

TERMS OF REFERENCE

National Baity Coordinator

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Remote with travel, Tripoli, Libya
DURATION OF CONTRACT	24 Months

Purpose of Assignment

In continuation of its efforts to consolidate and expand the Baity centers programme throughout Libya, UNICEF seeks to engage a national consultant as National Baity Coordinator for a time-bound assignment (15 November 2026 – 14 November 2028) with defined monthly outputs and eight specific deliverables.

The consultant will consolidate the evidence, budget and field picture of the Baity portfolio across implementing partners, centers, UNICEF sections and donors; consolidate Baity donor reporting and the evidence base for proposals across grants; lead the annual portfolio review and prepare allocation recommendations on centers, budgets and targets for decision by the Programme Manager and sections; develop common tools, standards and referral arrangements between partners; design the transition strategy of the programme towards Libyan national actors and support the sections in taking it forward with government counterparts and national partners; and consolidate the programme's learning and handover package for its next phase.

The assignment requires travel to Baity centers in the Western, Eastern and Southern regions, including Misrata, Zawiya, Benghazi, Ajdabiya, Sabha and Kufra, subject to security clearance. It will ensure that UNICEF's decisions on the Baity programme are timely, evidence-based and coherent across partners, sections and grants, that the quality of Baity centers' services is continuously monitored and harmonized, and that the programme's learning is consolidated to inform its next phase.

Scope of work

Routine tasks to be delivered on a monthly basis (throughout the contract):

- Baity Data Outputs: updated Baity database, Baity Factsheets and Baity Dashboard produced from the collection and validation of Baity centers' aggregated, non-identifiable data (indicator achievements and partner reports), disaggregated by gender, nationality/population group and disability, and shared with the relevant sections.
- Donor Reporting and Proposals: Baity donor reports (narrative and log frame achievements) consolidated across partners and grants; inputs to UNICEF reporting, the UNICEF newsletter (including human interest stories), donor proposals and knowledge products delivered.
- PD Budgets, Targets and Workplans: Baity-related PD budgets, targets and workplans agreed monthly with PD managers and Baity partners, with all agreed elements reflected and kept up to date in e-Tools.
- Programmatic Monitoring Visits: monthly PMVs to Baity centers conducted with UNICEF sections; summary of action points shared with partners and sections and Progress Tracking Matrix on partner follow-up updated.
- Programme Implementation Meetings: Baity programme implementation meetings with partners and UNICEF sections attended; inputs provided and action points on implementation and supply/in-kind support (such as WASH and NFI kits) followed up.
- Sector and AoR Coordination: monthly Education Sector and Child Protection Area of

Responsibility (AoR) meetings attended; summary of key action points shared with sections.

- Donor Visits: donor visits to Baity centers coordinated and visibility support provided, in line with protection considerations for the external visibility of Baity centers.
- Additional Requests: additional requests or support needed from Baity partners to enhance programme effectiveness facilitated.

Specific deliverables:

In addition to the routine monthly tasks, the consultant will complete eight specific deliverables, each over a three-month cycle (month 1 planning and drafting, month 2 implementation, month 3 finalization and submission). Each monthly payment covers that month's routine outputs plus the stage of the specific deliverable due that month, as detailed in the table below.

- A. Annual Baity Portfolio Review and Allocation 2027 (December 2026 – February 2027): portfolio review of the 2026 performance of all Baity partners and centers against targets, budgets and quality standards; allocation recommendations on centers, budgets and targets for 2027, reconciled with donor grants and logframes, submitted for decision by the Programme Manager and sections and reflected in partnership documents and e-Tools; 2027 Baity coordination workplan; end-of-year analytical report on Baity 2026.
- B. Baity Operational Manual – draft (March – May 2027): draft Manual codifying how Baity centers work (consolidated partners' SOPs, tools and practices; common rules on implementation modalities, the minimum services package, referral procedures, roles and coordination arrangements), submitted for UNICEF validation.
- C. Baity Referral Network (June – August 2027): inter-Baity referral tool (standard referral form, referral tracking sheet, focal point directory and feedback loop) and referral protocol agreed with all Baity partners; referral focal points designated in each center; referral pathways between centers and with external service providers activated; referral tracking integrated as aggregated figures into the monthly Baity data outputs.
- D. Baity Transition Strategy (September – November 2027): localization roadmap and exit trajectory per center, aligned with the Baity programme documents and donor proposals, including mapping of government counterparts and national civil society organizations, partner capacity and readiness assessment and partner capacity strengthening plan; presented at the annual reflection session.
- E. Annual Baity Portfolio Review and Allocation 2028 (December 2027 – February 2028): as for Deliverable A for 2027 performance, including transition readiness, with 2028 allocation recommendations, 2028 coordination workplan and end-of-year analytical report on Baity 2027.
- F. Baity Operational Manual – final (March – May 2028): final Manual revised with field feedback and the referral tool integrated, submitted for UNICEF validation; orientation sessions delivered to all Baity partners; partner monitoring tools aligned; Manual adopted as the common reference in Baity partnership documents.
- G. Baity Transition Implementation (June – August 2028): updated partner capacity assessment; coaching and training delivered to Baity partners (including data management modules); sections supported in establishing linkages with government counterparts and national civil society organizations; transition progress review with recommendations per center.
- H. Baity Next Phase Design and Handover (September – 14 November 2028): lessons learned and best practices report; design recommendations for the next phase agreed with sections and partners; evidence package for donor proposals and advocacy; final reflection session; annual summary report on Baity 2028 and handover package (consolidated data, tools and knowledge

