

TERMS OF REFERENCE

Akelius Programme Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Remote work with travel, Sarajevo, Bosnia and Herzegovina
DURATION OF CONTRACT	19 Months

Purpose of Assignment

Since June 2020, UNICEF has been implementing the Akelius Digital Language Course initiative in BiH. UNICEF has partnered with CSOs and ensured access to the Akelius Digital Language course in reception centers as a non-formal education activity.

In its current phase, the project expanded to primary schools, focusing on improving digital infrastructure and building the capacity of teachers to use digital tools for language learning. A total of 38 schools across Una-Sana, Sarajevo, and Tuzla cantons have been equipped with tablets, headphones, and charging cases, enhancing digital learning opportunities for students. Additionally, over 450 teachers have been trained in blended learning methodologies, enabling them to integrate technology effectively into their teaching practices. With strong backing from key education institutions, this initiative is well-positioned for further expansion across Bosnia and Herzegovina.

Since the start of the partnership in July 2020 until June 2025, over 20,000 children have used the Akelius Digital Language Course, out of which more than half are children on the move.

Through formal classroom activities, extracurricular Akelius clubs, and special programmes like winter and summer schools, the initiative fosters inclusivity by engaging children from diverse backgrounds. Significant investments in digital devices, network infrastructure, and teacher support ensure that the programme is scalable and sustainable, while addressing key challenges such as teacher competencies in educational technology and the need for equitable access to digital resources.

The Akelius programme continues to expand to different geographical areas within the country and requires intensive field-based support to schools and teachers for its quality implementation.

Scope of work

Under the direct supervision of the Education Officer and under the guidance of the Education Specialist, the consultant is responsible for providing technical support in the implementation of the Akelius initiative, contributing to a quality scale-up by ensuring technical support to key partners (CSOs, teacher training institutes and education ministries), providing monitoring of activities within schools, monitoring of equipment usage, feedback collection and knowledge exchange between different administrative units and schools and regular reporting of these activities and serving as a technical resource person for schools and partners.

Description of activities:

- Conduct regular field visits to project implementation sites (44 primary schools) in Tuzla Canton, Canton Sarajevo, Herzegovina Neretva Canton, and Canton 10 and provide technical support to school management, teachers and CSOs in implementing the Akelius Digital Language course, in

line with the Considerations for Implementation developed by Akelius.

- Support updating the Akelius Digital Language app and offline content in all 44 locations.
- Ensure adequate monitoring on all project sites, ensuring activities are on track and procured equipment is utilized adequately and provide recommendations for improvement.
- Provide technical support to implementing partners (teacher training institutes, education ministries and CSOs) in developing programmes that support the implementation and sustainability of the Akelius initiative with focus on learning, digital competencies and teacher capacity development activities.
- Support the planning, implementation, and evaluation of the Akelius language platform, focusing on language learning and teacher capacity, in coordination with existing partners and new partners.
- Support data collection from partners in line with donor requirements and development of monthly and quarterly reports.
- Liaise with the Akelius Field Consultant for Una Sana Canton to provide expert support for smooth implementation of activities in Una Sana Canton, including at least 3 visits to Una Sana Canton.
- Ensure regular knowledge exchange between administrative units that are currently utilizing the Akelius course, but also additional ones during the scale-up.
- Design and deliver training module on technical functionalities of the Akelius Digital Language course.
- Contribute to evidence generation within the Akelius programme by providing quality feedback to research products developed in partnership with the University of Sarajevo.
- Provide expert support in designing further scale-up of Akelius.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline
Conduct field visits to 44 primary schools in Tuzla Canton, Herzegovina Neretva Canton, Canton 10 and Canton Sarajevo each semester to provide technical support to school management, teachers and CSOs and to identify/escalate implementation bottlenecks to the supervisor.	Developed 19 progress reports on the implementation of the Akelius programme in selected locations. Travel: Field visits to Sarajevo Canton, Herzegovina Neretva Canton, Tuzla Canton and Canton 10, with estimated 100 days of travel at around 15,000 km. Consultant to use her/his private vehicle.	31/07/2028 Input days: 120
Support implementation of the Akelius programme scale-up in Una Sana Canton in collaboration with the Akelius Field Consultant, including at least 3 visits to Una Sana Canton.	Developed 3 visit report summaries. Travel: Field visits to Una Sana Canton with estimated 6 days of travel, around 2,500 km. Consultant to use her/his private vehicle.	31/07/2028 Input days: 15
Facilitate regular quarterly (online) meetings with each of the key partners in Tuzla Canton, Canton Sarajevo, Canton 10, and Herzegovina Neretva canton.	Facilitated partner quarterly coordination meetings, documented agreed actions and follow-up, and provided inputs to partnership project documents and required partnership reports.	31/07/2028 Input days: 30

