education cluster data base, maps of the education response and supportand use of asessment data	22	17 June 2023	26%

• Update various database and reporting tools structure as needed, such as the Flash Appeal / Humanitarian Response Plan (Humanitarian Results Management) and any other reporting templates. • Compile the data and create maps in a timely manner and as needed to assist the Education Cluster activities as well as partners and other stakeholders.				
Monitoring and reporting the implementation of the Cluster strategy and results • Collate, curate, and analyse Education Cluster information and maintain and update the education emergency dashboard to facilitate humanitarian information exchange and promote data and information standards. • Undertake regular monitoring visits to review the responses, including end-user monitoring, and provide oversight for quality control for partners reporting.	Detailed report reflecting the updated education emergency dashboard, rfindings of monitoring visits	20	17 July 2023	23%
Build National Capacity Building for Preparedness and Contingency Planning • Promote and provide training and capacity building activities of the MoE and other Education Cluster partners, especially Distrcit Eduaction Cluster members on information management. • Support the Education Cluster coordination team and cluster partners in preparedness and contingency planning by consolidation the inputs from	Detailed report reflecting the identified IMO training needs, training manual and trianing report	24	17 August 2023	28%

partners for the Education Response Plan.				
TOTAL		**86**		**100%**

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 TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and 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 , living costs (Daily Subsistence Allowance) for approved field travel, communcation, stationery, etc. – no other costs are payable. UNICEF will provide transport for all planned and approved field work.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:
- An advanced university degree (Master's degree or equivalent) in statistics, or information management, education, social science, development studies is required.
- A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.
- Formal training in cluster coordination is an advantage.

Required work experience:
- At least five years of professional experience in informataion management and information design.
- Experience in GIS mapping using ArcGIS or QGIS.
- Experience in training and capacity development.
- Experience developing reports, policy briefs, and journal articles for a range of audiences, including practitioners in the field and policymakers.
- Experience and proficiency in using key statistical software to analyse data (i.e., MS Excel, Epi Info, STATA, SPSS, R).
- Experience in Education Management Information systems is required.

- Experience in the UN Common System is desirable.

Knowledge, technical skills and competencies:
- Knowledge and programming experience Emergencies is required.
- Drive for results.
- Ability to work effectively under stress and in emergency settings.
- 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 analyse 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.

Language Proficiency
Excellent written and spoken skills in English is required.

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/individual contractor is requested to:
- Complete the applicable mandatory trainings.
- Self-certify that he/she is fully vaccinated against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine. It 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.

The assignment will be carried out from Blantyre with travel to districts for consultations as agreed with the supervisor. UNICEF will not provide office space for the consultant as the consulant will be expected to work remotely. It will however be expected of the consultant to meet regularly with the UNICEF team as well as any other key stakeholders, also within the meeting space in Blantyre. UNICEF will not provide the consultant with a laptop, data or other electronic equipment.

CONDITIONS

- The consultancy will be for 4.5 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 both UNICEF and the consultant sign the contract.
- The consultant will be based in Blantyre with travelling to the district for consultations.
- The consultant will be paid an all-inclusive fee (professional fees, living costs, stationery, communication *and other miscellaneous expenses) per the stipulated deliverable and payment schedule.*
- The consultant is not entitled to payment for overtime, weekends or public holidays, medical insurance, taxes, or any form of leave.
- Transport for official in-country trips will be provided by UNICEF.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements 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.
- Consultants will not have supervisory responsibilities or authority on the 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 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.
- The assignment is off-site support.

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, visa and other costs). Complete the attached form.

Financial
Proposal.xlsx

4. References details of at least 3 previous supervisors.