products).

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline and Input days
Routine monthly tasks	Routine monthly outputs: updated Baity database, factsheets and dashboard; donor reporting inputs; PD budgets, targets and workplans updated in eTools; PMV and meeting action-point summaries; Progress Tracking Matrix updated Day trips to Western region centers only (no overnight travel)	30 November 2026
Deliverable A – Annual Baity Portfolio Review and Allocation 2027	Draft 2027 portfolio review and allocation proposal: 2026 performance review of all Baity partners and centers against targets, budgets and quality standards; proposed 2027 allocation of centers, budgets and targets reconciled with donor grants and logframes; outline 2027 coordination workplan Day trips to Western region centers only (no overnight travel)	31 December 2026
Deliverable A – Annual Baity Portfolio Review and Allocation 2027	Allocation recommendations reviewed with PD managers, partners and sections; agreed allocation and targets reflected in partnership documents and eTools; draft end-of-year analytical report on Baity 2026 1 trip, 5 days: Baity centers in the Eastern/Southern regions (e.g. Benghazi, Ajdabiya, Sabha, Kufra), subject to security clearance	31 January 2027
Deliverable A – Annual Baity Portfolio Review and Allocation 2027	Annual Baity Portfolio Review and Allocation 2027 and 2027 coordination workplan submitted; final end-of-year analytical report on Baity 2026 shared with sections Day trips to Western region centers only (no overnight travel)	28 February 2027
Deliverable B – Baity Operational Manual (draft)	Manual structure and consultation plan agreed with sections; consolidated review of partners' SOPs, tools and practices, with areas requiring common rules identified	31 March 2027

	Day trips to Western region centers only (no overnight travel)	
Deliverable B – Baity Operational Manual (draft)	Draft chapters consulted with Baity partners through technical consultations; reconciled positions of partners and sections documented 1 trip, 5 days: Baity centers in the Eastern/Southern regions (e.g. Benghazi, Ajdabiya, Sabha, Kufra), subject to security clearance	30 April 2027
Deliverable B – Baity Operational Manual (draft)	Draft Baity Operational Manual submitted for UNICEF validation Day trips to Western region centers only (no overnight travel)	31 May 2027
Deliverable C – Baity Referral Network	Mapping of services and referral focal points across all Baity centers and partners; review of referral practices, gaps and bottlenecks; draft inter-Baity referral tool Day trips to Western region centers only (no overnight travel)	30 June 2027
Deliverable C – Baity Referral Network	Referral tool and protocol agreed with all partners (joint workshop report); referral focal points designated in each center; pilot completed and referral pathways activated, including external service providers 1 trip, 5 days: Baity centers in the Eastern/Southern regions (e.g. Benghazi, Ajdabiya, Sabha, Kufra), subject to security clearance	31 July 2027
Deliverable C – Baity Referral Network	Final referral tool and protocol submitted for UNICEF validation; referral tracking integrated as aggregated figures into monthly data outputs; first report on referrals between Baity centers Day trips to Western region centres only (no overnight travel)	31 August 2027

