

## TERMS OF REFERENCE

### **Request for proposal: Support federal and state government in implementing safe school framework in improving access and learning outcomes of children**

**Assignment:** [Making Schools Safe to Learn in Nigeria](#)

**Location:** Abuja

**Duration:** Nine months

**Estimate number of working days:** 196 days

**Start date:** *To be determined*

**End date:** *To be determined*

**Reporting to:** Chief of Education, UNICEF Nigeria

**Closing date for proposals:** 20th August 2021

#### **1. JUSTIFICATION/BACKGROUND**

Researches confirm that safe schools are a prerequisite for quality education, broad-based economic prosperity, and a robust civil society. The gains made in terms of increased access to school in Nigeria over the years are threatened to be eroded with the current climate of uncertainty and sporadic attacks/school abductions. The loss of learning time will impact on the learning levels of children and can further lead to the increase number of children dropping out of school. This could also lead to additional violence, exploitation, and abuse of especially girls and women as systems remain dysfunctional giving room to gender-based violence. The recent spate of school-targeted abductions of learners and teachers that Nigeria has witnessed from late 2020 till date has led to an unprecedented reduction in the number of children presently attending school. According to SB Morgen (July 2021) a total of 1,882 learners and education personnel have been abducted from the 1<sup>st</sup> December till date in 15 episodes of school-related abductions.

For learners currently in school, the fear and trauma created by having fellow students and friends who have been attacked, has impacted negatively on the quality of schooling attainable as concentration and learning that can be absorbed by children in such conditions has certainly waned . School closures due to

abductions and security issues have impacted the education of approximately 1.3 million children in the 2020/21 academic year, which may lead to an approximate \$3.4 billion loss due to unrealised lifetime earnings of these children. There are more than 12 million children currently out of school. This does not account for the impact of trauma and wider implications of a generation of children traumatized and not educated - especially the girl child. The huge impact on the increase in the girl children who have been kept back home by parents can at best be imagined. The new challenges posed to the financially weak by the rumours of high abduction ransoms is sufficient to further increase the inequity divide caused by poverty and further force such parents to keep their children at home. Education systems already weakened by poor governance structures are unable to play their role in ensuring that learning environments are improved, safe and secured to support quality learning. An illiterate population of children in the long run will result in a mass of youth who are unemployable and so are ill-equipped to contribute to the socio-economic development of Nigeria as a nation. Teachers in turn remain threatened whose contribution to the learning process are poorly valued. These teachers in turn who also fall prey to the abductors are largely unable to fund their release from such abductors, no wonder some of these teachers have met with tragic ends.

## 2. OBJECTIVE AND SCOPE OF THE WORK

Under the overall supervision of Chief, Education UNICEF Nigeria Education programme, the selected institution is required to provide the following services:

- Establish a '**whole of society**' strategic committee/panel with Federal and State Governments with TOR (separate for multilaterals and donors) which meets monthly/quarterly under state and federal leadership to develop and lead the safe school's roadmap (Convene periodically on safe schools, safe learning, Governors Forum, NSA, MoE Representatives, and other Relevant Stakeholders on planning, review of progress, and addressing challenges)
- Design and oversee implementation plan for safe school's roadmap, with clear milestones and attribution of responsibility and accountability (Strategic level engagements with Partners – Commissioners, Education Secretaries, SUBEB Chairpersons to contribute in the planning and implementation of risk assessment, Roadmap, and the final implementation plan)
- Design risk assessment tool/platform, which can be scaled from local to state and enable intelligence sharing, community engagement and iterative learning to support a community of practice
- Documentation of the implementation of the roadmap process = knowledge we are acquiring along the way write up, photobook videos etc.
- Convene town hall/open day meetings for engagement with community and civil society and all stakeholders including multilaterals and donors to share and showcase lessons learned and emerging good practices.

