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| **Heading:** International consultancy for strengthening Education Programme Monitoring, Evaluation and Learning (MEL) in Myanmar.  **Section in Charge**: Education  **How does the consultancy relate to work plan:** This consultancy supports the monitoring, evaluation and learning in implementing the UNICEF-Ministry of Education and Ministry of Social Welfare, Relief and Resettlement’s education multi-year workplan for 2021 and 2022. The consultancy is designed to support robust programme monitoring and evaluation (M&E) and learning, to ensure impact and sustainability of the education programme.  **Outcome reference**: Outcome 3: Education  **Output reference**: Output 1: Early learning; Output 2: Inclusive Education; Output 3: Alternative Education. |
| 1. Background:   Robust programme monitoring and evaluation is crucial in ensuring UNICEF accountability to children and also programme delivery and reporting. It enables systematic data and information collection and analysis to inform partnership management and resource mobilization for the programme. With the coronavirus causing a huge socio-economic impact on children and people’s lives in Myanmar and globally, there is an increasing need for the education programme to uphold rigorous programme monitoring and evaluation not only for the programme management but also for the partnership, donor relations and fundraising, as donor partners are expected to prioritize more on domestic needs due to COVID-19 constraints in 2021 and beyond.  First of all, UNICEF’s important role as a grant agent of the **Global Partnership Education (GPE) COVID19 Response and Recovery project** has brought about the urgent need to support the MoE and the partners in reaching the most marginalized children, monitoring the impact and making evidence-based programming decisions during this unprecedented learning crisis. UNICEF is expected to implement quality programme and produce quality M&E outputs to demonstrate the project’s impact during the COVID-19, in consultation with the government, education development partner coordination group (EDPCG) and the GPE secretariat, etc.  At the same time, while the **Learning Together initiative** - one of Myanmar UNICEF office’s flagship initiatives in Rakhine state – is entering the next phase of the implementation after the initial 2-year project duration, there is growing need and expectations, especially from the donor partners, to demonstrate the progress and achievements of the initiative in terms of social cohesion. For this, strong M&EL expertise is needed for the education programme to continue implementing while sharpening the focus on Monitoring and Evaluation for Accountability and Learning (MEAL) and exploring the uncharted pathways of assessing the social cohesion in a highly complex and conflict-sensitive context.  There are also other multi-year donor-funded projects are being adjusted to reach teachers, children and parents during COVID19, which needs significant shifts in approaches and strategies of monitoring, assessing and reporting of the results. These include the **KOICA Better Life for Girls project** which is the first partnership with the Korean government with a potential to expand which will depend on quality implementation of the project and demonstration of the result through robust M&E in the last years of the project. Also ongoing is the **Japan National Committee for UNICEF (JCU) project for Adolescents** and upcoming **Government of Japan (GoJ) grant** to support Myanmar during COVID-19. These projects also need a renewed focus on generating evidence and M&E during the programme implementation. |
| 1. Objectives of the consultancy:   The purpose of this consultancy is to strengthen M&EL (Monitoring, Evaluation and Learning) and reporting (incl. donor reporting) of UNICEF education programme for the remaining time of the 2018-2022 Country Programme of Cooperation between the Government of Myanmar and UNICEF.  The consultant is expected to contribute to the following objectives:   1. To improve the process and quality of the GPE COVID-19 project monitoring, evaluation, and donor reporting, including facilitation of the project implementation to reach children with disabilities 2. To establish and improve the Learning Together initiative’s Monitoring and Evaluation for Accountability and Learning (MEAL) 3. To improve the multi-year donor funded project (KOICA, JCU and GoJ) project monitoring, evaluation, and donor reporting, including facilitation of the project implementation to increase community engagement 4. To initiate and improve the monitoring the impact of Communication for Development (C4D) initiatives during COVID-19 (including school opening RCCE and home-based learning public awareness raising, etc.) 5. To improve the linkage between the education programme’s strategic/work planning to performance monitoring system in UNICEF 6. To support quality process and outputs to fundraising efforts of the education programme, including proposal making |
