

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<p>International Consultant: To support development of Multilingual Education Action Plan 2024-2028 (MEAP)</p>	<p>Duty Station: Remote and in Country</p>
<p>Purpose</p> <p>The ministry of Education, Youth and Sport (MoEYS) has concluded the implementation of the current MEAP 2019-2023 with achievements and results, including capacity development of Special Education Department (SED) and provincial office of education’s officials (POE) in MLE programme management, and implementation of teacher training (in-service and pre-services). Despite these achievements, there are still challenges and bottlenecks that need to be addressed in the coming years. It is time that MoEYS develop the next five-year plan, MEAP 2024-2028 to give a road map in further improving access and quality of the MLE programme to benefit more Indigenous ethnic minority children in Cambodia. There is a need of technical expert or an international consultant to provide effective and technical supports for the ministry on this work.</p> <p>Under the overall guidance and in consultation with UNICEF education section, the international consultant provides technical support for the Ministry of Education, Youth and Sport (MoEYS) to develop a five-year Multilingual Education Action Plan (MEAP 2024-28). The plan will shape a roadmap that includes key strategic priorities to help MoEYS to deliver inclusive quality education for the children from ethnic indigenous minority communities through a mother-tongue based education model known as Multilingual Education (MLE).</p> <p>Objective:</p> <p>The development of the MEAP 2024-2028 will be conducted through review of existing policies and documentations relevant to mother-tongue based education especially in Cambodia, international and regional best practices of MLE implementation, and a wide range of consultations with stakeholders including indigenous ethnic minority communities. The proposed processes for the MEAP development are as follows:</p> <ol style="list-style-type: none"> 1. Conduct a small assessment through a desk review and field consultation to (1) understand to what extent the objectives and targets of the current MEAP 2019-2023 have been achieved and document key best practices, (2) identify unfinished activities and key priorities that would be carried over to the next MEAP. This assessment will be done through: review of existing documentations available that were produced during the implementation of MEAP 2019-2023 including the progress reports, final programme partnership reports between UNICEF and CARE, field monitoring reports, and documentations prepared by MoEYS and shared through various forums including the 6th and 7th international conference on language development and Multilingual Education in 2019 and 2023 respectively, and the MLE webinar in 2021 where relevant stakeholders working on mother tongue-based education around the world participated. The literature review will also look at quality issues through available documentations including international and national learning assessment reports and other relevant survey reports. 2. Conduct field consultations with indigenous ethnic minority communities, schools, parents, and children to: 1) re-assess the existing MLE strategies and the MLE exit model (early exit model) whether they are still relevant and 2) collect community demand and perception on MLE education. In addition to the 	

above literature review (Under Step 1), findings from the field consultations will help to form and reinforce preliminary recommendations for the new MEAP 2024-2028.

3. Develop MEAP 2024-2028 based on the preliminary recommendations and with participation of relevant stakeholders at national and sub-national level, including concerned technical departments of MoEYS, line ministries, provincial and district offices of education, development partners, CSOs/NGOs, indigenous and ethnic minority organisations, community elders, children, parents, teachers, school directors, school support committees, universities and scholars. This will be done through consultation workshops that allow these stakeholders to collectively provide their feedback on the preliminary recommendations formed through the above processes and contribute to the formulation of concrete strategies, key priorities and costing, monitoring indicators and targets for the new MEAP 2024-2028, and to obtain technical endorsement for the draft MEAP.
4. Finalisation and approval of MEAP: finalise and present the draft MEAP to the senior management of MoEYS to seek final approval.

Scope of Work:

The consultant will undertake the following key tasks in close collaboration and regular coordination with MoEYS's involved departments especially the Special Education Department, Teacher Training Department, Provincial and district office of education including Stung Treng Regional Teacher Training Center, curriculum development department, provincial office of education, UNICEF, development partners and NGOs working on this area, and representatives of Indigenous ethnic minorities. The consultant will seek translation and interpretation's service by his/herself and include the payment for this in the consultancy cost.

Inception Phase: (10 days)

- Review relevant documentations identified from different institutions and platforms accessible in and outside Cambodia including, but not limited to:
 - International legal framework, policies, strategies, plans, and guidelines (i.e. CRC, SDGs, UN Declaration on the rights of persons belonging to minorities, Bang Kok statement on language and MLE 2019, 2023, etc.)
 - MLE related literature in the nation, regional and global context to inform the new MEAP 2024-2028.
 - National legal framework, policies and related plans (new government strategic plan, ESP of MoEYS, newly developed and approved policies on school development, national policy on the development of Indigenous people,
 - Relevant reports from the annual education congress, report from MEAP's evaluation, longitudinal study report on MLE students learning and other reports technical/ field monitoring or meetings, etc.)
 - Longitudinal reports and data and relevant research studies, evaluation, etc.
 - And other documentations that deem relevant and are accessible during the inception phase.
- Undertake consultation with key stakeholders (to be identified and suggested in the inception report) from key government counterparts and NGOs to get initial inputs for drafting inception report.
- Draft an inception report that includes methodologies, tools for the small-scale assessment, for field consultations, a draft outline for the assessment report; and a detailed workplan with specific outputs and timelines.

Small scale assessment: (20 days)

- In addition to the desk review and initial stakeholder consultation, undertake field visit to further assess to what extent is MLE meeting the needs of Indigenous learners, and to what extent is MEAP 2019-2023 objectives are met. This is done through hybrid process, a collective community consultation workshop (first consultation workshop) at an identified location in Ratanak Kiri province and interview with numbers of key stakeholders at their respective communities in Ratanak Kiri and Mondul Kiri province following the methodologies and tools identified and agreed from the inception phase.
- Draft a summary report as per agreed outline in the inception report and with suggested recommendations for new MEAP 2024-2028.