## 3. TARGETS

This consultancy is intended to provide support to the federal government as well as 11 pilot states (Borno, Adamawa, Yobe, Bauchi, Lagos, Oyo, Sokoto, Kano, Zamfara, Katsina and Kebbi).

#### 4. EXPECTED DELIVERABLES

##### Description of task and deliverables

UNICEF seeks proposal from qualified institutions to provide high end technical support in development of sustainable roadmap for safe schools; coordinating and convening the high powered steering committee; strengthening of local intelligence sharing; costing and financial analysis for safe school budgetary allocations; sensitization of school-based management committees; streamlining joint risk assessments and appropriate dissemination of information and findings. A high-end technical agency will work on the ground along with government and other key stakeholders in planning, budgeting, implementation and monitoring of safe school agenda in Nigeria.

#### 5. KEY CONSIDERATIONS

In view of heightened incidence of school attacks, there is an urgency to commence school safety interventions at community level even while national structures and coordination processes are being put in place. There must be a strong interface between the security-led and community-led components for effective information sharing and action taking. Hence community engagement targeting the leadership structures and the interface with the school management is crucial. At community levels, the soft skills components for increased capacity to prevent, mitigate, respond and strengthen resilience to future events must be handled alongside the structural improvements for safe schools to support safe learning. An effective system to continually monitor, review and improve systems in place towards tracking episodes of school attacks must be established. The resumption of schooling after an attack should also be considered.

#### 6. REALISTIC DELIVERY DATES AND WORK OVERVIEW

##### Work Assignment Overview

Deliverables	Timeline	Payment
1. Inception Report and National Committee established with TORs for the Group	Sept. 2021	20% of the total consultancy fee
2. a.) Risk Assessment Tool developed, joint risk assessment report available and disseminated to partners. b.) Template of Road Map for Safe Schools, safe Learning and National Implementation plan developed	Oct.- Nov. 2021	20% of the total consultancy fee
3. State level information and communication template developed and shared;	Nov- Dec. 2021	20% of the total consultancy fee
4. Knowledge Management: Four Convenings/Open Days organized, four good practices shared; four videos on good practices	Jan-April 2022	20% of the total consultancy fee

5. High level Multi-stakeholders engagement reports <sup>[1]</sup> shared (Governors Forum; MoE; Security Agencies; and International Development Partners)	April 2022	20% of the total consultancy fee
6. Technical documentations, User guides and Final Report <sup>[1]</sup>		

7. **OFFICIAL TRAVEL INVOLVED:** Yes

### 8. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE

The successful organization and individual team members must offer the following demonstrated experience, knowledge, and competencies:

- Minimum of master’s degree in Education, Social Science, Global Health and Humanities with at least 5 years’ experience of the proposed team leader and most of the team members in undertaking similar assignments.
- Extensive (minimum 5 years) organizational experience convening strategic engagements at very high levels with tangible and demonstrable deliverables.
- Strong proven experience in strategic leadership and coordination of emergency-related activities
- Strong familiarity with Nigerian and global education humanitarian and development spheres.
- Demonstrated knowledge about proposed mechanisms and guiding processes for establishment of safe schools' support systems at various levels.
- Ability to apply result-based planning towards achievement of targeted results
- Ability to work collaboratively with various stakeholders from the government, private and international spheres towards a unilateral goal.
- Ability to adhere to ethical guidelines as specified by UNICEF and key government institutions.
- Demonstrated ability to meet deadlines and deliver quality reports with recommendations.
- Excellent spoken and written English;
- Familiarity with the UN and UNICEF programs.

### 9. PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

- The contract will be based on the delivery of satisfactory deliverables as requested.
- All tasks have been delivered in a timely manner as indicated in the TOR/Contract. High quality of work and results achieved correspond to the specification of the TORs.
- Good communication with the Education Specialist/Manager, partners and other stakeholders whom the consultant will interact with.

### 10. FREQUENCY OF PERFORMANCE REVIEWS:

- A quarterly feedback will be provided to the consultant firm on the quality and the timely submission of deliverables as necessary.

