

United Nations Children's Fund (UNICEF)
Bangkok, Thailand
Vacancy Announcement 2011/01

Issue Date: 1 June 2011

Closing Date: 1 July 2011

**Two Consultants for
Education in Emergencies**

Details:

The Asia-Pacific Shared Services Centre (APSSC) based in UNICEF's regional office in Bangkok is seeking two education consultants to conduct an evaluation of its capacity development work in Education in Emergencies (EiE). The focus will be 2009-2011, but set within the context of earlier initial capacity development work.

While two consultants will be required to fulfill the ToR, applications are invited from **either** individuals **or** teams of two.

Background:

The Asia-Pacific Shared Services Centre (APSSC) is a regional UNICEF centre which was established in July 2008 and designed to provide technical assistance to the 22 UNICEF Country Offices across the Asia-Pacific region. The Emergency Unit is located within the APSSC and its primary function is to provide technical assistance and management support on emergency preparedness and response with special emphasis on UNICEF-led cluster areas. This heavily-populated and diverse region is afflicted by numerous emergencies, often accounting for more than half of the world's "natural disasters" and is also home to some of the world's most serious ongoing conflicts (Afghanistan, Pakistan, Mindanao in the Philippines, as well as the recently concluded conflict in Sri Lanka).

Given this context, strengthening capacity of UNICEF Country Offices and their partners, including government, to prepare for and respond to emergencies becomes a top priority. However, it has only been in recent years that capacity development for Education in Emergencies (EiE) has become an area of focus, a focus that has increasingly assumed a more central position with the advent of the Cluster approach. This has taken various forms including capacity mapping, a series of regional events, Cluster Coordinator training, Education in Emergencies training for frontline responders, training for senior level MoE officials and so on.

In 2011, on the basis of a number of sources, APSSC EiE also introduced an Integrated Capacity Development Approach (ICDA) which involves intensive technical support to selected priority countries. These sources of data and lessons learned also fed into the recently completed Asia-Pacific Regional Capacity Development Strategy.

While a significant volume of capacity development initiatives have been launched and ongoing monitoring has led to adjustments of initiatives, APSSC EiE would like to do a comprehensive stocktake and formally evaluate these initiatives.

Responsibilities:

The two consultants will be responsible for conducting a study of the capacity development initiatives across Asia-Pacific from 2009-2011 with the following objectives:

- (i) Evaluate the effectiveness of the work in supporting UNICEF Country Offices and their partners to prepare for and respond to emergencies.

- (ii) Derive the key lessons learned from the initiatives.
- (iii) Inform future capacity development work in EiE in the Asia-Pacific region.

The planned schedule is as follows:

Weeks 1-2	Desk review, Inception phase
Weeks 3-10	Implementation phase: fieldwork
Weeks 11-13	Reporting phase

(i) Orientation and Desk Review Phase

Briefing meetings will be held with the APSSC Senior Specialist for Education in Emergencies, the APSSC Regional Emergency Adviser and the APSSC Senior Specialist for Evaluation, who will comprise the Reference Group for the study.

For the Desk Review, core documents and contacts will be made available by the EiE Senior Specialist.

(ii) Inception Phase

The consultant/s will produce an overall roadmap of the consultancy which shows in a work plan the tasks, division of labour, the deliverables and deadlines against the TOR. This road map will be known as the Inception Report.

The Inception Report will include a thorough description of the scope of the exercise and the methodological approach for data collection and analysis. It will also make clear the roles of each consultant. In the methodology, a combination of tools will be expected, and will include, inter alia, interviews, on-line surveys, focus groups and multi-stakeholder consultations, using an appreciative inquiry approach. The Inception Report will be subject of discussion in a meeting with the Reference Group.

(iii) Implementation Phase

Data collection and analysis against methodology.

Ensure proper consultation done with the EiE Senior Specialist.

The Norms and Standards for Evaluation in the UN System and the UN Ethical Guidelines for UN Evaluators are to be followed (see attachment).

(iv) Reporting Phase

A draft report will be delivered to the Reference Group – APSSC Senior Emergency Specialist, Education, APSSC Regional Emergency Adviser and APSSC Senior Specialist, Evaluation) – on 21 October, one week before the consultancy finishes. The Reference Group will read this report and provide feedback by 24 October, allowing the consultant/s till the end of the week (by October 28) to revise accordingly.

The report is expected to contain, as a minimum, the following features:

- Executive Summary
- Literature review
- Methodology
- Findings
- Lessons Learned
- Recommendations for future capacity development work
- Annexes

Deliverables:

- (i) Inception report + Powerpoint
- (ii) Draft report + Powerpoint
- (iii) Final Report + Powerpoint

Timeline and Start Date:

1 August – 29 October 2011

Qualifications:

- Advanced university degree in relevant field, such as education, social or political sciences.
- At least 10 year of experience with at least three years' experience in Education in Emergencies, preferably in Asia-Pacific.
- Demonstrated experience in evaluation, particularly of capacity development approaches.
- Knowledge of global emergency education issues and how these “translate” in the Asia-Pacific Region.
- Demonstrated understanding of capacity mapping and capacity development approaches in Education in Emergencies, especially in Asia-Pacific.
- Demonstrated experience in providing technical support for capacity development, especially for EiE, in Asia-Pacific contexts.
- Effective written and verbal communication skills in English.
- Good inter-personal skills with cultural sensitivity.
- Experience in working for UNICEF and/or other UN or humanitarian organizations an advantage.

Application Procedure:

Written applications should be submitted electronically to hrbangkok@unicef.org with copy to govington@unicef.org by **1 July 2011**.

Applications consist of:

- Technical proposal comprising:
 - Scope of the assignment
 - Methodology (including identification of tasks, designation of Team Leader if 2 consultants, and clear demarcation of roles. For submissions from individuals, they will be assumed to take on the Team Leader role. However, they should still make explicit their role and what tasks they plan to carry out and what tasks they would require of a second consultant.)
 - Updated CV/s for consultant/s
- Budget (consultant fees)

Selection Criteria:

- Selection will be on the basis of the technical proposal (scope of assignment, methodology), plus CV/s) and the budget
 - CV/s = 20%
 - Scope & methodology = 60%
 - Budget = 20%
- APSSC reserves the right to negotiate the replacement of one consultant from a team of two in cases where it is considered that a much stronger candidate has applied, either as part of an individual submission or with a team of two.
- Where it is considered that two individuals submitting separate proposals are the strongest candidates, APSSC will negotiate with the candidates to ascertain the possibility of their working together.