**TERMS OF REFERENCE FOR CONSULTANTS AND INDIVIDUAL CONTRACTORS**

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| **Title**National EORE Consultancy | **Funding Code**SM21031; WBS: 0310/A0/06/882/003/015 | **Type of engagement** [ ]  Consultant [ ]  Individual Contractor Part-Time[x]  Individual Contractor Full-Time | **Duty Station:**Baku, Azerbaijan |
| **Purpose of Activity/Assignment:** The purpose of the consultancy is to support UNICEF Azerbaijan with management and coordination of the Explosive Ordnance Risk Education (EORE) programme with the objectives to reduce risks of fatality and injury caused by Explosive Remnants of War (ERW) through coordination with key national authorities, NGO partners and local stakeholder, development of information, education and communication (IEC) materials and tools for different target groups, and implementation of community-based and school-based EORE interventions.  |
| **Scope of Work:*** Coordinating with key stakeholders (ANAMA. Ministry of Education, NGO partners and communication material producers, etc.) and establish the network for EORE.
* Coordinating and overseeing a Need Assessment and baseline/endline survey and use evidence in supporting programming, implementation and monitoring of the EORE programme.
* Designing and developing IEC materials for interventions on EORE, identifying and adopting materials developed earlier by other UNICEF’ country offices, aligning with stakeholders involved, and ensuring quality and providing technical follow-ups.
* Coordinating with stakeholders, contractors and implementing partners of ongoing behavior change activities within national EORE strategy, liaison and follow-ups with technical experts.
* Supporting to regular updates on mine-related situation analysis, the progress of EORE programme activities and results, inputs to donor reports, UNICEF annual reports and communication/visibility products.
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| **Child Safeguarding** Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?        [ ]    YES    [x]    NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[ ]  YES     [x]   NO  If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

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 **Child data role**[ ]  YES    [x]   NO  If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

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More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)   |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | **Reasons why consultancy cannot be done by staff:** |
| *2021-2022* | *Youth and Adolescent Development/Azerbaijan CO* | Based on the background information and justification outlined below, a strong consultant with experience and expertise in the area of mine action, behavior change communication or official government communication is required to support UNICEF and the national government within Mine Action strategy implementation, in particular, EORE pillar. The assignment envisions an extensive workload which requires full-time commitment and cannot be undertaken by UNICEF’s current staff members without undermining the team’s operational capacity. |
| **Included in Annual/Rolling Workplan***:* [x]  Yes [ ]  No, please justify:  |
| **Consultant sourcing:**[x]  National [ ]  International [ ]  Both**Consultant selection method:** [ ]  Competitive Selection (Roster)[x]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[x]  New SSA – Individual Contract[ ]  Extension/ Amendment |
| **If Extension, Justification for extension:** N/A |
| **Supervisor:** | **Start Date:** | **End Date:** | **Number of Days (working)** |
| Adolescents & Youth Development Specialist, with the overall guidance of Deputy Representative | *15 July 2021* | *30 June 2022* | Full time (22 days per months, 253 days overall) |

