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TERMS OF REFERENCE

Education Research, Documentation, and Analysis Consultant

(National candidates only)

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Mogadishu, Somalia & Remote + travel
DURATION OF CONTRACT	3.5 months

Purpose of Assignment

The consultant will advance quality, effectiveness, and relevance of implementation through additional capacity for research and analysis related to education program areas, as well as evidenced documentation of processes and results – especially as they relate to UNICEF Somalia flagships.

Scope of Work

The UNICEF Somalia office is implementing a new 5-year Country Program Document in partnership with the Somalia Government, with additional prioritization of office flagships during the coming two years. Within the flagships, the Education Section is focused on catalyzing initiatives which can provide increased access to quality education, using schools as entry points to an integrated, multi-sector response to meeting children's rights.

Under the supervision of the Education Manager, the consultant will provide additional capacity to collect good practices, policies, frameworks and share analyses to further strengthen the quality of education program design and implementation, toward the objective of catalyzing greater access to quality education through an integrated, multisectoral approach. The consultant will also lead collection and documentation of existing program activities and results, particularly for activities which advance the UNICEF flagships and integrated approaches.

Specifically, the consultant will have the following tasks:

1. Documentation of activities and results, and development of related guidance, frameworks, and standard operating procedures (SOPs)
2. Collection and analysis of relevant policies, standards and frameworks set by the Somali government as well as regional and global policies as required
3. Development of research briefs of good practices for thematic areas emerging from above documentation and policy analysis, to inform further advances in quality, effective implementation
4. Creation of program support files where needed, such as templates for regular information sharing, qualitative data collection, and other relevant areas
5. Support to develop concept notes for further implementation based on the documentation, analysis and research completed

Across all tasks, the consultant will be expected to emphasize and demonstrate consideration of gender, disability, and other forms of vulnerability and marginalization, and additionally to center systems strengthening and sustainability of the initiatives (e.g. through institutionalization).

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Documentation of activities and results, and development of related guidance, frameworks, and standard operating procedures (SOPs)	Deliverable #1 Inception report and proposed workplan for the documentation, and initial identification of additional analyses and research Documentation packages for key education initiatives, with expectation of at least 3 initiatives with documentation provided	28 February 2027
Collection and analysis of relevant policies, standards and frameworks set by the Somali government as well as regional and global policies as required	Deliverable #2 Online filing of collected policies, frameworks and similar documents for agreed thematic areas Analytical briefs covering the collected policies, etc., for at least three thematic areas	31 January 2027
Development of research briefs of good practices for thematic areas emerging from above documentation and policy analysis, to inform further advances in quality, effective implementation	Deliverable #3 Research briefs summarizing evidence from academic and non-academic sources for at least two thematic areas	15 March 2027
Creation of program support files where needed, such as templates for regular information sharing, qualitative data collection, and other relevant areas	Deliverable #4 Summary file of all program support files created, their online location, and brief summary of purpose and stakeholder	31 March 2027
Support to develop concept notes for further implementation based on the documentation, analysis and research completed	Deliverable #5 Contribution to at least two concept notes outlining activities and costing for additional activities and/or scaled documentation, based on documentation and research	15 March 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 or higher) in education, social sciences, or similar relevant area.

Work Experience:

- A minimum of 4 years of experience in international development projects.
- Strong knowledge of the education system in Somalia.
- Previous experience collecting qualitative information at community level.
- Demonstrated capacity to provide concise analysis of policy documents and research findings.
- Ability to use a solutions-oriented approach and work independently.
- Strong preference for candidate who can bring different stakeholders on board to contribute to a common approach.

Language Requirements:

- Proficiency in both English and Somali is required.