

Coordinator for Global Partnership for Education and the Education Sector Working Group



UNICEF Cambodia

1. Background

The Global Partnership for Education Phase 3 Programme (GPE3) in Cambodia brings together a range of education sector partners in its oversight, management and implementation. This four-year programme (2018-2021) US\$20.6 million programme has two parts: a Variable Part or results-based financing, with a total of budget of US\$6.2 million; and a Fixed Part US\$14.4 million.

UNICEF has a multi-faceted role in the delivery of the GPE3. Firstly, UNICEF is the Coordinating Agency for the programme, which requires close coordination and collaboration with education sector partners, including the Ministry of Education, Youth and Sport (MoEYS) and development partners, primarily through two sector coordination bodies: (i) the Education Sector Working Group (ESWG) a forum for development partners active within the education sector; and (ii) the Joint Technical Working Group for Education (JTWG) also known as the Local Education Group (LEG), which comprises representatives from both MoEYS and development partners.

Secondly, UNICEF is an Implementing Agency for the Variable Part of the GPE3, along with UNESCO, which is responsible for implementing the Fixed Part. As a twin Implementing Agency it is imperative that UNICEF also coordinates closely with UNESCO, as both the Variable and Fixed Parts are linked programmatically and in terms of results.

The GPE3 Variable Part is being implemented through the Capacity Development Partnership Fund (CDPF) Phase III, a pooled funding mechanism and partnership between MoEYS, the European Union, the Swedish International Development Cooperation Agency (SIDA), the U.S. Agency for International Development (USAID), the GPE and UNICEF. Monitoring of results of the GPE investment, through the CDPF, is an important part of programme implementation, and comes with sector coordination responsibilities through both the ESWG and JTWG/LEG.

In addition to UNICEF coordination and grant agent roles under GPE3, in 2020 UNICEF also became the Grant Agent for Cambodia's USD7million COVID19 response and recovery programme, funded through the GPE COVID19 Accelerated Funding Window, and being implemented over an 18-month period, from 1 October 2020 to 31 March 2021.

As Grant Agent for this programme, UNICEF Cambodia, is responsible for leading the implementation of the programme in partnership with Cambodia's MoEYS and education sector partners.

The programme is structured around four strategic components, each with a specific objective key interventions and expected result:

- **Strategic component 1: Keep children learning:** with the objective to keep girls and boys learning by providing good quality, relevant and inclusive continuous learning programmes.
- **Strategic component 2: Children are ready for a safe return to school:** with the objective to ensure girls and boys, including the most vulnerable, their parents and school communities are ready for a safe return to school.
- **Strategic component 3: Schools are hygienic, safe, protective and adaptive learning environments:** with the objective to ensure schools are hygienic, safe, protective and adaptive learning environments, able to meet the learning needs of the most vulnerable girls and boys.
- **Strategic component 4: Build stronger and more resilient learning environments:** with the objective to build stronger and more resilient learning environments for girls and boys, to enable them to attend and complete school.

A significant amount of coordination from UNICEF Cambodia, as grant agent, is needed for this programme to run smoothly, including the organising of quarterly technical management committee meetings between UNICEF and MoEYS; regular updates through the ESWG and JTWG; and relevant technical coordination between implementing partners; and programme implementation support.

UNICEF is the current Chair of the ESWG. With this role comes the management of the Secretariat for the ESWG, involving close collaboration with MoEYS and the secretariat of the JTWG for education. UNICEF is the Deputy Chair of the JTWG/LEG, which requires close coordination with the JTWG secretariat.

In this Terms of Reference the individual contractor will be referred to as the GPE and ESWG Coordinator. It is estimated that work associated with GPE coordination responsibilities will account for approximately 80 per cent of time allocation for this assignment; and approximately 20 per cent will be needed for ESWG coordination.

2. Purpose

The purpose of the consultancy is to ensure efficient and effective coordination of GPE3 including the smooth implementation of governance and management arrangements associated with the oversight and implementation of the programme. The consultancy will support UNICEF's role as Coordinating Agency and Grant Agent for GPE3; as well as UNICEF's role as Grant Agent for the GPE-funded COVID19 response and recovery programme. Additionally, the consultant will assist the Chair of the ESWG, UNICEF's Representative, to coordinate the workings of the ESWG, and to coordinate with the JTWG/LEG Secretariat. This work is expected to strengthen the harmonisation of development partners in the education sector and their alignment with MoEYS policies, systems and major education reform processes.