| 1. Geographic Area: The geographical coverage expected for this consultancy will be nationwide with focus on most disadvantaged townships which are targeted with different funding sources that support the delivery of the education programme. The consultant is expected to be based in Yangon, Myanmar, with some travels for monitoring missions within the country as the situation allows. Depending on necessity and evolving situation in 2021, the consultant might be asked to perform certain percentage of assignments in Naypyitaw. |
| 1. Duration (including potential extension): 11.5 months (full-time with regular officer hours). Subject to extension, depending on the performance, funds, and work requirements. |
| 1. Supervisor: The consultant will report to the Chief of Education Programme. |
| 1. Type of Supervision/support required from UNICEF:   The consultant will work under direct supervision of the Chief of Education. S/he will closely work with the education output managers and education staff in NPT, Yangon and Field Offices, as well as PME team and other relevant UNICEF staff.  In order for the consultancy to fulfil the duties stipulated in this TORs and submit the deliverables, UNICEF will provide the consultancy with:   * Guidance and background knowledge to perform the assignments * Regular performance discussion to produce quality outputs * Regular communication and meetings with education team, field offices * Coordination and communications with the government/ CSO partners (as necessary) * And any other support required to complete assignments |
| 1. Description of assignment:   The consultancy will contribute to five (5) categories of tasks as below. The consultant is expected to perform and produce expected deliverables, monthly. The deliverables will be specified and planned according to each task category’s progress and donor requirements, etc.   1. GPE COVID19 Project M&E and reporting    1. Lead GPE COVID19 project M&E and Support knowledge management; Support donor reporting and other reporting, as required    2. Establish disability inclusion and impact monitoring in Home-Based Learning    3. Support routine and regular progress tracking and facilitate project decision-making 2. Learning Together initiative, Monitoring and Evaluation for Accountability and Learning (MEAL)    1. Support establishing the Learning Together initiative MEAL    2. Support the MEAL framework implementation 3. Multi-year donor projects (KOICA, JCU and Government of Japan (GoJ) grant) M&E    1. Support routine and regular progress tracking and facilitate project decision-making    2. Lead regular donor reporting and donor relations    3. Lead and support evidence generation esp. in research management and dissemination 4. COVID C4D Impact Monitoring    1. Facilitate the C4D initiatives during COVID19 (e.g. school opening, home-based learning and disability inclusion, etc.).    2. Implement C4D impact monitoring, with close coordination with cross-sectoral C4D team. 5. Programme M&E and reporting    1. Support education programme’s quality performance monitoring and reporting inputs.    2. Provide technical support to make donor proposals, data and information gathering/ analysis    3. Support external and internal communication materials for UNICEF and donor visibility  |  |  |  | | --- | --- | --- | | **Tasks** | **End Product/deliverables** | **Duration/**  **Deadline/ % of fee Payable** | | * GPE COVID19 Project M&E and reporting * Learning Together initiative, Monitoring and Evaluation for Accountability and Learning (MEAL) * Multi-year donor projects (KOICA, JCU and Government of Japan (GoJ) grant) M&E * COVID C4D Impact Monitoring * Programme M&E and reporting | * GPE regular, internal M&E and external reports and documents prepared, coordinated and available * Learning together MEAL framework finalized and implemented * KOICA, JCU and GoJ grant regular, internal M&E and external reports prepared, coordinated and available * Study/ research (funded by KOICA) implemented * C4D in education products disseminated and their impact monitored/ analysed * External and internal communication materials for UNICEF prepared and available * Project concept notes and proposals supported, as required | End March - April 2021  (10% of total)  23 working days | | * GPE COVID19 Project M&E and reporting * Learning Together initiative, Monitoring and Evaluation for Accountability and Learning (MEAL) * Multi-year donor projects (KOICA, JCU and Government of Japan (GoJ) grant) M&E * COVID C4D Impact Monitoring * Programme M&E and reporting | * GPE regular, internal M&E