

## Consultant to support life skills curriculum and textbook development

### 1. Background

To strengthen the quality of learning in Cambodia, curriculum development is one of the top five reform priorities of the Ministry of Education, Youth and Sports (MoEYS). In 2015, the MoEYS curriculum reform taskforce developed a Curriculum Framework for general and technical education to guide this process. Local life skills education is one of the subjects included in this Framework. In 2016, the Vocational Orientation Department and the Department of Curriculum Development within MoEYS developed content for the Life Skills Education Framework drawing from the local life skills education programme piloted in Takeo, Siem Reap and Stung Treng provinces, as well as from NGO partners. The Life Skills Education Framework aims to guide development of life skills syllabi, standards, and textbooks. Together with other subject areas, and as part of an overarching curriculum reform process, MoEYS' intends for life skills to be fully implemented by 2023.

Given the scope of this work and the need to draw upon international best practice, a consultant is sought to support MoEYS' curriculum reform taskforce in delivering on a new life skills education curriculum. This consultant is required to work with MoEYS Department of Curriculum Development (DCD), Vocational Orientation Department (VOD) and the curriculum reform taskforce, and support development of the life skills syllabi and standards. This work involves review and revision of the life skills syllabi and standards, ensuring that life skills syllabi and standards are broadly consistent and coherent with other subject areas across the school curricula. In 2019, the MoEYS expects to begin development of life skills textbooks and teacher guides for grades 4-6 and grades 7-9. It is proposed that the consultant be contracted to work in a phased approach until March 2019 for both life skills syllabi, standards as well as in development of a baseline student survey instrument.

### 2. Purpose of the assignment

The purpose of the consultancy is to ensure continuous quality support to the development of life skills education syllabi and standards by drawing upon international best practices, including from the UNICEF life skills and citizenship education programme implemented in the Middle East and North Africa; and from experiences and lessons learnt from the existing life skills education programme in Cambodia. The consultant will also ensure that life skills syllabi and standards are consistent and coherent across other subject syllabi and standards. Subsequently, the consultant will support the DCD and VOD to design and conduct a life skills baseline survey in target schools to assess existing student understanding of key 'life skills' content.

#### Work assignment

**Under the supervision of the Education Specialist, the Consultant will:**

- **Review drafts of life skills education syllabi:** the consultant will help to oversee the development of life skills syllabi in consultation with DCD, VOD, the curriculum reform taskforce and development partners to ensure coherence and consistency across other subject areas;
- **Review drafts of life skills education standards** (learning outcomes): the consultant will help oversee the development of life skills standards in consultation with DCD, the curriculum reform taskforce, and development partners to ensure coherence and consistency across other subject areas;

- **Develop a whole school approach to life skills education:** the consultant will work closely with key ministry departments, as well as development partners on the design of a whole school approach to life skills at primary and lower secondary levels, incorporating social emotional learning and some elements of vocational education (based on community demand) and with a strong focus on interactive pedagogy.
- The consultant will work **to ensure strong Monitoring and Evaluation (M&E)** before and during the intervention. Working together with the DCD and any research institution contracted by DCD, this will involve support in designing **a life skills baseline survey** in target schools to assess existing student understanding of key ‘life skills’ content. Where needed, the consultant will support the development of proposals and reports on life skills curriculum reform and textbook development with UNICEF staff.

### 3. Expected deliverables

- i. **Develop an inception report, including a detailed work plan** of 10 pages for completing all deliverables within the allocated period based on consultations with government, key partners and programme staff and including field visits.
- ii. **Work with MoEYS to develop local life skills syllabi content** with a focus on social emotional learning (21<sup>st</sup> century skills) and some elements of vocational education. Work with DCD, VOD, curriculum taskforce and development partners to review drafts of life skills syllabi, including development of content, drawing from international best practice. The consultant will produce a summary progress report of 10 pages to UNICEF concerning this deliverable.
- iii. **Work with MoEYS to develop local life skills learning standards** outlining learning outcomes by grade level. Work with DCD, VOD, curriculum taskforce and development partners to review drafts of life skills learning standards, including development of content, drawing from international best practice. The consultant will produce a summary progress report of 10 pages to UNICEF concerning this deliverable.
- iv. **Design a life skills baseline survey with MoEYS’ technical departments**, as well as development partners, to be implemented in target schools (grade 4 and 7). Baseline information and data will be retained by MoEYS, but the consultant will produce a baseline survey report to UNICEF of 10 pages (excluding annexes).
- v. **Prepare a costed proposal in consultation with DCD for the nationwide implementation of MoEYS’ life skills education in Cambodia**, including textbook development and pre-service teacher education, in collaboration with key partners, particularly DCD, TTD, PED, GSED, curriculum taskforce and development partners. The consultant will produce a report (10-15 pages, including annexes) to UNICEF and development partners for the nationwide implementation of the MoEYS life skills education programme.

