**ANNEX : B**

**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

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| **PART I** | | |
| Title of Assignment | **Individual Contractor to Support the Management and Monitoring of the Education Sector Plan Implementation Grant (ESPIG) and Reporting** | |
| Category of the Consultancy | **National** | |
| Proposed level of Consultancy | **Senior - level** | |
| Section | **Education** | |
| Location | **Kigali, Rwanda** | |
| Duration | **11.5 months** | |
| Start date | **May 2021** | **October 2021** |

**Background and Purpose**

Since 2008 Rwanda’s education policy and strategies have been set out in the Education Sector Strategic Plan (ESSP). The ESSP has undergone periodic revision and updating to respond to new policy directions. The ESSP provides the overarching framework to guide all actions within the sector. It contains nine strategic priorities to be achieved by 2023/24, against which there are further specific outcomes and outputs with annual milestones. The implementation of the ESSP 2018/19-2023/24 is supported by domestic and external funding. Progress is reviewed jointly between MINECOFIN and MINEDUC, along with Development Partners active in the sector twice a year through the Joint Review of the Education Sector (JRES).

In 2020, the Global Partnership for Education (GPE) has approved a grant to support the implementation and monitoring of the ESSP(2018-2024). The Education Sector Plan Implementation Grant (ESPIG) contributes to four of the nine priorities identified in the ESSP through the following:

* Teacher training in the curriculum delivery with emphasis on English teaching and teachers’ English proficiency;
* Development and procurement of teaching and learning materials and readers including digitalizing of textbooks content, utilization of smart classrooms and provision of materials for children with special educational needs;
* Implementation of Science Technology Engineering and Mathematics (STEM) in lower secondary through provision of relevant teaching and learning materials (STEM Kits) with innovative ways to promote STEM in pre-primary and primary levels of education (targeting pre-primary, primary & lower secondary);
* Construction of classrooms to facilitate the transition from primary to secondary.

The ESPIG aims to strengthen continuous professional development with a focus on English and management of teachers; Enhance quality learning outcomes relevant to Rwanda’s socioeconomic development; Provision of learning and teaching resources relevant to the CBC curriculum including the adoption of ICT and digitalization of education content; Strengthen Science Technology Engineering and Mathematics to increase the relevance of education for urban and rural markets; and Modernize school infrastructure and facilities across all levels of education. The programme thus unpacks the orientation of the policy targets as documented in the ESSP.

Through a consultative process, the Education Sector Working Group has designated UNICEF as the Grant Agent. UNICEF’s role is to ensure that the grant is appropriately managed and fully aligned with broader education sector developments and add value to the country-level processes and results. The operational role is to disburse the GPE transferred funds to MINEDUC via MINECOFIN and provide ovrsight and technical support.

**Justification**

It is against this background that UNICEF is hiring an individual contractor to support the oversight of the ESPIG.

**Objectives**

The overall objective of the consultancy is to provide technical assistance to support the management, monitoring of the Education Sector Plan Implementation Grant (ESPIG) and reporting.

The specific objectives of the consultancy is to:

* Liaise with MINEDUC and MINECOFIN to support annual detailed planning of key interventions to be funded by the ESPIG;
* Facilitate timely disbursement of funds to MINEDUC via MINECOFIN;
* Support the monitoring of interventions implementation;
* Support MINEDUC to ensure disbursement linked results are achieved;
* Contribute to the drafting of financial and technical reports on the ESPIG.

# Scope of Work

The consultant will work closely with UNICEF’s Chief of Education, MINEDUC, the Rwanda Basic Education Board (REB), and MINECOFIN and the Coordinating Agency to ensure a smooth coordination of the implementation of the ESPIG.

She/He will ensure that Government’s request for disbursement is in line with annual implementation plan, timelines and agreed procedures. She/he will proactively, in collaboration with MINEDUC and MINECOFIN establish mechanisms to monitor and report on the implementation of activities and liquidate expenditures.

She/he will support MINEDUC to identify strategies to meet the requirements related to annual transfers of fixed and variable of funds from GPE.