Development of MEAP 2024-2028 (30 days)T

- Review the existing MEAP 2019-2023 and update/ revise the vision, goal, objectives, strategies, key results, indicators and targets, key activities with estimated cost as per the suggested recommendations from the small-scale assessment, literature review, and align with where possible the draft ESP.
- Facilitate a national level consultation workshop (2nd. consultation workshop) with the national stakeholders from MoEYS, other ministries where relevant, academia, representatives of local authorities, development partners, representative from Indigenous communities, NGO/ Indigenous association, communities to collect additional inputs, comments and get initial endorsement for the first draft MEAP 2024-2028.
- Facilitate a high-level consultation (3rd consultation workshop) to present the draft MEAP for MoEYS senior management, UNICEF, major DPs to get final inputs and endorsement.

Final Phase (10 days):

- Finalise and submit final draft version of MEAP 2024-28 (in English and Khmer) to MoEYS.
- Submit final consultancy report to UNICEF.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget year: SC230523 (100%), Expiry date 30 June 2026.	Requesting Section/ Issuing Office: Education Section	Reasons why consultancy cannot be done by staff: <ul style="list-style-type: none"> ▪ Requires high level of technical expertise in Multilingual education and Linguistics. ▪ Involves high level analysis/ synthesis.
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Rolling Work Plan 2024-25: Activity 2.3.3: Support Ministry of Education Youth and Sport (MoEYS) in development of Multilingual Education Action Plan; capacity development to operationalise the plan; MoEYS's capacity to monitor and report results; and to provide technical support to sub-national education authorities to implement MLE programme for Indigenous ethnic minority children.		
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		
Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract)		
Single Source Selection: <input type="checkbox"/> (Emergency - Director's approval)		
If Extension, Justification for extension: Not applicable		
Supervisor: Education Officer	Start Date: 1 May 2024	End Date: 30 August 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (Percentage of payment)
Deliverable 1: Inception Phase	<ul style="list-style-type: none"> ▪ Desk review and initial consultation with key stakeholders conducted. ▪ A minimum 4 pages Inception report excluding annexes submitted: includes methodologies, tools for the small-scale assessment, for field consultations, a draft outline for the assessment report; and a detailed workplan with specific outputs and timelines. 	By 17 th May (10 days)	20%
Deliverable 2: Small scale assessment	<ul style="list-style-type: none"> ▪ A 12 days-field visit that to undertake a community consultation workshop and to interview with parents, children from Indigenous families to northeastern provinces (Ratanak Kiri and Mondul Kiri conducted. 	By 30 th June (20 days)	30%

	<ul style="list-style-type: none"> ▪ A zero draft summary report shared for feedback. ▪ Summary report finalised as per agreed feedback/comments. 		
Deliverable 3: MEAP development and Endorsement	<ul style="list-style-type: none"> ▪ A national consultation workshop held for MEAP development, and initial technical endorsement. ▪ Draft MEAP presented to senior MoEYS for final revision, and endorsement. 	By 15 th . August (30 days)	30%
Deliverable 4: Final phase	<ul style="list-style-type: none"> ▪ Finalise and submit MEAP 2024-28 (in English and Khmer) to MoEYS. ▪ Submit final consultancy report (a minimum 4 page-report excluding annexes) to UNICEF. 	30 th August (10 days)	20%

Minimum Qualifications required*: <input type="checkbox"/> Bachelors' <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <ul style="list-style-type: none"> ▪ Advanced University Degree in education, language development/ linguistics, or another related technical field of study. ▪ A Minimum 8 years of professional experience working in multilingual education, language development/ linguistics, and/or social development, research. 	Knowledge/Expertise/Skills required*: <ul style="list-style-type: none"> ▪ Relevant experience at international/national level in mother tongue-based education related issues and assignments. ▪ Experience in policy, national and strategic plan development. ▪ Experience in qualitative research, ability to conceptualize development issues, high-quality technical and analytical reports. ▪ Work experience in Southeast Asian Countries and Cambodia is an asset. ▪ Work Experience with/ at communities particularly with Indigenous ethnic minority communities is an asset. ▪ Excellent writing skills in English language. ▪ Computer literacy, digital skills and presentation skills.
<p>*Minimum requirements to consider candidates for competitive process</p>	<p>*Listed requirements will be used for technical evaluation in the competitive process</p>
Submission of applications: <ul style="list-style-type: none"> ▪ Letter of Interest (cover letter) ▪ CV or Resume ▪ Performance evaluation reports or references of similar consultancy assignments ▪ Financial proposal: All-inclusive lump-sum cost including consultancy daily fee, translation/interpretation fee, international travel (where and if applicable), 12 days local travel, daily subsistence allowance (DSA), and medical health insurance for this assignment. 	

<p>Evaluation Criteria</p> <p>A) Technical Evaluation (100 points) weight: 70%</p> <ul style="list-style-type: none"> ▪ Quality and completeness of the technical proposal (including cover letter): 30 points ▪ Qualifications: 20 points ▪ Adequacy of the applicant’s experience to the requirements of the assignment: 30 points ▪ Samples of previous work: 20 points <p>B) Financial Proposal (100 points) weight: 30%</p> <p>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum of 70 points in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p> <p>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores.</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Email/O365 access required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed 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.

Text to be added to all TORs:

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 to ensure that the visa (applicable) and health insurance 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.