3. Work Assignments

Under the supervision of UNICEF's Chief of Education, the GPE/ESWG Coordinator will be responsible for undertaking the following key tasks:

1. Support UNICEF's role of GPE3 Coordinating Agency by:

- Liaising closely with the GPE Secretariat regarding major information requests and tasking on:
 - issues concerning the operations of the GPE fund more broadly and as relevant to Cambodia, including current and future GPE grants;
 - specific GPE sector harmonisation reporting;
 - Secretariat-contracted evaluations and GPE Secretariat monitoring (including in-country missions and regular progress update discussions) of GPE3 programme

implementation for the Fixed and Variable Parts in close coordination with the ESWG and JTWG/LEG.

- overall coordination efforts and communication between the Secretariat, MoEYS, and the grant agents (GAs) of GPE grants – UNESCO and UNICEF.

2. Support UNICEF's role as GPE3 Grant Agent by:

- ☐ Work closely with the Variable Part and Fixed Part implementation teams and the JTWG Secretariat to ensure timely and good quality GPE3 results reporting for quarterly JTWG meetings;
- ☐ Coordinate and prepare results reporting associated with the GPE3 Variable Part as part of quarterly CDPF Steering Committee meetings, and as part of the CDPF annual report to all donors, including GPE. Additionally, lead the preparation of ad-hoc reporting requested by the GPE Secretariat for the Variable Part;
- ☐ Assist with the scoping and implementation of results monitoring and verification for the Variable Part; working closely with the UNICEF's CDPF team in this work. Ensure the results of this monitoring and verification work is clearly communicated to through the ESWG, the JTWG and to the GPE Secretariat;
- ☐ Provide technical input into some activities delivered through the CDPF and linked to GPE Variable Part indicators and results; and
- ☐ Participate in technical discussions and progress updates concerning the Fixed Part, to assist with harmonisation of programme implementation between the Fixed and Variable Parts.

3. Support UNICEF's role as GPE COVID19 Response and Recovery programme Grant Agent by:

- ☐ Work closely with the MoEYS and other implementing partners to ensure timely and good quality results reporting for quarterly JTWG meetings;
- ☐ Coordinate and prepare results reporting associated with the GPE COVID19 response and recovery programme as part of quarterly technical management meeting with MoEYS, and as part of quarterly reporting to the GPE;
- ☐ Assist with the scoping and implementation of results monitoring; working closely with UNICEF's education team in this work.
- ☐ Participate in technical discussions and progress updates concerning the GPE COVID19 response and recovery programme, such as portfolio reviews with the GPE Secretariat and UNICEF HQ.

4. Support UNICEF's role as Chair of the ESWG and Deputy Chair of the JTWG by:

- ☐ Ensuring the efficient and timely sharing of documents relating to monthly ESWG meetings, including the preparation of agenda, talking points and action points – including holding prior meetings with MoEYS and development partners to confirm document content;
- ☐ Coordinate the preparation of relevant documents for JTWG quarterly meetings and the annual education congress (including to facilitate the ESWG Chair's representation at the congress), in coordination with the JTWG Secretariat and other relevant MoEYS counterparts and development partners;
- ☐ Coordinate arrangements for the annual ESWG Retreat with ESWG members and the JTWG Secretariat, ensuring timely preparation of retreat presentations and logistical arrangements;

4. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

- ☐ Advanced university degree in education, social sciences, international development or related technical field;
- ☐ At least one year of professional work experience at national or sub-national level on education programming, coordination or policy support;

- ☐ Experience of working with Cambodian Government counterparts providing technical support or implementing programmes in relation to the national Education Strategic Plan/education planning and management;
- ☐ Experience in organising multi-stakeholder meetings, developing minutes and following up on actions; and
- ☐ Experience working with UN or other international or national development organizations, an advantage.

Competencies, Knowledge and Skills

- ☐ Sound knowledge of the education sector in Cambodia and MoEYS policies and processes.
- ☐ Strong interpersonal skills are desired.
- ☐ Excellent project management, planning and coordination skills

Languages

- Fluency in written and spoken English and Khmer.

5. Location

The GPE/ESWG Coordinator will be based in Phnom Penh, Cambodia in the UNICEF Country Office.

6. Duration

The duration of the assignment will be 11 months from 1 April 2021 to 28 February 2022.