Deliverable No.	Expected Outputs	Estimated number of days per output	Completion time frame (by end of month)
Deliverable#1	Inception report of detailed workplan	10 days	Apr 2018
Deliverable#2	Life skills syllabi for grade 4-6 & grade 7-9	30 days	Jun 2018
Deliverable#3	Life skills learning standards for grade 4-6 & grade 7-9	30 days	Aug 2018
Deliverable#4	Baseline report grade 4-6 & grade 7-9	35 days	Dec 2018
Deliverable#5	Costed proposal of life skills for the nationwide implementation	20 days	Mar 2019
	Total # days	125 days	

#### **4. Location and duration**

The duration of the assignment will be for 125 working days over an 11-month period, from April 2018 to March 2019. The Consultant is expected to work in-country for an estimated 75 days; including and a maximum of 20 days conducting field missions in the provinces.

#### **5. Qualifications of successful candidate**

##### Qualifications and Experience

- Advanced university degree in education, social sciences, international development or related technical field.
- At least eight years of professional work experience at national or sub-national level on education programming, coordination or policy support, particularly in life skills/technical vocational education and training and/or curriculum development.
- Experience working with Cambodian Government counterparts providing technical support or implementing programmes particularly in education and/or analytical research.
- Experience in organizing and facilitating multi-stakeholder meetings
- Experience working with the UN or other international or national development organizations an asset

##### Competencies, Knowledge and Skills

- Sound knowledge of the education sector in Cambodia and MoEYS policies and processes
- Strong technical expertise in curriculum development and/or 21<sup>st</sup> century learning/interactive pedagogy
- Strong interpersonal skills
- Excellent programme management, planning, design and coordination skills
- Fluency in written and spoken English
- Khmer language skills considered an asset

#### **6. Payment schedule linked to satisfactory deliverables**

1<sup>st</sup> Payment for Satisfactory Deliverable#1: 8% of assignment fee

Supporting document: Invoice

2<sup>nd</sup> Payment for Satisfactory Deliverable#2: 24% of assignment fee

Supporting documents: Invoice

3<sup>rd</sup> Payment for Satisfactory Deliverable#3: 24% of assignment fee

Supporting documents: Invoice

4<sup>th</sup> Payment for Satisfactory Deliverable#4: 28% of assignment fee

Supporting document: Invoice

5<sup>th</sup> Payment for Satisfactory Deliverable#5: 16% of assignment fee

Supporting documents: Invoice

*Travel costs related to the completion of consultancy deliverables will be included in the consultancy contract. However, payment will be prorated based on the actual travel cost (for international travel) and actual travel days (for travel to the provinces) estimated in this described ToR. No additional fees shall be paid outside of the consultancy contract. Payment should be directly linked with satisfactory deliverables at specific time intervals and as certified by the contract supervisor.*

#### **7. Administrative issues**

- The consultant will need to travel to other provinces (elsewhere) in Cambodia for 20 days
- The consultant will have an office desk at MoEYS/DCD and will have access to UNICEF printers and open office space. The consultant is expected to use his or her own laptop computer.

#### **8. Contract supervisor and other stakeholders**

The consultant will report to the Education Specialist, UNICEF Cambodia Country Office, who will be responsible for final review of all deliverables and certify payments to the Consultant. The consultant will also

work in close collaboration with UNICEF's Education Officer for Life Skills, and with the Curriculum Development Department, Vocational Orientation Department, curriculum taskforce, Primary Education Department, General Secondary Education, Teacher Training Department and development partners.

## 9. Penalties for underperformance

Payment of fees to the Contractor under this contract, including each instalment or periodic payment (if any), is subject to the Contractor's full and complete performance of his or her obligations under this contract, and UNICEF's certification to that effect.

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of deliverables.

## 10. Termination of contract

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days in the case of contracts less than two (2) months and fourteen (14) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice.

## 11. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to:

<http://www.unicef.org/about/employ/>

1. Letter of Interest (cover letter) with indication of applicant's ability and availability
2. CV or Resume with explaining how your background and experience are relevant to the consultancy work assignment and the qualifications, competencies, knowledge and skills
3. Example of applicant's Performance evaluation reports or references of similar consultancy assignments or other references of similar consultancy assignments (if available)
4. Your fee proposal or price proposal by indicating daily/monthly rate (in US\$) to undertake the terms of reference above, including travel costs and accommodation related to the 20 days-travel to the provinces in Cambodia. Applications submitted without a daily/monthly rate will not be considered.

## 12. Assessment Criteria

A two-stage procedure shall be utilized in evaluating technical assessment being completed prior to any price proposal being compared.

The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

### NOTE:

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

- a) Technical Qualification: **max. 100 points**, weight (70 %)
  - Education (**20 points**)
  - Relevant working experience (**20 points**)
  - Knowledge and Skills (**20 points**)
  - Language (**20 points**)
  - Quality of past work (e.g. applicant's written Standard Operational Procedures or other relevance written work) (**20 points**)
- b) Financial Proposal: **max. 100 points** weight (30 %)
  - The maximum number of points shall be allotted to the lowest Financial Proposal that is evaluated and compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

- The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

The maximum number of points shall be allotted to the lowest Financial Proposal that is compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.