and external reports and documents prepared, coordinated and available * Learning together MEAL framework finalized and implemented * KOICA, JCU and GoJ grant regular, internal M&E and external reports prepared, coordinated and available * Study/ research (funded by KOICA) implemented * C4D in education products disseminated and their impact monitored/ analysed * External and internal communication materials for UNICEF prepared and available * Project concept notes and proposals supported, as required | May - June 2021  (15% of total)  34.5 working days | | * GPE COVID19 Project M&E and reporting * Learning Together initiative, Monitoring and Evaluation for Accountability and Learning (MEAL) * Multi-year donor projects (KOICA, JCU and Government of Japan (GoJ) grant) M&E * COVID C4D Impact Monitoring * Programme M&E and reporting | * GPE regular, internal M&E and external reports prepared, coordinated and available * Learning together MEAL framework finalized and implemented * KOICA, JCU and GoJ grant regular, internal M&E and external reports prepared, coordinated and available * Study/ research (funded by KOICA) implemented * C4D in education products disseminated and their impact monitored/ analysed * Programme bi-annual reporting inputs consolidated and reported * External and internal communication materials for UNICEF prepared and available * Project concept notes and proposals supported, as required | July - August 2021  (15% of total)  34.5 working days | | * GPE COVID19 Project M&E and reporting * Learning Together initiative, Monitoring and Evaluation for Accountability and Learning (MEAL) * Multi-year donor projects (KOICA, JCU and Government of Japan (GoJ) grant) M&E * COVID C4D Impact Monitoring * Programme M&E and reporting | * GPE regular, internal M&E and external reports prepared, coordinated and available * Learning together MEAL framework finalized and implemented * KOICA, JCU and GoJ grant regular, internal M&E and external reports prepared, coordinated and available * Study/ research reports (funded by KOICA) drafted * C4D in education products disseminated and their impact monitored/ analysed * External and internal communication materials for UNICEF prepared and available * Project concept notes and proposals supported, as required | September - October 2021  (20% of total)  46 working days | | * GPE COVID19 Project M&E and reporting * Learning Together initiative, Monitoring and Evaluation for Accountability and Learning (MEAL) * Multi-year donor projects (KOICA, JCU and Government of Japan (GoJ) grant) M&E * COVID C4D Impact Monitoring * Programme M&E and reporting | * GPE regular, internal M&E and external reports prepared, coordinated and available * Learning together MEAL framework finalized and implemented * KOICA, JCU and GoJ grant regular, internal M&E and external reports prepared, coordinated and available * Study/ research reports (funded by KOICA) finalized * C4D in education products disseminated and their impact monitored/ analysed * Programme annual reporting inputs consolidated and reported * External and internal communication materials for UNICEF prepared and available * Project concept notes and proposals supported, as required | November-December 2021  (15% of total)  34.5 working days | | * GPE COVID19 Project M&E and reporting * Learning Together initiative, Monitoring and Evaluation for Accountability and Learning (MEAL) * Multi-year donor projects (KOICA, JCU and Government of Japan (GoJ) grant) M&E * COVID C4D Impact Monitoring * Programme M&E and reporting | * GPE regular, internal M&E and external reports prepared, coordinated and available * Learning together MEAL framework finalized and implemented * KOICA, JCU and GoJ grant regular, internal M&E and external reports prepared, coordinated and available * Study/ research reports (funded by KOICA) available and disseminated * C4D in education products disseminated and their impact monitored/ analysed * External and internal communication materials for UNICEF prepared and available * Project concept notes and proposals supported, as required | January - February 2022  (15% of total)  34.5 working days | | * GPE COVID19 Project M&E and reporting * Learning Together initiative, Monitoring and Evaluation for Accountability and Learning (MEAL) * Multi-year donor projects (KOICA, JCU and Government of Japan (GoJ) grant) M&E * COVID C4D Impact Monitoring * Programme M&E and reporting | * GPE regular, internal M&E and external reports prepared, coordinated and available * Learning together MEAL framework finalized and implemented * KOICA, JCU and GoJ grant regular, internal M&E and external reports prepared, coordinated and available * Study/ research reports (funded by KOICA) implemented, available and disseminated * C4D in education products disseminated and their impact monitored/ analysed * External and internal communication materials for UNICEF prepared and available * Project concept notes and proposals supported, as required | March 2022 (10% of total)  23 working days | |