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- Performance review on strategic direction, key deliverables and progress discussions to take place with UNICEF on a regular basis with the consultant firm.
- The expert/firm will work closely with the both the Education Specialist/Manager, partners as well as UNICEF's key stakeholders.
- Final evaluation to be conducted at the end of the contract.

**11. UNICEF RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE**

The deliverables and progress will be evaluated quarterly by the core team consist of FMoE and UNICEF representatives. The reported unsatisfactory work will lead to stop payment for the deliverables and will be blacklisted for further consideration in the contracting process.

**12. REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA**

80% technical + 20% financial= 100% total

**Technical proposal:**

- A technical proposal that includes a brief cover letter and understanding of the assignment is required.
- Based on the proposed timetable laid down in the TOR, a proposal of the detailed methodology, tentative work plan and time schedule is required.
- Updated profiles/ CVs of the team members listing similar experiences/ assignments, highlighting those focused on strategic engagement conveyance.
- Two examples of the firm's engagement in similar activities and assignments.

**Technical Evaluation Criteria**

• Proposed workplan and timeline.	10
• Alignment of the technical proposal with expected deliverables and objectives	10
• Creativity and strategic approach of the proposal	10
• Prior experience and demonstrated successes in providing similar services	20
• Proposer's organizational capacity, the profile of the team being proposed for the assignment, profiles of the individual team members, and experience of this particular team in providing similar services	10
• The ability of the proposer to grasp the concepts that will constitute the focus of this project and reflect this within the proposal	10
• Presentation and accuracy of the proposal	10

<b>Total Technical</b>	<b>80</b>
<b>Minimum Technical scores 80% of 80 points</b>	<b>64</b>

**Financial Proposal:**

- A financial proposal with a breakdown of all costs that are to be charged to UNICEF. This includes estimated number of working days, consultancy fees, all office administrative costs, international and local travel costs, as well as any additional requirements needed to complete project or that might have an impact on cost or delivery of products. Travel expenses should be based on the most direct route and economy fare. Quotations for business class fare will not be considered.

Submitted proposals will be assessed using Cumulative Analysis Method. All request for proposals will be weighed according to the technical (80%) and financial considerations (20%). Financial proposals will be opened only for those application that attained 80% or above on the technical part. Minimum technical score: 80% of 80 points = 64 points

**13. Other Clauses: PSEA Language**

Consistent with the UN Secretary General’s Bulletin related to “Special measures for protection from sexual exploitation and sexual abuse” (ST/SGB/2003/13), entities and individuals entering into cooperative agreements with an agency of the United Nations are obligated to “take preventative measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or sexual abuse has occurred.” Failure to do so “shall constitute grounds for termination of any cooperative arrangement with the United Nations.” The Contractor is expected to have in place explicit policies related to the prevention of sexual exploitation and abuse of beneficiaries, including commitment to the IASC 6 Core Standards (IASC/2002), and the investigation of such cases. Where the contractor does not have enough capacity for the investigation of such cases, it should request the support of UNICEF. Reasonable suspicion of sexual exploitation or abuse of beneficiaries may be reported by any individual to UNICEF if the complainant so prefers.

**14. CONDITIONS**

- The contractor will work on its own computer(s) and use its own office resources and materials in the execution of this assignment. **The contractor’s fee shall be inclusive of all office administrative costs**
- The contractor’s fee should be **inclusive of all travel cost**
- Local travel and airport transfers (where applicable) will be covered in accordance with UNICEF’s rules and tariffs.
- Flight costs will be covered at economy class rate as per UNICEF policies.
- Please also see UNICEF’s Standard Terms and Conditions attached.

**Enquiries:** For inquiries, send an email to [aebob@unicef.org](mailto:aebob@unicef.org) on or before 5:00pm (GMT) 10th August 2021.

**Proposals with all supporting documents should be submitted at:**

[ngrsupply@unicef.org](mailto:ngrsupply@unicef.org)

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