Deliverable D – Baity Transition Strategy	Mapping of government counterparts and national CSOs; partner capacity and readiness assessment; draft transition options and exit trajectory per center Day trips to Western region centers only (no overnight travel)	30 September 2027
Deliverable D – Baity Transition Strategy	Transition strategy consulted with partners and sections, with inputs to the sections' consultations with government counterparts; agreed partner capacity strengthening plan 1 trip, 5 days: Baity centers in the Eastern/Southern regions (e.g. Benghazi, Ajdabiya, Sabha, Kufra), subject to security clearance	31 October 2027
Deliverable D – Baity Transition Strateg	Final Baity Transition Strategy submitted; annual reflection session held and strategy presented (session report) Day trips to Western region centers only (no overnight travel)	30 November 2027
Deliverable E – Annual Baity Portfolio Review and Allocation 2028	Draft 2028 portfolio review and allocation proposal: 2027 performance review against targets, budgets, quality standards and transition readiness; proposed 2028 allocation reconciled with donor grants and logframes; outline 2028 coordination workplan Day trips to Western region centers only (no overnight travel)	31 December 2027
Deliverable E – Annual Baity Portfolio Review and Allocation 2028	Allocation recommendations reviewed with PD managers, partners and sections; agreed allocation and targets reflected in partnership documents and eTools; draft end-of-year analytical report on Baity 2027 1 trip, 5 days: Baity centers in the Eastern/Southern regions (e.g. Benghazi, Ajdabiya, Sabha, Kufra), subject to security clearance	31 January 2028

Deliverable E – Annual Baity Portfolio Review and Allocation 2028	Annual Baity Portfolio Review and Allocation 2028 and 2028 coordination workplan submitted; final end-of-year analytical report on Baity 2027 shared with sections Day trips to Western region centers only (no overnight travel)	29 February 2028
Deliverable F – Baity Operational Manual (final)	Revised Manual with field feedback and the referral tool and protocol integrated; roll-out and orientation plan Day trips to Western region centers only (no overnight travel)	31 March 2028
Deliverable F – Baity Operational Manual (final)	Orientation sessions delivered to all Baity partners (orientation report and attendance lists); partner monitoring tools and indicator tracking aligned with the Manual 1 trip, 5 days: Baity centers in the Eastern/Southern regions (e.g. Benghazi, Ajdabiya, Sabha, Kufra), subject to security clearance	30 April 2028
Deliverable F – Baity Operational Manual (final)	Final Baity Operational Manual submitted for UNICEF validation; Manual referenced as the common standard in Baity partnership documents Day trips to Western region centers only (no overnight travel)	31 May 2028
Deliverable G – Baity Transition Implementation	Updated partner capacity assessment against the Transition Strategy; capacity strengthening and coaching plan; government and civil society engagement plan proposed to sections Day trips to Western region centers only (no overnight travel)	30 June 2028
Deliverable G – Baity Transition Implementation	Coaching and training sessions delivered to Baity partners, including data management modules (training reports); sections supported in establishing linkages with government counterparts and national CSOs	31 July 2028

	1 trip, 5 days: Baity centers in the Eastern/Southern regions (e.g. Benghazi, Ajdabiya, Sabha, Kufra), subject to security clearance	
Deliverable G – Baity Transition Implementation	Transition progress review submitted, with recommendations per center Day trips to Western region centers only (no overnight travel)	31 August 2028
Deliverable H – Baity Next Phase Design and Handover	Consolidated lessons learned and best practices report; draft design recommendations for the next phase; framework of data needs for donor proposals developed with the partnership specialist Day trips to Western region centers only (no overnight travel)	30 September 2028
Deliverable H – Baity Next Phase Design and Handover	Design recommendations consulted with sections and partners; evidence package for donor proposals and advocacy 1 trip, 5 days: Baity centers in the Eastern/Southern regions (e.g. Benghazi, Ajdabiya, Sabha, Kufra), subject to security clearance	31 October 2028
Deliverable H – Baity Next Phase Design and Handover	Final design recommendations submitted; final reflection session held; annual summary report on Baity 2028 and handover package (consolidated data, tools and knowledge products) submitted Day trips to Western region centers only (no overnight travel)	14 November 2028

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage).

Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum Qualification required:

Education: Bachelors in Social sciences, international development, humanitarian affairs, public administration or another relevant field. A degree in another discipline combined with extensive relevant experience in humanitarian programme management in Libya may be accepted.

Work Experience:

Minimum five years of progressively responsible experience in humanitarian programme management and coordination in Libya, including child protection and/or education programming implemented through partners.

Language Requirements:

Fluency in Arabic and English, written and spoken.

Knowledge/Expertise/Skills:

- Proven experience managing a multi-partner portfolio: partnership documents, budgets, targets and workplans (including e-Tools) and their reconciliation with donor grants and reporting.
- Proven experience in data analysis and information management (consolidated indicator tracking, Excel, Power BI) and in donor reporting.
- Experience with UNICEF programmatic monitoring, coordination mechanisms (Education Sector, Child Protection AoR) and child safeguarding.
- Knowledge of the Libyan institutional and civil society landscape relevant to child protection and education.
- Strong facilitation, negotiation and coordination skills across partners, UNICEF sections and government counterparts.

Desirables:

Hands-on experience implementing Baity centers or comparable integrated child protection and education centers with an implementing partner.