7. Deliverables and Reporting requirements

The ESWG/GPE Coordinator will be expected to prepare an inception report with work plan (approximately 2 pages) at the beginning of the assignment; and a short report (approximately 2 pages) on the key tasks achieved on a monthly basis with reference to the work assignments described in section 3 above, as and when they occur. The specific structure of this report will be discussed and agreed with the contract supervisor. A final report (approximately 5 pages) will be prepared by the consultant, detailing overall key achievements for the year and recommendations.

1	Month ¹	Deliverables	Estimated # of working days for deliverables	Deadline for completion
1	1 April 2021	<p>Deliverable #1: Inception report with proposed work plan & a monthly progress report for the month of March.</p> <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Preparation for the ESWG meeting, including logistics, agenda setting and minute taking etc; ○ Assistance with verification of results for the Variable Part and data consolidation for the COVID19 response and recovery programme; ○ Participation in, and reporting of, monitoring discussions associated with the GPE3 Fixed and Variable Parts; ○ Provision of technical input into some activities delivered through the CDPF and linked to GPE3 Variable Part indicators and results, and the GPE COVID19 response and recovery programme 	18 days	30 April 2021

¹ UNICEF calculates that one month is 21 working days.

		<ul style="list-style-type: none"> ○ Preparation of relevant documents for the annual education congress and participation in consultation meetings with MoEYS as required; 		
2	1 May 2021	<p>Deliverable #2: Monthly report of consultancy with achievements and other updates. The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Preparation for the JTWG/LEG meeting, including logistics, agenda setting and coordinating the preparation of presentational material relating to GPE3 implementation; ○ Finalisation of JTWG/LEG meeting minutes in consultation with the JTWG Secretariat; ○ Preparation of relevant documents for the annual education congress (including to facilitate the ESWG Chair's representation at the congress) and participation in consultation meetings with MoEYS as required; ○ Provision of technical input into some activities delivered through the CDPF and linked to GPE3 Variable Part indicators and results, and the GPE COVID19 response and recovery programme; ○ Assistance with verification of results for the Variable Part and data consolidation for the COVID19 response and recovery programme. ○ Participation in, and reporting of, monitoring discussions associated with the Fixed and Variable Parts. ○ Input into six monthly reporting for the GPE COVID19 response and recovery programme. 	19 days	31 May 2021
3	1 June 2021	<p>Deliverable #3: Monthly report of consultancy with achievements and other updates. The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Provision of technical input into some activities delivered through the CDPF and linked to GPE Variable Part indicators and results, and the GPE COVID19 response and recovery programme. ○ Assistance with verification of results for the Variable Part and data consolidation for the GPE COVID19 response and recovery programme. ○ Participation in, and reporting of, monitoring discussions associated with the Fixed and Variable Parts; ○ Input into six monthly reporting for the GPE COVID19 response and recovery programme. ○ Preparation for the ESWG meeting, including logistics, agenda setting and minute taking etc. 	21 days	30 June 2021
4	1 July 2021	<p>Deliverable #4: Monthly report of consultancy with achievements and other updates.</p>	20 days	31 July 2021

		<p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Provision of technical input into some activities delivered through the CDPF and linked to GPE3 Variable Part indicators and results and to the GPE COVID19 response and recovery programme; ○ Assistance with verification of results for the GPE3 Variable Part and data consolidation for the COVID19 response and recovery programme. ○ Participation in, and reporting of, monitoring discussions associated with the GPE3 Fixed and Variable Parts. 		
5	1 August 2021	<p>Deliverable #5: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Preparation for the JTWG/LEG meeting, including logistics, agenda setting and coordinating the preparation of presentational material relating to GPE3 implementation; ○ Finalisation of JTWG/LEG meeting minutes in consultation with the JTWG Secretariat; ○ Arranging a progress discussion on GPE3 with the GPE Secretariat, preparing and circulating the meeting minutes and undertaking any follow-up actions; ○ Provision of technical input into some activities delivered through the CDPF and linked to GPE Variable Part indicators and results and the GPE COVID19 response and recovery programme. ○ Assistance with verification of results for the Variable Part and data consolidation for the COVID19 response and recovery programme. ○ Participation in, and reporting of, monitoring discussions associated with the Fixed and Variable Parts; ○ Input into quarterly reporting for the GPE COVID19 response and recovery programme. ○ Preparation for the ESWG meeting, including logistics, agenda setting and minute taking etc. 	21 days	31 August 2021
6	1 September 2021	<p>Deliverable #6: Monthly report of consultancy with achievements and other updates</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Provision of technical input into some activities delivered through the CDPF and linked to GPE Variable Part indicators and results and the GPE COVID19 response and recovery programme ○ Assistance with verification of results for the Variable Part and data consolidation for the COVID19 response and recovery programme. ○ Participation in, and reporting of, monitoring discussions associated with the GPE3 Fixed and Variable Parts; 	21 days	30 September 2021