# Deliverables

The main deliverables of this consultancy are as follow:

1. The detailed annual implementation plans are revised and developed to take into consideration the changing context.
2. Funds are disbursed to MINEDUC via MINECOFIN in a timely manner.
3. Mechanisms to monitor and report on the implementation of activities and liquidate expenditures are in place.
4. The education sector meets the requirements to access subsequent fixed and variable parts of the grant
5. Financial and technical reports are available.

**Desired competencies, technical background and experience**

**Minimum qualifications of individual consultant**

1. The individual consultant should at least have a Master’s degree in any of the following areas: Education, Public Policy development studies, Social Development; sociology, psychology, human rights and law;
2. The consultant should have at least 8 years of proven experience in education;
3. The individual consultant should have experience in working with Governments, development partners, civil society organizations
4. The individual consultant should have the ability to meet the deadlines and strong communication and facilitation skills;
5. Proficiency in written and spoken English and knowledge of Kinyarwanda is required, French would be an advantage;

**Evaluation Criteria**

The Technical criteria is weighted at 70% and 30% for the Financial proposal.

The criteria for evaluation will be as follows:

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| Category | Criteria | Marks |
| Technical criteria | Educational background, with a minimum of a Master’s degree, preferably in Education. | 10 |
| Proven experience in working in partnership with governments, with different levels of partners | 25 |
| Proven experience in working in the field of education, understanding of education sector, particularly in Rwanda. | 25 |
| Language abilities, with a minimum of fluency in English and Kinyarwanda, French an asset. | 10 |
| Financial criteria | Overall cost of the proposal and clarity of budget | 30 |

**Please note that the final remuneration will be negotiated by HR.**

**Payment Schedule**

The individual contractor will be paid on a monthly basis following the submission of monthly reports on key deliverables described above.

All the deliverables need to meet UNICEF requirement and quality standards. Payment will only be made for work satisfactorily completed and accepted by UNICEF. UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

**General Conditions: Procedures & Logistics**

For all contractual issues, the individual contractor will report to UNICEF, Chief of Education. For technical issues, the individual contractor will work directly with UNICEF, MINEDUC and MINECOFIN.

The individual contractor shall not make use of any unpublished or confidential information made known to her/him in the course of performing her/his duties under the terms of this agreement, without written authorization from MINEDUC, REB, and UNICEF. The individual consultant shall respect the habits and customs of the local population and abstain from interfering in the country's political affairs. The corporate UNICEF ICT Policy on intellectual property right will be applicable, where necessary.

Policies both parties should be aware of:

* Under the consultancy agreements, a month is defined as 22 working days.
* Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
* The Individual Contractor will receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month (22 Working days) 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.
* No work may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
* For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by UNICEF with receipt acknowledged before travel to Rwanda.
* The individual consultant will arrange for their own travel and travel expenses, however tickets should be based on “most economical and direct route” and should be clearly estimated in the budget.

The assignment will be supervised by UNICEF Education Specialist and UNICEF Chief of Education, in cooperation with MINEDUC and REB.

The individual contractor is expected to use her/his own computer. UNICEF will be under no operational obligation to pay for operational costs related to this assignment. All costs required to operationalize this assignment shall be borne by the hired individual contractor and should be included into the proposed financial proposal.

**How to Apply**

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Interested candidates should send their complete Personal History (P11) form, which can be downloaded form (<http://www.unicef.org/about/employ/files/P11.doc>). or a CV/resume, as well as a cover letter explaining what makes them suitable for this consultancy.

Qualified and experienced candidates are requested to submit a letter of interest including a **Technical Proposal** outlining a road map for review and implementation timeline. In their letter of interest, candidates should highlight their previous work experience relevant to the assignment, the attributes that make them suitable, their proposed approach to the assignment.

The Selected candidates will be requested to submit a **Financial Proposal** outlining the total costs for this consultancy with payment linked to the main deliverables outlined above.

*UNICEF has a zero-tolerance policy on sexual exploitation and abuse, and on any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.*

**Only shortlisted candidates will be contacted.**