| **Performance indicators for evaluation of results:**  The performance of work will be evaluated based on the following indicators:   * Completion of tasks specified in the ToR. * Compliance with the established deadlines for submission of deliverables. * Quality of deliverables. * Demonstration of high standards of work |
| 1. Advertisement / Invitation / Request for Expression of Interest   This TOR will be posted in UNICEF Intranet, UN Job List, UNICEF Website, LinkedIn and in MIMU. The advertisement will be also circulated among organizations working on education in Myanmar. |
| 1. Selection process (EOI to be attached to TOR)   Interested candidates are required to complete the Expression of Interest Form circulated with the call for proposals, answering the technical questions included.  The consultant will be identified by UNICEF based on a competitive selection process, taking into account the candidate’s experience, the quality of the answers produced, and of the lump-sum requested.All expenses inclusive (except for local travel costs for necessary meetings, visits which will be reimbursed on actual and approved rates, not higher than ICCS rates) and other related costs should be reflected in the proposed budget  If deemed opportune, UNICEF will require a telephone interview with shortlisted candidates. |
| 1. Qualification and specialized knowledge/experience required for the assignment:   Qualifications and experience:   * Advanced University degree in Social Sciences, Political sciences, Education, Statistical Analysis, Communications, or related fields. * At least 5 years of proven experience working with programme management, programme M&E and reporting. * At least 2 years of experience in education programme M&E. * Familiarity and experience working with the UN (ideally with UNICEF) is preferred. * Familiarity and experience working in Myanmar is considered as an advantage. * Fluency in English is required. * Excellent communication and interpersonal skills. * Communications and technical writing using both graphic and narrative presentations and reports. * Strong knowledge of Microsoft Word, Excel and Microsoft Office 365. * Demonstrated ability to produce high quality results in a timely manner. * Initiative, passion and commitment to UNICEF’s mission and professional values. |
| 1. Other conditions:   **Working Arrangements**  The consultant will expect to work in the office and/or from home, depending on the level of the virus transmission and the office standard operating procedures. Work travel may be required but it will be planned according to the necessity and local travel restrictions. UNICEF will provide a laptop for her/him to perform the assignments, described in the TORs.  **Life and health insurance**  UNICEF does not provide or arrange life or health insurance coverage for consultants and individual contractors, and consultants and individual contractors are not eligible to participate in the life or health insurance schemes available to United Nations staff members. Consultants and individual contractors are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services as they consider appropriate. The responsibility of UNICEF is limited solely to the payment of compensation for service-incurred death, injury or illness as per the provisions detailed below.  **Insurance for service-incurred death, injury or illness**  Consultants and individual contractors who are authorized to travel at UNICEF expense or who are required under their contract to perform services in a UNICEF or United Nations office shall be provided with insurance coverage, through a UNICEF-retained third party insurance provider, covering death, injury and illness attributable to the performance of official UNICEF duties. Compensation in the event of service-incurred death, injury or illness shall be equivalent to amounts stipulated in the agreement between UNICEF and the insurance provider.  **Payment**  Payment schedules should be directly linked with deliverables at specific time intervals. Payments should be processed based on satisfactory delivery of the services/products as certified by the supervisor/ manager.  **Confidentiality:**  The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.  The contract signed with the consultant will include the other general terms defined by UNICEF. |
| 1. Nature of Penalty Clause to be stipulated in the contract:   UNICEF Myanmar reserves the right not to pay the Contractor or withhold part of the payable amount if one or more requirements established for this assignment is not met or deadline set for the accomplishment of the tasks is missed. |