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| **Work Assignment Overview** |
| **Tasks/Milestone:** | **Deliverables/Outputs:** | **Timeline:** |
| Support implementation of the UNICEF/ECHO-supported EORE Programme and establish effective mechanisms for its implementation | Initial implementation plan prepared based on the programme document, liaise with ANAMA to commence and ensure its effective implementation (35 days)  |  |
| Coordination support provided for conducting Needs Assessment and Baseline Study as well as Post-survey on effectiveness of implemented programme interventions, finalization of the report and its dissemination among relevant stakeholders/broader audience (25 days); | 30/05/2022 |
| Support provided in design, development of tailored IEC materials on EORE, including coordination with contractor and stakeholders on its producing and dissemination (video and audio spot, posters, leaflets, OOH, etc.) (26 days); |
| Сooperation with ANAMA and NGOs/CSOs established and maintained on joint implementation of EORE programme on community level. Programme Cooperation Agreement prepared for NGO partners align with UNICEF procedures on cooperation. Management support provided on implementation according to it and timely report on programme progress ensured (48 days); |
| Support provided to ANAMA and MoE in implementation of school-based activities, design of Training of Trainers sessions and Peer-to-Peer events, coordination with national and local authorities, adjustment of relevant IEC materials, printing and dissemination arrangements (28 days); |
| Management support provided to development of edutainment digital campaign on EORE based on multi-media content and targeting the precise regions and audience and its adjustment according to the programme progress (30 days); |
| Support provided to the UNICEF Partnership and Communication teams with programme updates. Contribution provided to possible cooperation and partnerships through relevant inputs (7 days) |
| Lead of EORE working group and its next steps within national Mine Acton strategy implementation | Support provided in establishment, lead and coordination of EORE working group (development of agenda, inviting of stakeholders and technical experts, design and planning of capacity building events, preparing and sharing the minutes, circulating relevant updates/news from global EORE WG (16 days); | 15/05/2022 |
| Knowledge management and documentation prepared for the EORE programme, including best practices and lessons learnt (reports, presentations) (6 days); |
| Support provided on review and further improvement of the national mine action strategy and normative framework on EORE based on international standards and best practices. (8 days); |
| Coordination provided on collection and use of behaviour and social data (surveys, studies etc.) to inform stakeholders and adjust UNICEF’s interventions, etc. (12 days) |
| Development of reports and analytical materials on project | Draft inputs provided for Donor Reports and other reporting requirement (4 days) | 30/06/2022 |
| Inputs provided for Situation update reports (5 days) |
| Monthly consultancy reports prepared and submitted and final Consultancy Report prepared at the end of the contract (3 days) |
| **Estimated Consultancy fee** |  |  |
| Travel International (if applicable) | N/A |  |
| Travel Local (please include travel plan) | Around 40 days (at least once per month) field visits to the project districts | August 2021-May 2022 |
| DSA (if applicable) | Yes  | 40 |
| **Total estimated consultancy costs[[1]](#endnote-1)**  |  |  |
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| **Minimum Qualifications required:**[ ]  Bachelors [x]  Masters [ ]  PhD [ ]  Other **Enter Disciplines:** Social or Behavioral Science, Sociology, Anthropology, Communications, International Studies, Education or related field | **Knowledge/Expertise/Skills required:*** A minimum of 3 years’ experience in mine action/child protection/education field, behaviour change communication, project management, communication
* Experience in developing of information education communication (IEC) materials is desirable
* Proven experience in establishing and managing of cooperation, external contractors/teams (copywriters, designers, social data/media analysist etc.)
* Knowledge and previous working experience on EORE is an asset.
* Proven ability to work independently, tackle demanding goals, time-sensitive and produce timely results and high quality of work.
* Ability to manage complex programme and projects
* Builds and Maintains Partnerships
* Strong communications skills, verbal and written, networking and negotiation skills
* Excellent analytical and strategy development skills.
* Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organization.
* Demonstrates Ethical Awareness
* Works Collaboratively with others
* Innovates and Embraces Change

**Languages:** * English- Advanced (C1)
* Azerbaijani- Proficient/Native (C2)
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| **Administrative details:**Visa assistance required: [ ] Transportation arranged by the office: [ ]  | [ ]  Home Based [x]  Office Based:If office based, seating arrangement identified: [x] IT and Communication equipment required: [x] Internet access required: [x]  |

**Interested candidates** should submit the following documents through the link: <https://jobs.unicef.org/en-us/job/541286/national-consultancy-on-explosive-ordnance-risk-education-eore-programme>

* Updated CV and motivation letter
* Technical and Financial proposals

**Deadline: 29 June 2021, 18:00.**

1. *UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.* [↑](#endnote-ref-1)