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TERMS OF REFERENCE

Digital Learning Consultant, LACR	
CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Home-based/Remote**
DURATION OF CONTRACT	12 Months

Purpose of Assignment:

The UNICEF Global Programme Division – Education Center of Excellence is seeking a consultant to support the implementation and scale-up of digital learning initiatives in Latin America and the Caribbean, with a focus on the Learning Passport platform and national digital learning ecosystems. The consultant will provide time-bound technical guidance and targeted support to country programmes, including implementation, localization, monitoring, regional knowledge exchange, and continuity of learning for out-of-school, displaced, migrant, and emergency-affected children.

Scope of Work

The consultant will provide technical guidance and implementation support across the following areas:

1. Learning Passport regional support, including rollout, localization, scale-up, offline deployment planning, platform setup, curriculum mapping, content localization, and national platform integration.

2. Technical support to Country Offices on digital learning programme design, hardware and software specifications, connectivity solutions, assessments, monitoring, and programme planning.

3. Regional coordination and knowledge exchange among Country Offices, global Learning Passport teams, and UNICEF Centers of Excellence, including testing and feedback for Learning Passport V2.

4. Partnership-driven programme expansion in priority markets aligned with UNICEF programme priorities and strategic partnerships.

5. Knowledge management and reporting, including evidence, lessons learned, technical insights, programme progress, and donor-reporting inputs.

6. International travel to countries of implementation, including Mexico, Bolivia, Honduras, Jamaica, Costa Rica, Brazil, the Dominican Republic, and Eastern Caribbean countries.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline		Planned Travel
		Exact date to complete the deliverable	Input days	
Inception and work planning	Deliverable 1: Inception report outlining the workplan, country priorities, and coordination with Country Offices, CoE Panama, and global Digital Learning and Learning Passport teams.	31 January 2027	22	
Learning Passport deployment planning	Deliverable 2: At least 2 Country Offices supported with LP deployment assessment, user testing, and scale-up plan; LP presented to at least 1 new Country Office for implementation.	28 February 2027	22	Costa Rica 1 trip x 5 days
Learning Passport support	Deliverable 3: Technical support provided to at least 2 Country Offices to strengthen Learning Passport deployment and the digital learning ecosystem.	31 March 2027 / 30 June 2027	38	Honduras 1 trip x 5 days
Learning Passport new-country rollout	Deliverable 4: At least 2 Country Offices supported and trained to launch the Learning Passport, including content localization, LMS administration, and integration with national platforms.	30 April 2027 / 31 August 2027	30	Bolivia 1 trip x 5 days
Regional Learning Passport support	Deliverable 5 – At least 1 country supported to complete the LP user testing, including the testing and support of the next version (V2) of the Learning Passport product development	31 March 2027 / 30 June 2027 / 31 October 2027 (60 days)	60	Jamaica 1 trip x 5 days
Regional knowledge exchange and TA support	Deliverable 6 – At least 1 cross country/regional knowledge sharing sessions and documentation of lessons learned. Provide at least 5 TA support	30 April 2027 / 30 November 2027	40	
Quarterly programme reporting	Deliverable 7 – Quarterly progress reports documenting LP and digital learning implementation	31 March 2027 / 30 June 2027 / 30 September 2027 (12 days)	12	
Final Reporting	Deliverable 8 – Final Report outlining achievements, lessons learned, and recommendations	20 December 2027 (10 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 requirements:

Education: Masters degree in one of the following fields is required: education, information technology, development studies, engineering, social sciences, or another relevant field.

Work Experience:

A minimum of five years of professional experience in Education Technology and/or information system development, including mobile and web-based applications, with capacity to manage multi-stakeholder programmes in Education.

Language Requirements:

Fluency in English and Spanish is required. Knowledge of another official UN language or a local language is an asset.

Knowledge/Expertise/Skills:

Experience in digital learning, LMS and authoring tools, training and capacity building, UX/UI user-driven design, hardware/software and connectivity solutions, and excellent written and oral communication skills.

Desirables:

Experience with UNICEF global programmes such as the Learning Passport; digital learning for children with disabilities; teaching with education technology or blended learning; accessible digital content creation; developing-country experience; and experience with a UN system agency or organization.