



## Terms of Reference (ToRs)



### CONSULTANT CUM COORDINATOR FOR NFE COURSE AND TLM (TEACHING & LEARNING MATERIAL) DEVELOPMENT

#### **BACKGROUND:**

The Directorate of Literacy and Non-Formal Education Sindh DLNFE is responsible for the planning, implementing, and monitoring of Non-Formal Education (NFE) programs in Sindh Province and to develop relevant material and tool for improvement of literacy & NFE through accelerated alternative learning pathways. UNICEF provides technical and financial assistance to DLNFE to strengthen its NFE programs.

In general, the terms of reference (ToRs) for hiring a Consultant for NFE Course and TLM (Teaching & Learning Material) Development may include the following:

1. **Position Title:** Consultant for NFE Course and TLM
2. **Type of position:** Temporary & contractual and as per and UNICEF's HACT/Internal Control Guidelines
3. **Funded by** UNICEF
4. **Period of assignment:** From 1<sup>st</sup> September 2023 to 30<sup>th</sup> November 2023 (Extendable based on performance and subject to funding and needs of Rolling Work-Plan (RWP))
5. **Duty station:** Directorate of Non-Formal Education (with field travel) Subject to the approval of Director NFE and UNICEF

#### **2. KEY TASKS:**

2.1 The objective of this consultancy is to support DLNFE in the development of NFE courses of Package D, E, Adult Literacy with its teaching & learning material and review of packages A, B and C. The consultant will work in coordination with the concerned officer of the Directorate and with relevant stakeholders, development partners for consultation and to ensure its alignment with the LNFE curriculum and learning outcomes.

2.2 The consultant will be responsible for the following tasks:

- Conduct needs assessment to identify the gaps in the existing NFE courses and TLM.
- To plan, the development of new LNFE courses and materials.
- To get finalize content of the course in consultation with the writers/reviewers and to ensure its alignment with the SLOs referred in the curriculum.
- To coordinate reviewers for prompt finalization of work and to get timely incorporation of the suggestions.
- To get aware/motivate the newly developed NFE material to the relevant stakeholders, development partners and LNFE staff for getting proper and maximum utility.

The specific terms of reference will depend on the scope of the project, the requirements of the department, and the expectations of the stakeholders involved. Assignment based work can also be given to the consultant for a particular duration.

<b>Age:</b>	35+ years
<b>Qualification:</b>	Master's Degree in Education from a Recognized University in the related field.
<b>Experience:</b>	At least 5 years in related field
<b>Skills:</b>	<ul style="list-style-type: none"><li>• Excellent writing and communication skills</li><li>• Proficiency in MS office</li><li>• English/Urdu/Sindhi</li></ul>

### 3. **REMUNERATION:**

- **Monthly remuneration** to temporary project staff for the assignments as per UNICEF Internal Control Guidelines/HACT Policy
- (IPPS): Up to PKR 200,000/= (negotiable)