
United Nations Children's Fund (UNICEF)

Phnom Penh, Cambodia

Individual Consultancy: Coordinator for Education Sector Working Group and Global Partnership for Education 2018

Terms of Reference

1. Background

UNICEF is the current Chair of the Education Sector Working Group (ESWG) – the coordination group of education development partners in Cambodia. With this role comes the management of the Secretariat for the ESWG involving close collaboration with the Ministry of Education, Youth and Sport (MoEYS) and the secretariat of the Joint Technical Working Group (JTWG).

In this Terms of Reference the individual contractor will be referred to as the ESWG Coordinator.

2. Purpose

The purpose of the consultancy is to ensure strong knowledge management and coordination systems are developed and maintained within the ESWG, with the JTWG Secretariat as well as within the UN network. This is essential work to ensure timely information and high quality support is provided to the ESWG Chair (UNICEF's Representative), thereby strengthening harmonisation of development partners in the education sector and their alignment with MoEYS policies and systems.

3. Work Assignments

Under the supervision of UNICEF's Chief of Education, the ESWG Coordinator will be responsible for the preparation and delivery of:

- user-friendly and efficient knowledge management and information sharing systems for ESWG and in collaboration with the JTWG Secretariat/MoEYS;
- relevant documents for monthly ESWG meetings – agenda, talking points and action points – including holding prior meetings with MoEYS and development partners to confirm document content;
- relevant documents for JTWG quarterly meetings, JTWG retreats, sub-technical working groups, education congress and joint sector reviews, including follow-up in between meetings;
- relevant documents for improved inter-UN coordination within the education sector and on cross-cutting issues;
- relevant documents in relation to UNICEF's role as the Coordinating Agency for the Global Partnership for Education (GPE), working closely with the GPE Secretariat, Grant Agents, ESWG and MoEYS on current and future GPE grants and related reporting and monitoring processes;

- effective and collaborative partnerships with development partners, NGOs and MoEYS counterparts;
- logistics for the smooth delivery of:
 - the JTWG retreat in collaboration with the JTWG Secretariat; and
 - the GPE Secretariat Missions in collaboration with the Grant Agent/s.

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 five years 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 ESWG Coordinator will be based in Phnom Penh, Cambodia in the UNICEF Country Office.

6. Duration

The duration of the assignment will be 10 months, from 1 March 2018 to 31 December 2018.

7. Deliverables and Reporting requirements

The ESWG Coordinator will be expected to prepare the following deliverables:

1. Full utilisation of knowledge management and information sharing systems;
2. ESWG agendas, minutes, actions points and other policy-related document with appropriate follow-up with ESWG members and MoEYS counterparts;

3. briefings of bilateral meetings with development partners, UN partners and MoEYS counterparts for ESWG meetings;
4. documents related to JTWG meetings, JTWG retreat, sub-technical working groups, inter-UN-agency coordination, education congress and joint reviews;
5. documents in relation to the preparation and implementation of the GPEIII programme;
6. organisation of the JTWG retreat in collaboration with the JTWG secretariat
7. GPE secretariat missions in collaboration with Grant Agent/s.

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 ¹	Deliverables	Payment
1	<ul style="list-style-type: none"> ▪ ESWG agenda, minutes, actions points with appropriate follow up with ESWG members and MoEYS counterparts ▪ Documents related to JTWG meeting and inter-agency UN meetings ▪ Draft agenda and documentation for JTWG retreat ▪ Documentation for GPE III programme preparation and implementation ▪ Monthly report of consultancy with achievements and other updates 	10%
2	<ul style="list-style-type: none"> ▪ ESWG agenda, minutes, actions points with appropriate follow up with ESWG members and MoEYS counterparts. ▪ Draft JTWG retreat report and relevant documentation ▪ Documentation for GPE III programme preparation and implementation ▪ Monthly report of consultancy with achievements and other updates 	10%
3	<ul style="list-style-type: none"> ▪ Briefings of bilateral meetings with development partners and MoEYS counterparts for ESWG and JTWG meetings ▪ Organisation of GPE Secretariat missions in collaboration with the Grant Agent/s and Coordinating Agency. ▪ ESWG agenda, minutes, actions points with appropriate follow up with ESWG members and MoEYS counterparts ▪ Documentation for GPE III programme preparation and implementation ▪ Final JTWG retreat report and relevant documentation ▪ Monthly report of consultancy with achievements and other updates 	10%
4	<ul style="list-style-type: none"> ▪ ESWG agenda, minutes, actions points with appropriate follow up with ESWG members and MoEYS counterparts ▪ Documentation for GPE III programme preparation and implementation 	10%

¹ UNICEF calculates that one month is 21 working days.

	<ul style="list-style-type: none"> Monthly report of consultancy with achievements and other updates 	
5	<ul style="list-style-type: none"> ESWG agenda, minutes, actions points with appropriate follow up with ESWG members and MoEYS counterparts Briefings of bilateral meetings with development partners and MoEYS counterparts for ESWG meetings Documentation for GPE III programme preparation and implementation Monthly report of consultancy with achievements and other updates 	10%
6	<ul style="list-style-type: none"> ESWG agenda, minutes, actions points with appropriate follow up with ESWG members and MoEYS counterparts Preparatory documentation for JTWG meeting Documentation for GPE III programme preparation and implementation Monthly report of consultancy with achievements and other updates 	10%
7	<ul style="list-style-type: none"> ESWG Agenda, Minutes, Actions Points with appropriate follow up with ESWG members and MoEYS counterparts Documentation and follow up from JTWG meeting Documentation for GPE III programme preparation and implementation Monthly report of consultancy with achievements and other updates 	10%
8	<ul style="list-style-type: none"> ESWG Agenda, Minutes, Actions Points with appropriate follow up with ESWG members and MoEYS counterparts Documentation and follow up from JTWG meeting Documentation for GPE III programme preparation and implementation Monthly report of consultancy with achievements and other updates 	10%
9	<ul style="list-style-type: none"> ESWG Agenda, Minutes, Actions Points with appropriate follow up with ESWG members and MoEYS counterparts Documentation and follow up from JTWG meeting Documentation for GPE III programme preparation and implementation Monthly report of consultancy with achievements and other updates 	10%
10	<ul style="list-style-type: none"> ESWG Agenda, Minutes, Actions Points with appropriate follow up with ESWG members and MoEYS counterparts Documentation and follow up from JTWG meeting Final month report of consultancy with main achievements and recommendations 	10%

** 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.

9. Administrative Issues

It is expected that the ESWG Coordinator will travel ten 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.

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
- Two formal written reports developed by contractor on education in Cambodia
- Performance evaluation reports or references from similar assignments (if available)
- Financial proposal: This will be an all-inclusive lump-sum fee proposal for a 210-day (10 month) assignment including travel cost and accommodation for 10 days to the provinces and districts.

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 points)

1. Overall fit with ToR work assignment:

- 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:

- 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:

- 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 points)

The contractor will submit their total lump sum fee for 10 months work based on the deliverables in the ToRs. Please include the following details in the financial proposal: daily rate (21 working days per month), cost of 10 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.