

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	Individual Contractor for Education Management Information System (EMIS) and M&E	
Requesting Section	Pillar 2- Education, Adolescents Development & Participation (EADP)	
Location	Place of assignment: Malawi- UNICEF office in Lilongwe with travel to selected districts.	
	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:	
Contract Duration	11.5 months	
Number of working days	Monthly-based	
Planned Start and End Date	From: July 1, 2021	To: June 15, 2022

BACKGROUND

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context: The overall goal of the UNICEF Malawi Country Programme of Cooperation, 2019-2023, is to contribute to the Government of Malawi's efforts to implement and decentralize policies related to children, focusing on the most disadvantaged and deprived, to have their rights progressively respected and fulfilled so they can survive, grow and develop to their full potential in an inclusive and protective society. The country programme is aligned with country and UNICEF regional and global priorities and expected to contribute to the Malawi Growth and Development Strategy (MGDS) III, 2018-2022, and the United Nations Development Assistance Framework (UNDAF), 2019-2023, while concurrently working toward the achievement of the Sustainable Development Goals (SDGs).

Three pillars have been envisioned to comprise the new country programme that are supportive of a rights-based, equity-focused and life-cycle approach, including (1) Early childhood (ECD), aged 0-5, with a focus on the first 1,000 days; (2) School-aged children, aged 6 up to 18, with a focus on young adolescents, aged 10-14; and (3) Child-friendly, resilient communities that support an enabling environment for the realization of the goals of the other two pillars encompassing the full life cycle of childhood. While some strategic interventions will be at scale, the country programme will predominantly concentrate on the convergence and integration of strategic interventions around the interrelated pillars in a core set of districts and traditional authorities, selected using various criteria, including multi-dimensional child poverty.

JUSTIFICATION

UNICEF, since 2018, has been supporting the Ministry of Education (MOE) in developing a Web-based Education Management Information System (EMIS) for Malawi. The education data provides information for a wide range of planning and programming purposes. Accurate and reliable data is needed to facilitate the planning and management of a fast growing and emerging education system. A responsive Education Management Information System (EMIS) is therefore pivotal. Currently, the web-based EMIS system has been upgraded with offline mobile feature to address the connectivity challenges in the country, and UNICEF is supporting MOE to partially rollout the system this year and fully rollout in the next round of EMIS data collection, in collaboration with the USAID funded Yesani Ophunzira (YESA) Project.¹ The sustainable development of EMIS is a key UNICEF contribution to the systems strengthening in MOE. The institutionalization of EMIS requires a high degree of liaison with, and capacity building of MOE staff, including at the time of emergencies. Follow-up on the deliverables of the UNICEF funded institutional contract to strengthen EMIS is also needed.

Malawi is prone to national disasters like cyclone, floods and droughts, and since last year COVID-19 pandemic has hit Malawi, as the co-cluster lead, is responsible for emergency information management and this is a key role for this assignment to ensure effective integration of emergency preparedness into the programme, monitoring as well as reporting.

PURPOSE OF THE ASSIGNMENT

The contractor will primarily be responsible for providing technical support to the MOE on the rollout of the Web-based Education Management Information System (EMIS) and in data management, evidence generation and quality improvement initiatives (cohort tracking analysis, piloting of inclusive modules to EMIS etc). The contractor will technically lead and provide expertise to the M&E task team on joint UN programme, engage with other development partners (WFP and UNFPA) to harmonize data and evidence generation efforts, lead the emergency monitoring and reporting, and support the rollout of web-based EMIS system with a focus on internal capacity building and long term sustainability.

Additionally the contractor will provide technical support to Pillar 2 on result-based planning, programme monitoring, studies and evaluations, quality checks of reports and proposals coming out of pillar 2.

SCOPE OF WORK/OBJECTIVES

The scope of work is based key parameters is as follows:

Scope: The development and rolling out of the web-based Education Management Information System will be for the all the sub-sectors of education (pre-primary, Primary, Secondary, Tertiary and Higher Education). .

Geography: The consultations will be undertaken at national and sub national levels.

Stakeholders: These include Ministry of Education Directorates, District Education offices, Development Partners and NGOs working in education sector.

¹ YESA aim to further strengthen the Malawian education system by building its capacity to measure students' reading acquisition and to create citizen demand for improved reading instruction.

The work will be undertaken in two phases;

- a. **Phase one:** Rolling out of the web-based Management Information System in the country and review of its outcome.
- b. **Phase two:** Capacity building of MOE staff managing EMIS and field level officials.

REPORTING REQUIREMENTS

To whom will the consultant/ individual contractor report (supervisory and any other reporting/communication lines):

Under the overall guidance of the Chief of Education, Adolescents Development and Participation (EAPD) and in collaboration with Programme Planning and Monitoring (PPM) and Research Evaluation, and Knowledge Management Sections (REKM). The contractor will also work closely with the EMIS unit of Ministry of Education and YESA for all the deliverables related with EMIS. For UNJPGE and other related project activities, the contractor will technically be leading the M&E task team and working with focal persons of the participating UN agencies.

What type of reporting will be expected from the consultant/ individual contractor and in what format/style will the submissions of reports/outputs be done:

The contractor will be expected to submit narrative reports, in Arial 10 font style detailing key progress per deliverable.

The contractor will also submit the draft report on the progress made in rolling out of web based national EMIS and the needs assessment undertaken as well as on ongoing projects in Pillar 2 (JPGE III, GPE etc.) in Arial 10 font style

How will consultant/ individual contractor consult and deliver work and when will reporting be done:

The contractor will consult via electronic means and also physical meetings where necessary while observing COVID 19 guidelines. The reports will be submitted electronically to the UNICEF staff member supervising the consultancy.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the contractor will be expected to perform the following activities and deliverables as per the schedule and estimated dates below. It is envisaged that the entire consultancy will be a total of 11.5 months..

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)		Planned Completion date
1. Support rollout of web-based EMIS system including mobile application.	1) Completed rollout of the web-based EMIS system (covering at least 50% of		December 31, 2021 (partial rollout)

	<p>all primary and secondary schools) and complete the rollout for 2022 academic year.</p> <p>2) Test, monitor and evaluate performance of the system with stakeholders and coordinate with technology company to refine the system.</p>		March 31, 2022
2. Provide capacity building support to national officers in operating and sustaining the system	<p>3) Development of orientation and training materials for capacity building at all levels of MOE staff, including internally in UNICEF</p> <p>4) Develop an internal capacity building strategies for operating and sustaining web-based EMIS system.</p>		<p>August 31, 2021</p> <p>March 31, 2022</p>
3. Enhance the evidence generation through data collection, research, evaluation and improve the quality of data and analysis in EMIS	<p>5) Cohort tracking analysis completed.</p> <p>6) Piloting of integrating inclusive education module into EMIS completed.</p> <p>7) EMIS needs assessment and questionnaire review to guide EMIS strategic direction.</p>		June 15, 2022
4. Support M&E Task Team for Joint UN Programme for Girls' Education (JPGE)	<p>8) Development and finalization of baseline study through baseline data collection, programme monitoring and evaluation.</p> <p>9) Coordinate biweekly M&E meetings</p>		May 31, 2022
5. Support Pillar 2 internal and external M&E and reporting tasks	<p>10) Reviews and M&E support to various internal and external reports and proposals of pillar 2 including emergencies</p>		May 31, 2022

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the contractor and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments will be on a monthly basis, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of the monthly tasks in support of the bigger deliverables (which will clearly be stipulated in the workplan) and upon receipt of the respective and approved invoice.

Travel (international and local) costs will be reimbursed on actual expenditures and upon presentation of original supporting documents. As per UNICEF operational guidelines, travel for international consultancies, will be in economy class and will use the most economical route.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Recruitment qualifications

- An Advanced university degree, in Education, Statistics, Population Studies, Monitoring and Evaluation, Social Sciences or a related technical field.
- A minimum of five years of professional experience in designing, managing, implementing, and monitoring education programmes working with systems design and research.
- Familiarity with UN systems preferred.

Expected technical competencies

- Excellent knowledge of computer applications including programming, Microsoft Excel and Access. Familiarity with digital data gathering platforms and software; understanding geospatial data desirable
- Some knowledge of global developments in education and international engagement strategies, including the application of the equity lens and human rights perspectives to programming.
- Good ability to support policy dialogue: translation of analytical findings and evidence into development programme and policy discussions around equity and learning with partners, including government, development partners, CSOs and academia in relevant areas.
- Some education sector planning knowledge/ability, including the range of modalities for delivering education, linkages between different sub-sectors (e.g. ECD, Primary, Secondary, Inclusive Education), cost-effectiveness and efficiency issues, key institutional structures, components and processes, as well as governance issues.
- Some education and policy sector analysis capacity, including understanding of the core education data sets, indicators, tools for analysis of equity, determinants of student access and learning, budget, cost

and financing, education system management, political economy and application to education policy and strategic planning.

- Some program management in education, including program design, costing, monitoring and evaluation and reporting.
- Good understanding of gender, inclusion and equity issues in relation to education and application of gender / equity analysis to policy and planning in education.
- Solid communication skills, including strong written and spoken English language appropriate for diverse audiences and purposes.

Competencies
Builds and maintains partnerships
Demonstrates self-awareness and ethical awareness
Drive to achieve results for impact
Innovates and embraces change
Manages ambiguity and complexity
Thinks and acts strategically
Works collaboratively with others

Languages: English

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the contractor and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer. Prior to the issuance of the official contract, the contractor is requested to complete the applicable mandatory trainings.

The assignment will be carried out remotely. The contractor is expected to provide her/his own computer. The contractor will undertake field trips within the country with his own transport and will be reimbursed based on actual expenditures.

CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the contractor.
- The contractor will be based in Malawi and will work remotely.

- The contractor will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the consultant and reimbursed against actuals, unless otherwise agreed.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Contractors will not have supervisory responsibilities or authority on UNICEF budget.
- 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 assignment is an off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details

