



## Terms of Reference (ToRs)



### HIRING CONSULTANT CUM COORDINATOR FOR UNICEF

#### 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. The UNICEF provides technical and financial assistance to DLNFE in various activities and strengthening its capacity. In this perspective it requires to enhance the coordination with DLNFE via hiring NFE coordinator.

In general, the terms of reference (ToRs) for hiring a NFE Coordinator may include the following:

1. **Position Title:** NFE Coordinator
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
6. **KEY TASKS:**
  - 6.1 Provide vigilant, timely and effective coordination support for implementation of programmatic interventions of Rolling Work-Plan (RWP)
  - 6.2 Support in coordination for organizing meetings of NFE Task Force, Sub-Committees, trilateral monthly meetings of Dir. of Lit. & NFE and UNICEF, monthly meeting of UNICEF-IRC and Dir. of Lit. & NFE and other related meetings
  - 6.3 Assist Dir. of Lit. & NFE in preparing related TORs for intended Consultants (Individual/Firms) and provide technical and operational support to obtain and review deliverables
  - 6.4 Carry out rigorous follow-ups and support effective completion of assigned tasks
  - 6.5 Assist and follow-up Dir. of Lit. & NFE in completion of Teaching Learning Material (TLM) of NFE package D and development of TLM of NFE package E.
  - 6.6 Prepare monthly field monitoring plan related to RWP, and submit field reports according to SOPs.
  - 6.7 Ensure and prepare related reports, briefs, presentations, concept notes, background documents, reporting templates, agenda, minutes of meetings and maintain records/archives of related documentations/reports/others.
  - 6.8 Carry out field monitoring visits and prepare reports
  - 6.9 Provide technical support to UNICEF's implementing partners in programme implementation in the field
  - 6.10 Provide technical support to UNICEF and Dir. of Lit. & NFE and other partners to pilot and rollout Adolescents Development and Participation Programming

(ADAP)/Generation Unlimited (GenU), and Sind Operating Model for GenU/ADAP

- 6.11** Provide technical support to establishment and strengthening of Sindh Lit. & NFE Authority
- 6.12** Prepare supply plan including distribution plan and carrying out post-delivery supply inspection
- 6.13** Support preparation of FACE, ICE and other related documents
- 6.14** Support organization of inter-provincial visits and submit visit reports
- 6.15** Support organization of spot-checks and audit etc.
- 6.16** Undertake new assignments as guided and agreed by Director NFE
- 6.17** Attend 2 days/week at UNICEF office for briefing/debriefing/follow-ups with UNICEF Education Section

**7. DELIVERABLE**

- 7.1** Submit monthly activity report on planning and implementation of above tasks
  - 7.2** Organize weekly progress review meeting with UNICEF
  - 7.3** Draft quarterly FF/ICE along with cover letter and a high-quality and error free reports
  - 7.4** Maintain all DCT reports/ record for Spot checks
  - 7.5** Draft Event/training reports.
  - 7.6** Share high-quality and error free minutes of all related meetings
  - 7.7** Draft ToRs of staff, institutional and individual consultants and other related vendors
  - 7.8** Share visit reports of UNICEF's interventions and share report for post-delivery supply inspection
  - 7.9** Share final draft of TBs and TGs of NFE package E
  - 7.10** Share report of activities related to Adolescents Development and Participation Programming (ADAP)/Generation Unlimited (GenU),
- 8.** 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>	Minimum 05 years related experience in areas of Education Sector
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal, communication, reporting and IT skills.</li><li>• English, Urdu and Sindhi</li></ul>

**9. SUPERVISOR/REPORTING:**

- 9.1 Director Non-Formal Education (NFE), Directorate of Lit. & NFE, SE&LD.
- 9.2 Education Specialist, UNICEF Sindh

**10. 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)



## 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)



## Terms of Reference (ToRs)



### HIRING CONSULTANT FOR MIS/WEB MANAGER/NFEMIS

#### **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. In this perspective requires to enhance its capability of Information and Communication Technology (ICT) and to engage a most skilled ICT expert with technical and financial assistance of UNICEF.

In general, the terms of reference (ToRs) for hiring a consultant for Manager MIS, Web Administrator and database Manager may include the following:

1. **Position Title:** Consultant for MIS/Web Manager/NFEMIS
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
6. **KEY TASKS:**
  - 6.1 Design, develop and implement a comprehensive Management Information System (MIS) for the School Education and Literacy Department, including identifying data needs, defining data standards and protocols, and developing data collection and management tools.
  - 6.2 Develop and maintain web-based applications to support the department's operations, including but not limited to, web-based data entry forms, data visualization tools, dashboards, and reports.
  - 6.3 Manage and maintain the department's databases, including but not limited to, student information systems, human resources information systems, financial management systems, and procurement systems.
  - 6.4 Ensure the accuracy, completeness, and security of the department's data, and ensure compliance with relevant laws and regulations related to data management.
  - 6.5 Develop and implement data quality control processes to ensure that data is accurate, timely, and reliable.
  - 6.6 Analyze and interpret data to identify trends, patterns, and insights that can inform decision-making and program planning.
  - 6.7 Provide guidance and training to department staff on the use of the MIS, web applications, and databases, including data entry, reporting, and analysis.
  - 6.8 Coordinate with other stakeholders, including vendors, partners, and donors, to ensure the integration of data systems and interoperability of data.
  - 6.9 Develop and maintain user manuals, standard operating procedures, and other documentation related to the MIS, web applications, and databases.



## **Terms of Reference (ToRs)**



### **HIRING CONSULTANT FOR MIS/WEB MANAGER/NFEMIS**

- 6.10 Ensure that all systems and applications are tested and maintained to ensure optimal performance, and develop contingency plans to address system failures or other emergencies.
- 6.11 Any other tasks as requested by the department management.

#### **7. DELIVERABLE:**

- 7.1 Submit monthly activity report on planning and implementation of above tasks.
- 7.2 To coordinate in preparation of relevant DCT reports/ record for Spot checks.
- 7.3 Draft Event/training reports.
- 7.4 Share high-quality and error free minutes of all related meetings.
- 7.5 Share visit reports of UNICEF's interventions and share report for post-delivery supply inspection.

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>	30+ years
<b>Qualification:</b>	At least Bachelor Degree from a Recognized University in the related field.
<b>Experience:</b>	At least 03 years in related field.
<b>Skills:</b>	<ul style="list-style-type: none"><li>• Awareness as well as use of ICT will be mandatory</li><li>• English, Urdu and Sindhi</li></ul>

#### **8. REMUNERATION:**

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