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TERMS OF REFERENCE

National Data Consultant for ACCESS in Lagos Programme (DNEMIS Implementation Support)

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Lagos, Office-based + travel (Based at LASUBEB, Lagos, with regular field travel primarily to UNICEF's seven ACCESS LGAs and programme schools).
DURATION OF CONTRACT	12 months

Purpose of Assignment

ACCESS in Lagos: Advancing Children's Continuous Education and School Success is an outcomes-based programme that aims to enrol and retain out-of-school children (OOSC) and improve their foundational literacy and numeracy. Effective delivery requires close collaboration between the Lagos State Universal Basic Education Board (LASUBEB), UNICEF, the University of Oslo (UiO) and implementing partners, supported by reliable information on schools and learners.

The Government's Digital Nigeria Education Management Information System (DNEMIS) will support programme delivery and school improvement. Relevant areas include the Annual School Census, learner registry, safe schools, OOSC and non-formal education modules, and school grading system, in line with agreed rollout priorities. Their use would support school planning, learner enrolment and attendance follow-up, and informed decisions by education managers.

UNICEF seeks a Data Consultant for a 12-month assignment to support the ACCESS Education Manager in Lagos in translating agreed priorities into timely action. Embedded in LASUBEB, the consultant will develop and maintain productive working relationships with LASUBEB and implementing partners, provide a consistent link between LASUBEB, UNICEF and UiO, and follow through on agreed actions. The primary focus will be UNICEF's programme delivery across the seven ACCESS LGAs, alongside support to other implementing partners in Lagos to obtain and use authorised DNEMIS access.

The assignment requires a proactive, resourceful and delivery-focused professional who can anticipate problems and pursue agreed actions to completion. The consultant will be embedded at LASUBEV and will support the implementation of the project in coordination with LASUBEB, Federal Ministry of Education, NEDI and NEMIS teams and will provide regular field support to implementing partners, LGA teams and schools in UNICEF's seven ACCESS LGAs. The role is based at LASUBEB and is not a UNICEF office based role.

Scope of Work

Under the overall supervision of the Chief of Education, the consultant will report directly to the ACCESS Education Manager in Lagos and work closely with LASUBEB, UNICEF, UiO and implementing partners. Implementation and field support will prioritise UNICEF's seven ACCESS LGAs; support to other implementing partners will focus on authorised DNEMIS access and its practical use. The consultant will be responsible for:

1.Maintaining productive working relationships with LASUBEB and implementing partners; facilitating regular exchanges with UNICEF and UiO; and maintaining a shared six-month workplan with clear responsibilities, milestones and follow-through on agreed actions.

2.

Supporting partners serving UNICEF's seven ACCESS LGAs, and other implementing partners in Lagos, to obtain authorised DNEMIS access, understand their assigned schools and reporting responsibilities, and use relevant functions; following up requests with designated administrators and keeping partners informed of progress.

3.Supporting the rollout and use of agreed DNEMIS modules across programme schools in UNICEF's seven ACCESS LGAs, translating programme requirements into clear requests for UiO and the national technical teams, and keeping users informed of progress.

4.Working with LASUBEB, implementing partners and LGA teams to support household-level OOSC identification, school records, learner enrolment and attendance reporting; following up missing or incomplete submissions against the agreed workplan.

5.Organising and providing practical orientations, training and on-the-job coaching for implementing partners, LASUBEB and LGA focal points, school personnel and relevant community actors, drawing on UiO and the national teams where specialist input is needed.

6.Undertaking regular field visits across UNICEF's seven ACCESS LGAs, addressing implementation difficulties and following through on agreed actions; promptly escalating unresolved issues to the ACCESS Education Manager and responsible partners.

7.Maintaining a record of user requests and implementation issues, bringing partner and school feedback to UNICEF and UiO, and confirming with users that agreed support has enabled them to continue their work.

8.Supporting LASUBEB and implementing partners to review DNEMIS reports, address gaps in data completeness and use available information to follow up enrolment, attendance and learners at risk of dropping out.

9.Providing concise monthly implementation updates and agreed programme reporting inputs to the ACCESS Education Manager, and supporting quarterly joint reviews of progress, constraints, upcoming priorities and actions requiring attention.

10.Strengthening LASUBEB's ownership of routine support functions through counterpart coaching, simple user guidance, documented working arrangements and a practical handover plan, while observing UNICEF/LASUBEB child safeguarding and data protection requirements.

