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TERMS OF REFERENCE

TITLE – *Program Coordinating Consultant – EdTech for Improving Foundational Learning*

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Kathmandu, Nepal (Remotely)
DURATION OF CONTRACT	12 Months

Purpose of Assignment

Under the supervision of the Education Specialist, the consultant will provide overall programme management, coordination, and technical support for UNICEF's EdTech initiative aimed at improving foundational learning outcomes.

The consultant will support the planning, implementation, monitoring, and scale-up of technology-enabled learning interventions, ensuring alignment with national education priorities and evidence-based approaches to foundational literacy and numeracy.

The consultant will serve as the primary focal point for coordinating stakeholders, managing implementation timelines, ensuring quality delivery, supporting partners, monitoring programme performance, and identifying opportunities to strengthen the use of technology to improve teaching, learning, assessment, and teacher professional development.

Scope of Work

Nepal has made significant commitments to improving foundational learning outcomes as reflected in the School Education Sector Plan (SESP) and ongoing efforts to strengthen learning recovery, early grade literacy and numeracy, and equitable access to quality education.

Recognizing the potential of educational technology (EdTech) to expand access to quality learning opportunities, support teachers, and improve learning outcomes, UNICEF is supporting the Government of Nepal scale technology-enabled solutions that strengthen foundational literacy and numeracy. These efforts aim to support teachers and learners through the use of high-quality digital learning resources, innovative delivery approaches, technology-enabled teacher professional development, and data-driven decision-making.

By leveraging EdTech as an enabler of quality teaching and learning, the initiative seeks to accelerate progress towards improved foundational learning outcomes, particularly for the most vulnerable and underserved children.

Within this context, UNICEF seeks a consultant to provide overall programme management, coordination, monitoring, and implementation support to ensure the effective delivery, quality assurance, and sustainability of the EdTech for Foundational Learning initiative.

The consultant will be responsible for the following:

1. Programme Management and Coordination

• Lead the management and coordination of the EdTech and foundational learning initiative.

• Develop and maintain implementation plans, timelines, risk registers, and tracking systems.

• Coordinate with government counterparts, implementing partners, schools, development partners, and technical experts.

• Ensure timely delivery of project activities and achievement of agreed milestones.

• Facilitate regular planning, review, and coordination meetings.

• Identify implementation bottlenecks and propose corrective actions.

• Support procurement, contracting, and deployment processes related to digital learning solutions where required.

2. Technical Leadership for EdTech and Foundational Learning

• Provide technical guidance on the use of EdTech to improve foundational literacy and numeracy outcomes.

• Ensure that digital learning solutions are pedagogically sound and aligned with curriculum and foundational learning objectives.

• Review and advise on digital content, learning platforms, assessment tools, and teacher support resources.

• Support integration of child-centred, inclusive, and multilingual approaches within digital learning solutions.

• Identify and promote innovative and evidence-based EdTech practices suitable for the Nepal context.

• Ensure technology interventions support improved teaching and learning rather than focusing solely on technology deployment.

3. Partnership and Stakeholder Engagement

• Serve as liaison between UNICEF, government stakeholders, implementing partners, and schools.

• Support engagement with federal, provincial, and local governments.

• Facilitate collaboration among technical partners involved in content development, teacher support, platform management, and monitoring.

• Support advocacy and communication efforts related to technology-enabled learning initiatives.

4. Monitoring, Evaluation and Learning

• Develop and implement monitoring frameworks and performance indicators.

• Track progress against workplans, targets, budgets, and results frameworks.

• Establish systems to monitor programme reach, usage, quality, and learning outcomes.

• Analyze programme data and generate actionable recommendations.

• Support baseline studies, assessments, evaluations, and learning reviews.

5. EdTech Implementation and Quality Assurance

• Oversee implementation of digital learning solutions and ensure adherence to quality standards.

• Coordinate testing, piloting, and scale-up activities.

• Monitor user engagement and utilization of EdTech platforms and resources.

• Ensure accessibility, inclusion, and equity considerations are integrated into programme implementation.

