

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT/CONTRACTOR

<b>SECTION</b>	Education
<b>CONSULTANCY TITLE</b>	Capacity Development in Data Analysis and Report Writing for Provincial and District officers
<b>TYPE OF ENGAGEMENT</b>	<input checked="" type="checkbox"/> Individual Consultant <input type="checkbox"/> Individual Contractor
<b>PURPOSE OF THE ASSIGNMENT:</b> To train district and provincial staff on data extraction analysis utilization and report writing	
<b>BACKGROUND</b>  <p>The Ministry of Primary and Secondary Education (MoPSE) develops annual evidence based national and subnational (Provincial and District) operational plans. Most of the information used is derived from the administration of an education census which is done annually. Currently the data is captured centrally although the application can run online facilitating schools, districts and provincial offices to capture the data online. The data is then cleaned and analysed to produce a National Annual Education Statistics Report. In 2019 and 2020 an attempt was made to train provincial and district staff to analyze provincial data and produce Provincial Annual Education Statistics Reports. This was not very successful as it was noted that the time allocated for the training was too short for the participants to grasp all the concepts required for this task. Key competencies gaps identified included computer literacy skills, understanding of the education sector developments and goals both at local and global levels, Education indicators, their interpretation and calculation methods. To further strengthen the ministry's capacity to plan, implement and monitor its programmes, there is need to build capacity at all sub national levels i.e. the districts and provinces. Furthermore the MoPSE carries out an Education Sector Performance Review (ESPR) at the end of each academic year. The ESPR uses data for the current year to assess the performance of the system based on annual planned targets of its Education Strategic Sector Plan (ESSP) in the months of November or December. At this review districts and provinces are also expected to report progress from the annual operational plans. For this reporting, data is required to show the magnitude of progress made. The annual education census collects a range of data that is used for this reporting and therefore the district and provincial level personnel need to have strong skills to collect, process and analyse the data at their levels. The same data is shared at provincial and national levels for policy and planning uses.</p>	
<b>ASSIGNMENTS:</b>  <p>Build capacity of ministry provincial and district staff in the following areas:</p> <ol style="list-style-type: none"> <li>Understanding the education sector developments and goals             <ul style="list-style-type: none"> <li>Education sector national and global goals</li> <li>The Education Sector Plan</li> <li>District and provincial operational plans</li> <li>Implementation, monitoring, and evaluation</li> </ul> </li> <li>Basic statistics concepts.             <ul style="list-style-type: none"> <li>Data collection, coding, capturing using the Ministry data collection instruments (ED46) as an example</li> <li>Understanding the data items on the Ministry data collection instruments</li> <li>Descriptive statistics using education data</li> <li>Education statistics concepts,</li> <li>Education indicators, their uses calculation methods and interpretation</li> <li>Data mining and trend analysis</li> </ul> </li> </ol>	

### 3. Report writing

- Using all the knowledge gained, guide the district and provincial teams to draft their statistics reports

The reports should focus on:

- The learning environments and organisation of schools: Basic school facilities, Condition and use of facilities and other school facilities and their associated indicators;
- Access and participation to formal and non-formal education: Who is accessing and completing education where and the associated indicators
- Financial resources: What is government, private sector and parents contributing to the education system.
- Human resources: The teaching force and their qualifications
- The output and outcomes of the learning processes. Data on learning achievements and learning outcomes
- Quality of education: Many factors influence the quality of education. These factors relate to the quality of teachers, school facilities, teaching/learning materials, management, examination, and the teaching/ learning processes used in the classroom.
- Efficiency of the system: Promotion, transition and survival of learners in the system

The report should cover all the education levels i.e. ECD, Primary, Secondary and NFE.

Data should be disaggregated using all the possible desegregations available e.g. sex, age, disability etc.

#### 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](#)

Tasks/Milestone:	Deliverables/Outputs:	Payment Schedule – to be paid monthly based on reports and an agreed set of tasks and deliverables per month, as outlined in the Inception Report
Prepare an inception report and work plan	Inception report and workplan	5 days 10 days 10%
Development of training materials	Training materials	
Train staff from provinces 1 and 2 and their districts	Workshop report	10 days 15% 10 days
Train staff from provinces 3 and 4 and their	Workshop Report	

districts			
Train staff from provinces 5 and 6 and their districts	Workshop report	10 days	15%
Train staff from provinces 7 and 8 and their districts	Workshop Report	10 days	
Train staff from provinces 9 and 19 and their districts	Workshop Report	10 days	20%
Drafting reports for provinces 1, 2 and 3 and their district	Draft reports	25 days	
Drafting reports for provinces 4, 5,6 and 7 and their district	Draft Reports	25 days	20%
Drafting reports for provinces 8, 9 and 10 and their district	Draft reports	25 days	20%
<b>Minimum Qualification required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  <b>Enter Disciplines:</b> Statistics, Demography, Education, or any other related field  Languages: English Experience: At least 5 years experience in data analysis and report writing. Knowledge of the Zimbabwe Education system will be an added advantage.	<b>Knowledge/Expertise/Skills required:</b>  <b>Desirable</b> <ul style="list-style-type: none"> <li>Report writing for different audiences that are important partners to MoPSE.</li> <li>Excellent analytical skills and ability to identify key data and information for reporting rapidly but thoroughly;</li> <li>Good writing skills.</li> <li>Good communication skills in general, and proficiency in English in particular.</li> </ul>		
<b>Supervisor: Education Specialist</b>	<b>Start Date: June 2022</b>	<b>End date: December 2022</b>	<b>Total Working Days: 140</b>
<b>Consultant Sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both	<b>Consultant Selection Method:</b> <input checked="" type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Advertisement/ Desk Review/Interview)		
<b>Payment</b>	<b><sup>1</sup>Lumpsum or monthly:</b> Monthly based on deliverables achieved and certified by the consultancy supervisor.		
<b>Travel International (if applicable)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Travel Local (please include locations)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Locations: Provinces and districts		
<b>DSA (if applicable)</b>  Approximate number of days: <b>90 days of official field travel</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/> (for field trips)	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		

<sup>1</sup> 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

<b>Application requirement</b>	<input checked="" type="checkbox"/> Technical Proposal <input checked="" type="checkbox"/> Financial Proposal Technical proposal: CV, Cover letter and proposal (up to 5 pages). Proposal should articulate an understanding of the TOR and include the proposed Tasks/Milestones, Deliverables/Outputs, Timeline and level of effort by deliverable. The similar table provided in the TOR is indicative. Applicants may use the indicative table as a guide or deviate as per the proposed approach
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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. The candidate may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid).