

Consultant to Support the Education Management and Information System in Cambodia



UNICEF Cambodia

1. Background

MoEYS launched the Education Management Information System (EMIS) in 1995. The system was initially piloted in 10 provinces and in 1996 it was rolled out to all 24 provinces. Since then, the EMIS Office under the Department of Planning has benefited from substantial international technical support. Nevertheless, since 2000, all tasks have been done by MoEYS officers. MoEYS' EMIS includes all the recommended education statistics according to international standards including the definitions, key data to be collected, and statistical formula. Every year, MoEYS publishes the annual education statistics and indicators for national and sub-national levels. The mandate of the EMIS Office is to provide comprehensive data to Technical Departments within MoEYS and other related Ministries to inform the development of the Cambodian education sector.

The EMIS office has received support from UNICEF, the Asian Development Bank (ADB), and more recently, from the education Capacity Development Partnership Fund (CDPF) funded by SIDA and the EU. EMIS was verified twice in 2006 by international consultants, and in 2007 by an expert from the National University of Educational Planning and Administration, India.

Over the past 16 years, data has been collected regularly conducted, education statistics and indicators published annually for use in the education sector performance reviews. The responsibility of the EMIS office is to provide comprehensive data to technical departments within MoEYS and other related ministries to inform the development of the education sector. The following software is currently used: Visual dBase 5.5, SPSS, and LAN. In 2009 and 2010 with support from ADB, a review of the process of three information systems within MoEYS: EMIS, Financial Management Information System (FMIS) and Human Resource Management Information System (HRMIS) were conducted. As a result, it was proposed to establish a web-based system that integrates all three systems. A new integrated database using new, more complex software called My-SQL Server, has been developed and will be piloted in two provinces in July and August 2012 and was rolled out nation-wide during the 2014 academic year. Using the new system it has been possible for Technical Departments to use the data from the current school year during the Education Congress in March (Cambodia's annual education sector review).

In 2014 the EMIS unit was upgraded from a unit to a department and is now formally known as the Department of EMIS (DEMIS). EMIS development is guided by the five-year National EMIS Strategic and Development Plan which was first approved in 2014 for 2014-2018 and has recently been updated for the years 2017 to 2021.

2. Purpose of the Assignment

The overall objective of the consultancy is to develop the capacity of the Department of EMIS under the Directorate General for Planning and Policy within the Ministry of Education, Youth and Sport (MoEYS), at national and sub-national levels for the management, use and development of EMIS.

3. Work Assignments or Assignment Tasks

The consultancy will support the Department of EMIS under the DGPP, to develop a system to collect data regarding children's enrolment and learning outcomes in education institutions under relevant line ministries. The consultancy will also support the implementation of medium-term operational plan for the development of EMIS, including hard and software needs. The consultancy will also support the expansion of the newly integrated web-based system to include school-level indicators as well as other cross-cutting education indicators. The consultant will also work closely with national, regional and international technical partners to integrate the Education 2030 roadmap and relevant SDG4 indicators into the EMIS system. It will also provide technical support departments to analyse trends in EMIS data to diagnose sector performance. Support will also be provided to improve the EMIS master plan for 2017-2021. It will provide training support so that EMIS staff can develop the capacity of MoEYS officials at sub national levels. The consultancy will also provide support on the development of School Report Cards and QEMIS system.

To achieve the objectives of the consultancy, under the Deputy Director for EMIS and close collaboration with UNICEF Education Specialist, the Consultant will undertake the following tasks

i. Planning and Analysis related to EMIS:

- **Support the localization of Sustainable Development Goal (SDG) indicators** relating to EMIS through one collaborative workshop with UNESCO, MoEYS and the Ministry of TVET resulting finalization of a report on Data Quality Assessment and a Plan for Reporting against national and SDG Indicators. This activity will build on the work undertaken by MoEYS in 2017 on work with SDG Indicators and Means of Verification
- **Support dialogue and further revision of an Information strategic plan 2018-2022** for MoEYS to help harmonise, integrate and decentralize the disparate data collection systems. This activity will build on the work undertaken in 2017 on mapping of departmental EMIS data collection
- **Review Policy briefs using EMIS and QEMIS data and other data sources:** Review EMIS to identify the key statistics (KPI's) that are needed by senior managers and policy makers in MoEYS to ensure that appropriate information is available for management decisions, policies and planning for all sub-sectors

ii. Development of EMIS and QEMIS systems:

- **Provide assistance to pilot the revised school report cards** for use in the school planning process - This will also include revisions to the data capture tools and development of a guide for use of the school report cards in school development planning. This activity will build on the work undertaken in 2017 on the revision to the school report card design
- **Recommendations based on the review of the reporting requirements from EMIS for districts and provinces and detail the reporting requirements for implementation in EMIS.** Based on the review of MoEYS information systems undertaken in 2017, the adviser will make recommendations for the standardization of data capture and reporting for all concerned sub-sector line departments including Monitoring and Evaluation, ECD, Primary, and Secondary departments
- **Develop data and software standards for MoEYS.** The data standards should specify coding standards for all entities such as schools, students, teachers as well as entity standards including formats for capture of student, teacher and institution (school) data.
- **Further revise EMIS and other data capture forms** and make recommendations for changes based on best international practice, information requirements of District and Province. This should include recommendations for revision of sub-sector data capture forms for the Departments of ECD, Primary, Secondary and Monitoring.

- **Continue to assist the Ministry to work with the Line Ministries such as Ministry of Labour and Vocational Training, Ministry of Cult and Religion, and Ministry of Culture and Fine Art to share education data, in particularly concerning TVET and TVET training institutions.** Continue to support to the development of data standards and a shared agreement between MoEYS and line ministries shall be provided by the Consultant, to promote improved coordination and data sharing on education
- **Assist the child protection section of UNICEF Cambodia in their efforts to support the Ministry of Social Affairs to establish the child protection information management system for Cambodia, including based on “learning from EMIS” of MoEYS.** This will include providing technical backstop to Cambodia child protection section and partners, conducting a rapid assessment of the key actors engaged in collecting child protection information in Cambodia and their capacity assessment and an international literature review of CPIMS. This assessment is expected to guide a future in-depth assessment that will be undertaken by a Cambodia-based consultant.

4. Expected Deliverables:

The expected deliverables follow a timeline that has been proposed by MoEYS, to align with other complementary processes and priority activities undertaken by the Ministry. It is expected that the Consultant will include a detailed operational plan in his/her inception report with a clear articulation of the number of days he/she will commit to achieve the different deliverables. This is however subject to review and approval by MoEYS and UNICEF.

No.	Expected Outputs	Estimated number of days for output	Completion time frame (by end of month)
1	Inception Report	3 days (including fieldwork)	April 2018
2.	Finalise the DQAF analysis report with UNESCO	5 days	April 2018
3.	Plan for and facilitate a workshop with Child Protection Information Management System (CPIMS) related key partners to orient them on CPIMS and to identify priority next steps	3 days	April 2018
4.	Produce a report mapping out the key government actors in Cambodia in child protection information collection, their capacity assessment, as well as international review of CPIMS, including examples that would be relevant to the context in Cambodia. This should suggest ways forward for the sector (CPIMS)	14 days	May 2018
5.	Develop data, entity and software standards for MoEYS	15 days	June 2018
6.	Assist MoEYS to develop a cooperation framework between TVET and other Ministries managing education data.	4 days	July 2018
7.	An evaluation report of the pilot of the school report card	8 days	August 2018
8.	Finalize the EMIS Master Plan 2019-2023	8 days	October 2018

9.	Creation of an Information Strategic Plan 2019-2023 for the MoEYS to encompass sub-sector and other line departments.	14 days	October 2018
10.	Two reports to support policy or planning analysis as requested by UNICEF and/or MoEYS	10 days	November 2018
11.	Closing Report	3 days	December 2018
12.	Hold technical meetings with UNICEF and partners on different aspects of CPMIS and produce a closing report on the technical backstop provided (CPIMS)	8 days	December 2018
Total # days		95 days	

5. Location and Duration

The duration of the assignment will be for 95 working days from April 2018 to December, 2018. The Consultant should be working in Cambodia for at least 50 days during the consultancy.

The Consultant will undertake this consultancy remotely but during in-country mission, the Consultant will be based in the Department of EMIS, MoEYS, Phnom Penh. The consultant will use his / her own laptop. It is expected that the Consultant will undertake travel to the provinces at least twice during the consultancy to understand the sub-national level processes for MIS systems and related activities to support their monitoring and reporting

6. Qualifications of Successful Candidate

- Advanced University degree (Masters) in a relevant field such as education planning, management, statistics or IT
- At least ten to fifteen years of experiences on Education Statistics and Indicators Analysis and International Education Management Information System Establishment.
- High competency in using Visual dBase, my-SQL Server, Web-based Technology and Statistical Software Packages
Relevant experience of national, sub-national, and school-level education sector issues, preferably in Cambodia or the region.
- Experience of sectorial planning and reporting arrangements, including working in professional teams and use of results frameworks, logical frameworks and work planning arrangements.
- Excellent interpersonal, mentoring, facilitation and communication skills.
- Able to work to meet deadlines.
- Fluency in English language is required. Knowledge of Khmer is an asset.
- Computer literacy and presentation skills.

1st Payment for Satisfactory Deliverables#1-5 (End of June): 42% of assignment fee
Supporting document: Invoice

2nd Payment for Satisfactory Deliverables#6-9 (End of October): 36% of assignment fee
Supporting documents: Invoice

3rd Payment for Satisfactory Deliverable#11-12 (End of December): 22% of assignment fee
Supporting documents: Invoice

Travel costs related to complete the assignment in this described Terms of Reference will be included in the consultancy contract. However, the 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

- Consultant will need to travel to other provinces (elsewhere) in Cambodia for 15 days, divided into at least two missions and consultant is expected to organize his/her own travel, in close collaboration with DEMIS and UNICEF
- During in-country mission, the Consultant will have an office desk in the Department of EMIS, MoEYS. Where necessary, Unicef resources and facilities such as access to office space, printer and internet can be arranged with prior approval from UNICEF

8. Contract supervisor and Other Stakeholders

The consultant will report to UNICEF Education Specialist, who will be responsible for final review of the deliverables and certify payments to the Consultant. The Consultant will work closely with the Deputy Director for EMIS (DEMIS), who will provide guidance as needed.

The Consultant will be contracted under the Capacity Development Partnership Fund (CDPF) and will be required to work in such a way so as to maximize the impact and sustainability of the input by taking an approach that actively supports capacity development and ownership on the part of the lead department. In particular, the consultant is required to:

- Work in close communication with the designated MoEYS manager, following the reporting lines
- Take a mentoring approach that supports identified counterparts to progressively take the lead on key tasks
- Work in close communication with other Ministry Technical Advisers as well as others appointed under the CDPF and by other complementary programmes, in order to ensure coherence
- Collaborate effectively with other technical departments and relevant development partners, including but not limited to UNESCO and UIS

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 with regard to such payment to UNICEF's satisfaction, and UNICEF's certification to that effect.

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

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 UNICEF office engaging the Contractor) in the case of contracts for a total period of 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, availability and start date
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. Your fee proposal or price proposal by indicating daily rate (in US\$) to undertake the terms of reference above, including travel costs and accommodation related to the 50 day mission in-country in Cambodia. Furthermore, the proposal should also include the costs related to the 15 days-travel to the provinces in Cambodia. Applications submitted without a daily rate will not be considered.
4. Example of applicant's Performance evaluation reports or references of similar consultancy assignments or other references of similar consultancy assignments (if available).

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 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 (**40 points**)
 - Knowledge and Skills (**20 points**)
 - Quality of past 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.