• Support troubleshooting and resolution of implementation challenges.

• Document lessons learned and emerging good practices.

6. Teacher Professional Development and Capacity Strengthening

• Support development of strategies for teacher professional development using technology-enabled approaches.

• Guide implementation of virtual Communities of Practice and digital teacher support mechanisms.

• Oversee development and dissemination of training materials and digital resources.

• Support strengthening of capacities of government counterparts and implementing partners in EdTech programme management.

7. Knowledge Management and Documentation

• Document programme achievements, case studies, innovations, lessons learned, and challenges.

• Develop technical briefs, presentations, reports, and knowledge products.

• Support dissemination of evidence and learning generated through programme implementation with frequent travel to program areas.

Work Assignment Overview	**Deliverables/ Outputs**	**Delivery deadline**	**Planned Travel**
Inception and planning	- Inception report including detailed workplan, methodology, monitoring framework, implementation plan of the EdTech initiative, stakeholder mapping, alignment with government systems.	28 February 2027	
Partnerships and program implementation set up	- Partnerships set up - Implementation in place - Digital labs set up in schools	15th April 2027	Three days each to Lumbini and Madhesh

	- Schools identified and action plans in place		
Monitoring and Learning system established	- Monitoring system developed and implemented - Technical support provided to teachers and schools; resource materials developed/adapted; documentation of effective curriculum implementation practices and challenges. - Edtech labs smoothly running and being used in schools - Teachers trained on using EdTech to improve foundational learning - Reports completed for donor reporting - Learning from the implementation documented, risks identified and mitigation measures in place - Mid-term review report including implementation progress, risks, lessons learned and recommendations	10th July 2027	Five days each to Lumbini and Madhesh
Quality assurance and technical support	- Report of progress, follow-up support provided, further needs identified and plans in place - Support virtual Community of Practice sessions - Technical support provided to teachers and schools; resource materials developed/adapted; documentation of effective curriculum implementation practices and challenges. - Reports completing for donor reporting - Work closely with field office and academic coordinators to ensure effective implementation of Edtech initiatives	30th Oct 2027	Five days each to Lumbini and Madhesh

Evidence Generation	- Case studies and evidence of learnings - Final report with recommendations	30th Dec 2027	

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.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- 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 requirements:

Education:

Advanced university degree (master's degree or higher) in Education, Curriculum Studies, Teacher Education, Educational Leadership, Educational Technology, or teaching qualifications like CELTA.

Work Experience:

Minimum 10 years of progressively responsible experience in education programmes, teacher professional development, or school improvement initiatives.

Proven experience managing large-scale education or EdTech programmes.

Demonstrated project management experience including planning, budgeting, implementation tracking, and stakeholder coordination.

Demonstrated experience in classroom observation, instructional coaching, mentoring, and teacher support.

Experience supporting implementation of integrated curricula and competency-based teaching approaches.

Strong experience in multilingual education and inclusive pedagogical approaches.

Proven experience in foundational literacy and numeracy programmes.

Experience designing and facilitating teacher training and professional development initiatives.

Experience facilitating Communities of Practice and virtual learning networks.

Experience supporting the integration of EdTech and digital learning solutions to improve teaching and learning outcomes.

Experience working with government education systems, schools, and development partners in Nepal.

Language Requirements:

Excellent spoken and written skills in both Nepali and English

Knowledge/Expertise/Skills:

Strong knowledge and understanding of:

Project and programme management.

Results-based management and monitoring.

Data analysis and performance management.

Stakeholder engagement and partnership management.

Foundational learning and early grade education.

Integrated curriculum implementation.

Multilingual and mother-tongue-based pedagogies.

Child-friendly, inclusive, and learner-centered teaching approaches.

Classroom observation, instructional coaching, and mentoring.

Teacher professional development and Communities of Practice.

Educational technology and digital learning solutions.

Desirables:

Prior work experience with UNICEF or other UN organizations is an asset.

Experience developing digital learning resources or supporting technology-enabled learning programmes.