Support the development of regular monthly and quarterly reports for review, clearance and submission by the section.	Akelius monthly monitoring reports and 2 yearly reports drafted.	31/07/2028 Input days: 20
Support the education authorities to develop partnership projects and support their quality assurance, ensuring alignment with the Akelius Considerations for Implementation and other donor requirements.	Developed and quality-assured partnership project documents, teacher capacity-building materials and school equipment specifications in line with the Akelius Considerations for Implementation and donor requirements.	30/01/2028 Input days: 30
Provide logistical, programmatic and on the ground support during UNICEF/AKELIUS global partnership visit.	Developed 1 visit agenda and logistical plan and produced 1 visit summary documenting key findings and agreed follow-up actions.	31/07/2028 Input days: 10
Provide technical support to primary schools and partners utilizing the Akelius Digital Language course, remotely and on site, ensuring troubleshooting and sharing information on new features.	Maintained a technical support log documenting requests, troubleshooting provided, resolution status and issues escalated, and developed and shared updates on new Akelius functionalities and recurring technical issues.	31/07/2028 Input days: 30
Facilitate data collection and quality assurance of draft research report.	Supported agreed data collection activities and provided documented technical feedback on research draft report prepared by the University of Sarajevo (assigned partner to conduct quantitative and qualitative assessment on the effects of Akelius usage).	30/12/2027 Input days: 10
Organize and attend teacher capacity building events and ensure developed content is in line with planned activities and design and deliver sessions on technical functionalities of the Akelius app for teachers.	Teacher capacity building successfully held (4 trainings) and integrated into monthly progress reporting. Travel: 8 days of travel to training sites (Sarajevo, Mostar, Livno, Tuzla), estimated 2,000 km.	30/06/2028 Input days: 15
Strengthen teacher communities of practice to support peer learning and the exchange of experiences in using Akelius. Document effective teaching practices and lessons learned for sharing within Bosnia and Herzegovina and through UNICEF's global Akelius network.	Upgraded the existing Viber community to host a larger number of Akelius teachers, with discussions facilitated and relevant resources shared on a monthly basis. 10 observed examples of good classroom practices documented and promoted in the Viber community and other online channels.	31/07/2028 Input days: 20

Support development of a promotion video of the Akelius scale-up with the donor and supported development of social media posts and Human- Interest Stories related to the Akelius initiative.	1 video scenario developed and support development (logistical support and inputs for journalists) for 2 HIS.	30/06/2028 Input days: 10
Develop a draft proposal for quality scale-up of the Akelius programme in BiH.	Document with inputs drafted.	30/03/2027 Input days: 10

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:

Bachelor's degree in Education, social sciences, public policy, law and international relations, or other relevant disciplines

Work Experience:

At least 3 years of professional experience in project coordination

At least 2 years of professional experience in digital learning and education technology

Language Requirements:

Fluency in English and Bosnian/Croatian/Serbian

Knowledge/Expertise/Skills:

Strong ICT skills, including the use of MS Office and digital apps for learning;

Excellent interpersonal and communication skills, including intercultural sensitivity;

Strong facilitation skills and ability to work independently and proactively;

Excellent professional writing skills;

Excellent attention to detail, organizational skills, and discretion with confidential information;

Valid driver's license (B category)

Desirables:

Experience in the UN Common System;

Experience with the Akelius digital learning app.