		<ul style="list-style-type: none"> ○ Assistance to finalise the quarterly report for the GPE COVID19 response and recovery programme. 		
7	1 October 2021	<p>Deliverable #7: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Preparation for the JTWG/LEG meeting, including logistics, agenda setting and coordinating the preparation of presentational material relating to GPE3 implementation; ○ Finalisation of JTWG/LEG meeting minutes in consultation with the JTWG Secretariat; ○ Provision of technical input into some activities delivered through the CDPF and linked to GPE Variable Part indicators and results, and the GPE COVID19 response and recovery programme; ○ Assistance with verification of results for the Variable Part and data consolidation for the COVID19 response and recovery programme. ○ Participation in, and reporting of, monitoring discussions associated with the GPE3 Fixed and Variable Parts; ○ Preparation for the ESWG meeting, including logistics, agenda setting and minute taking etc. ○ Commencing preparations for the Education Retreat, including programme development and agenda setting. 	19 days	31 October 2021
8	1 November 2021	<p>Deliverable #8: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Arranging a progress update discussion on GPE3 with the GPE Secretariat, preparing and circulating the meeting minutes and undertaking any follow-up actions; ○ Provision of technical input into some activities delivered through the CDPF and linked to GPE Variable Part indicators and results and the GPE COVID19 response and recovery programme. ○ Assistance with verification of results for the Variable Part and data consolidation for the COVID19 response and recovery programme. ○ Participation in, and reporting of, monitoring discussions associated with the GPE3 Fixed and Variable Parts; ○ Input into the six-monthly reporting for the GPE COVID19 response and recovery programme. ○ Make all necessary logistical arrangements and coordinate the preparation of reporting for the annual Education Retreat. 	20 days	30 November 2021
9	1 December 2021	<p>Deliverable #9: Monthly report of consultancy with achievements and other updates.</p>	21 days	31 December 2021

		<p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Provision of technical input into some activities delivered through the CDPF and linked to GPE Variable Part indicators and results; ○ Assistance with verification of results for the Variable Part and data consolidation for the COVID19 response and recovery programme. ○ Participation in, and reporting of, monitoring discussions associated with the Fixed and Variable Parts; ○ Preparation for the final ESWG and JTWG meetings for the year, including logistics, agenda setting and minute taking etc. ○ Assistance to finalise the six-monthly reporting for the GPE COVID19 response and recovery programme for submission. 		
10	1 January 2022	<p>Deliverable #10: Monthly report of consultancy with main achievements and recommendations.</p> <ul style="list-style-type: none"> ○ Provision of technical input into some activities delivered through the CDPF and linked to GPE Variable Part indicators and results and the GPE COVID19 response and recovery programme ○ Assistance with verification of results for the Variable Part and data consolidation for the COVID19 response and recovery programme. ○ Participation in, and reporting of, monitoring discussions associated with the GPE3 Fixed and Variable Parts 	20 days	31 January 2022
11	1 February 2022	<p>Deliverable #11: Final report of consultancy with overall achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Finalisation of JTWG/LEG and ESWG meeting minutes in consultation with the JTWG Secretariat and ESWG members; ○ Provision of technical input into some activities delivered through the CDPF and linked to GPE Variable Part indicators and results; and ○ Assistance with verification of results for the Variable Part and data consolidation for the COVID19 response and recovery programme. ○ Participation in, and reporting of, monitoring discussions associated with the Fixed and Variable Parts. 	20 days	28 February 2022
Total number of days			220 days	

** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness and quality of the deliverables provided to UNICEF Cambodia as outlined above.

