Terms of Reference
Consultant for Learning and Design for Humanitarian Action Distant Learning Products
(Six Month Assignment)

1. Overview

The Office of Emergency Programmes (EMOPS) would like to engage a consultant for six (6) months to design and establish five distance learning (on-line) humanitarian action learning products for UNICEF staff as part of the implementation of UNICEF’s Humanitarian Learning Strategy and Framework.

Strengthening humanitarian action is a key priority for UNICEF within its 2014 – 2017 Strategic Plan to enable UNICEF to deliver effective humanitarian response and development programming to achieve results for children. Humanitarian action comprises:

- Emergency preparedness, humanitarian response and early recovery interventions that support the achievement of the UNICEF Core Commitments for Children in Humanitarian Action; and
- Reduction of vulnerability to disaster and conflict through multi risk-informed programming to build resilience and encourage rapid recovery for sustainable development.

As such, UNICEF seeks to ensure all staff will understand the humanitarian context and be able to apply UNICEF’s humanitarian policies and procedures and deliver its programmes more effectively to meet the needs of children given the growing demands and complexity of the humanitarian landscape.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Design and establish five distance learning (on-line) humanitarian action learning products for UNICEF staff</th>
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<tbody>
<tr>
<td>Employment</td>
<td>Part-Full time</td>
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<td>Fees</td>
<td>TBD (market rates apply)</td>
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<tr>
<td>Location</td>
<td>New York Headquarters – remote work possible</td>
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<tr>
<td>Approx. Duration</td>
<td>6 months (1 February 2016 – 31 July 2016)</td>
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<td>Start Date</td>
<td>Preferred 1 February, 2016</td>
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<td>Reporting to</td>
<td>Manager, Humanitarian Learning and Development, UNICEF HQ.</td>
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2. Justification

A consultant, under the supervision of the manager, humanitarian learning and development, is required to support EMOPs to implement UNICEF’s humanitarian learning and development strategy and learning priorities over 2016-17. There have been a number of learning initiatives developed and delivered regionally and at HQ for staff in UNICEF’s country offices. The learning demands arising from the recent surge in emergencies that UNICEF has responded to over the past five years and the changes in policies, guidance and global operating landscape faced by staff, has meant however that a significant
updating of existing programmes, and identification and development of new learning interventions and packages is required to meet staff learning needs.

Core priorities for 2016-17 include the following:

- Review and update of a field based humanitarian action: emergency preparedness and response programme
- Development of a field based emergency response essentials learning programme
- Development and implementation of humanitarian leadership learning for senior managers (and emerging leaders)
- Development and implementation of distant learning opportunities in regards to humanitarian action fundamentals (five core areas for 2016; ten core areas for 2017) all staff
- Emergency preparedness and response simulation training for senior surge team members
- Implementation of field based humanitarian action learning in regards to risk informed programming and resilience, disaster risk reduction and peacebuilding
- Supporting mainstreaming of humanitarian action learning into generic mandatory learning programmes for UNICEF staff and sector specific learning programmes

Specifically, a consultant is required to design and establish five priority distance learning humanitarian action learning products for use on-line by UNICEF staff in the following areas:

1. Fundamentals: What is Humanitarian Action?
2. Fundamentals: Principles and frameworks of Humanitarian Action
3. Fundamentals: Transformative Agenda, clusters and coordination
4. Fundamentals: Preparedness
5. Fundamentals: Response

The scope of the consultant’s work will be to develop all materials through a mix of methodologies that will then be placed on-line on UNICEF’s learning management system. UNICEF will provide the technical and administrative support for video services and establishing the learning package on-line.

3. Specific Tasks

The consultant will:

- Review existing UNICEF humanitarian action and emergency preparedness and response learning materials to identify objectives and content for distance learning across the five identified core areas and ensure consistency of purpose, message, target audience and linkages across the areas and with other learning programmes as appropriate
- Develop learning content and curriculum for each of the five humanitarian learning areas
  - Fundamentals: What is Humanitarian Action?
  - Fundamentals: Principles and frameworks of Humanitarian Action
  - Fundamentals: Transformative Agenda, clusters and coordination
  - Fundamentals: Preparedness
  - Fundamentals: Response
• Design the distance learning products for use on-line on UNICEF’s learning management system AGORA using a mix of methodologies (on-line question and answer, tests, video of staff discussing/illustrating learning and practices, webinar using mix of presenters/facilitators for exchange and learning, use of reading materials, and links to other learning resources).

• Undertake the design and development in close consultation with UNICEF staff including but not limited to manager, humanitarian learning and development, EMOPs staff in the Humanitarian Policy Section (New York office) and Cluster Coordination Unit (Geneva office), Regional Offices, the Humanitarian Action and Transitions Section (HATIS) and emergency focal points in the Programme Division.

• Work closely with technical staff in the UNICEF Division of Human Resources and Division of Data, Research and Policy to ensure learning products are suitably designed to be housed on UNICEF’s learning management system AGORA. UNICEF will provide the technical and administrative support for video services and developing / establishing the product on-line.

• Ensure that learning packages take into consideration other inter-agency and other humanitarian learning initiatives and programmes and utilize latest learning tools, technologies and methodologies.

• Pilot test each of the five learning packages and refine based on feedback from an identified user group.

4. **Deliverables and timeframes**

The consultant will be expected to deliver Core distance learning humanitarian action learning packages pilot tested and placed on-line in the following areas:

3. Fundamentals: Transformative Agenda, clusters and coordination - by 31 May 2016

5. **Expected Background and Experience of the Consultant**

The consultant to undertake the work will have the following profile:

**Qualifications/Requirements**

**Education**

• Advanced university degree in one or more of the following disciplines: economics, international or humanitarian affairs, human resource management, education, learning and training, social sciences or related area. A first level degree with relevant combination of academic qualifications and experience in a related area may be accepted in lieu of the advanced university degree.
Experience
• At least five years of progressively responsible professional experience in designing learning and training, public sector management, development and/or humanitarian projects, operational analysis, crisis management, humanitarian affairs or emergency assistance.
• Previous experience in designing, developing and facilitating learning and training curriculum in the area of humanitarian action, emergency preparedness and response
• Familiarity with and experience in emergency preparedness planning and response at agency and/or inter-agency level

Technical knowledge and skills
• Strong knowledge of learning and training methodology, curriculum design and evaluation; (preferably with knowledge of design for on-line and distance learning environment)
• Knowledge of the UN and UNICEF’s system’s policies and procedures, including humanitarian response mechanisms
• Knowledge of the Transformative Agenda and the Cluster approach.

Personal skills
• Capacity to establish and maintain productive relations with a range of actors from different national and cultural backgrounds.
• Ability to write clear and concise reports and communicate effectively.
• Excellent analytical skills and a constructive approach to problem solving.
• Ability to advise others.
• Ability to manage her/himself and others.
• Ability to deliver outputs by agreed deadlines – sometimes at very short notice.
• Fluency in written and spoken English is required.

6. Application Process

Qualified and interested applicants may send applications to gtuan@unicef.org by the deadline of 22 January 2016, 6:00 pm NY time, quoting "Consultant for Learning and Design, Humanitarian Action Distant Learning Products" in the e-mail subject line.

Kindly include a cover letter, CV, Daily Expected Consultancy Rate and signed UN Personal History Form or P11 form, available at http://www.unicef.org/about/employ/files/P11.doc.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

Please note that only candidates who are under serious consideration will be contacted. Applications submitted without a requested daily rate will not be considered.