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Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Partner Readiness and Initial Implementation (Months 1–3) Orientation and six-month workplan with LASUBEB, UNICEF, UiO, implementing partners and the national DNEMIS teams.	**Deliverable 1** an agreed six-month workplan covering UNICEF's seven ACCESS LGAs and DNEMIS-access support to other partners. The workplan identifies focal points, responsibilities, milestones and field-support arrangements. Establish a shared action tracker with LASUBEB, UNICEF and UiO.	31.12.2026
Partner Readiness and Initial Implementation (Months 1–3) Implementing-partner onboarding and support for authorised DNEMIS access.	**Deliverable 2** a partner contact and access register established for nominated focal points in UNICEF's seven ACCESS LGAs and other implementing partners. Approved users supported to log in and use relevant functions; outstanding requests referred and followed up. Update the register monthly through Month 12.	31.01.2027
Partner Readiness and Initial Implementation (Months 1–3) Practical training and partner, LGA and school support arrangements.	**Deliverable 3** : initial orientation delivered to partners supporting UNICEF's seven ACCESS LGAs and all seven LGA focal-point teams. Submit a training record, practical user guidance and a follow-up support plan. Provide DNEMIS-access orientation to other implementing partners as agreed.	28.02.2027
Implementation, Field Support and Joint Review (Months 1–12) Support to OOSC mapping, school and learner records, and routine DNEMIS use in UNICEF's seven ACCESS LGAs**.**	**Deliverable 4** Monthly, Months 1–12: partners in UNICEF's seven ACCESS LGAs supported to complete agreed mapping, enrolment and attendance activities. A monthly summary records progress against the six-month workplan, missing	30.11.2027 Monthly, Months 1–12

	submissions, completed actions and outstanding gaps, with named persons responsible for follow-up.	
Implementation, Field Support and Joint Review (Months 1–12) Field support and follow-up with UiO and the national teams to address implementation issues.	**Deliverable 5** Monthly, Months 1–12: a visit and issue record submitted, with field support covering all seven UNICEF ACCESS LGAs in each six-month period. Record the difficulties addressed, users' confirmation of resolution, outstanding requests and agreed next actions.	30.11.2027 Monthly, Months 1–12
Implementation, Field Support and Joint Review (Months 1–12) Maintaining working relationships and joint implementation reviews with LASUBEB, UNICEF, UiO and implementing partners.	**Deliverable 6** Monthly partner follow-up records capture agreed actions and unresolved issues. Complete four quarterly joint reviews over 12 months. Review briefs and the updated action tracker record progress, partner feedback, DNEMIS use, reporting gaps, decisions, responsible persons and deadlines.	30.11.2027 Monthly
Implementation, Field Support and Joint Review (Months 1–12) Six-month implementation review and updated six-month workplan	**Deliverable 7** An implementation review and the next six-month workplan agreed with LASUBEB, UNICEF and UiO, with implementing-partner inputs. Record milestone completion, outstanding constraints and revised support priorities. The Month 12 review forms part of the final report.	31.05.2027
Implementation, Field Support and Joint Review (Months 1–12) Monitoring, Evaluation and Learning / Knowledge Management	**Deliverable 8** Submit 12 monthly updates to the ACCESS Education Manager, consolidating the outputs above. Submit four quarterly learning briefs and two practical case studies over the assignment. Provide programme reporting inputs as agreed.	30.11.2027 Monthly, 12 updates
Implementation, Field Support and Joint Review (Months 1–12)	**Deliverable 9** LASUBEB counterparts coached throughout the assignment and	30.09.2027

Strengthening LASUBEB counterpart ownership and continuity of user support.	support responsibilities agreed. At Months 6 and 11: submit updated user guidance and a handover-readiness review identifying named focal points, referral arrangements, remaining gaps and actions required.	
Implementation, Field Support and Joint Review (Months 1–12) Final implementation review and handover to LASUBEB and the UNICEF programme team.	**Deliverable 10** 12: handover completed with LASUBEB and UNICEF. The final package records delivery against the workplans, outstanding actions and owners, partner contacts, user guidance, support arrangements and recommendations.	30.11.2027

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: Education, Social Sciences, Public Policy, Development Studies, Project Management, Information Management, Education Management Information Systems, Monitoring and Evaluation, or a related field.
- Work Experience:
- A minimum of 5 years of progressively responsible experience in education programme implementation, government/partner engagement, or education information-system support.
- Demonstrated experience working across government institutions, implementing partners and technical teams to deliver agreed activities and follow through on actions.
- Demonstrated adaptability in learning and using digital systems for programme monitoring and reporting, and in supporting partners to use such systems.
- Experience organising field support, delivering practical training and helping school, LGA or partner personnel adopt programme tools and reporting processes.
- Experience working with government education institutions in Nigeria, preferably LASUBEB, Lagos LGAs or comparable state-level structures.
- Skills :

- Proactive and resourceful, with demonstrated initiative in anticipating problems, proposing practical solutions and pursuing actions to completion without repeated prompting.
- Strong relationship-management, communication and follow-up skills, including the ability to sustain effective relationships with LASUBEB and implementing partners and escalate unresolved issues constructively.
- Ability to maintain clear workplans, track deadlines and competing priorities, and produce concise progress reports for decision-making.
- Ability to use reporting systems and spreadsheets to review programme information, identify gaps and guide follow-up; strong practical training and coaching skills.
- Sound understanding of OOSC programming, school-level information needs, child safeguarding and responsible handling of learner data.
- Language Requirements: Fluency in English
- Desirables:
- Familiarity with Lagos State education structures and experience working with UNICEF or other development partners.
- Experience supporting outcomes-based education programmes and evidence-informed school improvement.