8. Payment Schedule linked to deliverables

Upon satisfactory receipt of deliverables verified by UNICEF and upon certification of monthly progress reports, payments will be made in accordance with the payment schedule below:

Month ²	Deliverables	Deadline	Payment (%)
1	Deliverable #1: Inception report with proposed work plan & a monthly progress report.	30 April 2021	5%
2	Deliverable #2: Monthly report of consultancy with achievements and other updates.	31 May 2021	10%
3	Deliverable #3: Monthly report of consultancy with achievements and other updates.	30 June 2021	10%
4	Deliverable #4: Monthly report of consultancy with achievements and other updates.	31 July 2021	5%
5	Deliverable #5: Monthly report of consultancy with achievements and other updates.	31 August 2021	10%
6	Deliverable #6: Monthly report of consultancy with achievements and other updates.	30 September 2021	10%
7	Deliverable #7: Monthly report of consultancy with achievements and other updates.	31 October 2021	10%
8	Deliverable #8: Monthly report of consultancy with achievements and other updates.	30 November 2021	10%
9	Deliverable #9: Monthly report of consultancy with achievements and other updates.	31 December 2021	10%
10	Deliverable #10: Monthly report of consultancy with main achievements and recommendations.	31 January 2022	5%
11	Deliverable #11: Final report of consultancy with overall achievements and other updates.	28 February 2022	15%
		220 days	100%

9. Administrative Issues

It is expected that the ESWG/GPE Coordinator will travel fifteen (15) days to provinces and districts on mission during his/her assignment. The exact location will be identified during the consultancy. However, applicants are expected to provide an all-inclusive cost in the financial proposal. The costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

The consultant will have an office desk and working space in the UNICEF Cambodia office in Phnom Penh and will have access to resources and facilities provided by UNICEF.

For individual contractor and consultants who work on time-based contracts on an ongoing and full-time basis with a minimum contract duration of one calendar month (hereafter the "individual Contract"), he/she is entitled to: Paid Time Off Benefit.

² UNICEF calculates that one month is 21 working days.

Entitlement: The individual contractor will receive PTO credit at the rate of one-and half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month, and up to 17 days for a maximum of 11.5 months contract.

Utilization: PTO may be taken in units of days and half days. In calculating the PTO to be charged, any absence of more than two hours but less than four hours (excluding lunch hour) is counted as half days; similarly, any absence of more than four hours (excluding lunch hour) is counted as one day.

Unused Paid Time Off: PTO is a benefit that must be used during the time of the contract. Any unused PTO cannot be carried to future contract and any accumulated PTO will be forfeited at the end of the contract.

10. Contract supervisor

Chief of Education, UNICEF Cambodia.

11. Nature of 'Penalty Clause' to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period.

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

12. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to:

<http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter) explaining how your background and experience are relevant to the consultancy work assignment and the qualifications, competencies, knowledge and skills required
- One writing sample, preferably linked to reporting on education in Cambodia by the contractor.
- Performance evaluation reports or references from similar assignments (if available)
- Financial proposal: This will be an all-inclusive lump-sum fee proposal for a 220-day (11 month) assignment including travel cost and accommodation for 15 days to the provinces and districts.

The deadline for applications is **Wednesday 10th February 2021**

13. Assessment Criteria

A two stage procedure shall be followed in evaluating applications received in accordance to the below criteria, with evaluation of the technical proposal being completed prior to any price proposal being compared. Submitted applications shall be assessed using cumulative analysis method.

- a) **Technical Proposal:** (Maximum technical weight: 80%)
 1. Overall fit with ToR work assignment: (20 points)
 - Overall match between the ToR requirements and the contractor's letter of interest
 - Written English in letter of interest and submitted reports
 - Feedback from performance evaluation reports
 2. Technical Capacity: (50 points)
 - Advanced university degree in education, social sciences, international development or related technical field

- At least five years of professional work experience at national or sub-national level on education programming, coordination or policy support
- Experience of working with government counterparts providing technical support or implementing programmes in relation to the national Education Strategic Plan / education planning and management
- Experience in organising multi-stakeholder meetings, developing minutes and following up on actions
- Experience working with UN or other international or national development organizations

3. Verification Interview: (30 points)

- Knowledge of the education sector in Cambodia and MoEYS policies and processes
- Demonstrated project management, interpersonal and planning and coordination skills

b) Financial Proposal: (Maximum technical weight: 20 %)

The contractor will submit their total lump sum fee for 11 months work based on the deliverables in the ToRs. Please include the following details in the financial proposal: daily rate (based on total number of input days), cost of 15 days for travel and accommodation to the provinces. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.