

## Terms of Reference

### International Consultant to support Cambodia's application for the Global Partnership for Education (GPE) Grants under the new Operating Model

**Contract modality:** Consultant contract  or Individual Contractor

**Section:** Education

**Duty station:** [Phnom Penh, Cambodia]  , home-based  , or hybrid

**Duration:** [two hundred thirty-nine working days over 11.5 months, between April 2022 and March 2023]

#### 1. Background

The Global Partnership for Education (GPE) announced a new strategic plan and the accompanying operating model (GPE2025) in December 2020. GPE2025's goal is to accelerate access, learning outcomes and gender equality through equitable, inclusive and resilient education systems, targeting support to six priority areas: (1) access to education, (2) learning, (3) quality teachers and teaching, (4) gender equality, (5) equity and inclusion, and (6) early childhood education. To achieve GPE2025's objectives, the new operating model promotes a shift to the Effective Partnership Principle that calls for a stronger sector-wide policy dialogue and implementation. Four enabling factors for such effective sector-wide reform are: (1) data and evidence, (2) gender-responsive sector planning, policy and monitoring, (3) sector coordination, and (4) volume, equity and efficiency of domestic public expenditure on education.

Cambodia is committed to achieving inclusive and quality education for all and developing capable human resources, as evidenced in key policy documents such as the Rectangular Strategy Phase 4 and efforts to reach the 20% benchmark of national expenditure on education. The Ministry of Education, Youth and Sports (MoEYS) has laid out its overarching policy objectives and strategies in the Education Strategic Plan 2019-2023 (ESP), which is currently undergoing a Mid-Term Review to ensure its continued relevance in the face of emerging priorities and challenges and identify new and improved strategies for the remaining two years of implementation. While Cambodia has made significant achievements in advancing key education reforms over the past several years, there are continuing and emerging challenges – including those brought out by the COVID19 pandemic – which inhibit progress towards achieving inclusive and quality education for all. Development partners have also been committed to directing their assistance into the common reform framework represented by the ESP.

According to the recent announcement from the GPE Secretariat, Cambodia is eligible for several new grants under GPE2025. This includes the System Capacity Grant (SCG) – \$2.7 mill, the System Transformation Grant (STG) - \$15.39 mill, and the Multiplier – \$30 mill. The MoEYS has officially expressed its interest in engaging in GPE2025 and requested the Local Education Group (LEG) to support the application process.

Based on the Cambodian government's expression of interest, the GPE Secretariat has included Cambodia in the second cohort of the GPE2025. As per the requirements of the new operating model, Cambodia is expected to go through several key processes before its application is submitted. These include: 1) Enable Factors Review (EFR); 2) prioritization of key policies; and 3) development of a Partnership Compact. These necessary tasks will be undertaken by a special taskforce established by the Ministry in consultation with the LEG. The MoEYS aims to submit the application for the new grant(s) by March 2023 after completing all the necessary processes. As co-chair of LEG, the MoEYS requested UNICEF to provide technical assistance in the whole process of Cambodia's application to GPE2025 through an international consultant.

## 2. Purpose

The purpose of this consultancy is to provide technical and coordination support to the LEG in completing all requirements for the GPE grant application process, including EFR, policy prioritization, partnership compact development, grant agent selection and programme.

## 3. Work Assignment

The consultant will be required, in consultation with the JTWG/LEG, to:

1. Reviewing relevant and up-to-date GPE guidelines and instructions as well as other countries' application experiences and document samples, prepare a concrete work plan including key milestones and timelines in close coordination with the GPE taskforce established under JTWG/LEG as well as the GPE Secretariat
2. Based on the work plan, provide facilitation and technical support for the completion of all the grant application requirements in a timely manner
3. Provide technical support for the application for the System Capacity Grant that will financially support the EFR, policy prioritization, compact development and other required processes
4. Facilitate meaningful, contextualized dialogues around critical challenges across enabling factors as well as policy priorities and prepare a concise EFR report
5. Provide logistical and technical support in submitting the EFR report for the Independent Technical Advisory Panel (ITAP) and responding to ITAP comments
6. Based on the EFR, ITAP and policy prioritization exercises, facilitate the development of the Partnership Compact in close coordination with JTWG/LEG
7. Provide logistical and technical support in submitting the Partnership Compact for the GPE Secretariat and responding to GPE comments
8. Upon the approval of the Partnership Compact by the GPE Board, facilitate the Grant Agent selection process in coordination with JTWG/LEG
9. Once GA has been selected, provide technical support to GA in preparing a grant application package including a programme document with detailed budget and result framework to be submitted to the GPE Secretariat in coordination with JTWG/LEG
10. Prepare, as needed, other documents and reports associated with the GPE grant application process
11. Provide technical support for other coordination activities, as necessary.

The consultant is expected to closely coordinate and work with the national consultant who has been providing general coordination support to ESWG and JTWG/LEG.

## 4. 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):

**5. Qualifications or Specialized Knowledge/Experience Required**

- a. **Education:** An advanced university degree (Master’s or Doctoral degree) in education, international development, public policy or similar.
- b. **Work Experience:** At least 10 years’ experience in planning, implementing, monitoring and evaluating education policies and programmes which involve multiple government entities and development partners.
- c. **Knowledge and skills:**
  - o Familiarity with the education sector in Cambodia and MoEYS policies and programmes, including the past and current GPE-funded programmes
  - o Ability to analyze issues technically and contribute to high-level policy dialogue with the government and development partners.
  - o Strong planning and facilitation skills to deliver timely and high-quality results against deadlines.
  - o Commitment and willingness to work independently, with limited regular supervision
  - o Demonstrated adaptability and flexibility, client orientation, proven ethical practice, initiative, concern for accuracy and quality.
  - o Excellent written and spoken English language skills; fluency in Khmer is an asset.
  - o Computer literacy and presentation skills.

**6. Duration and Location**

Duration of this assignment is expected to be for two hundred and thirty-nine days (239) (or equivalent to 11.5 working months) between April 2022 and March 2023. The consultant will undertake this consultancy in Phnom Penh with regular access to MoEYS Planning Department Office and the UNICEF Cambodia Country Office.

**7. Deliverables**

The consultant will be required to produce and submit the deliverables listed in the table below. The deadlines are tentative, and the selected consultant will need to provide a work plan and timeline and monthly consultancy report. The monthly consultancy report (approximately 3-5 pages excluding annexes and supporting documentation related to deliverables) should include achievements, challenges, and other updates relevant to the tasks undertaken.

Deliverable	Estimated # of working days	Deadline
Deliverable #1: Inception report with proposed work plan & a monthly progress report for the month of April. The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:	19 days	End of April 2022

<ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and coordinating the preparation of presentational materials</li> <li>○ Preparation of the overall work plan for the GPE application process specifying concrete milestones and timelines</li> <li>○ Preparation for the System Capacity Grant application including Grant Agent (GA) selection</li> <li>○ Planning and facilitation of the Enabling Factors Review exercises following the GPE guidelines</li> <li>○ Planning and facilitation of the policy prioritization exercises following the GPE guidelines</li> </ul>		
<p>Deliverable #2: Monthly progress report of consultancy with achievements and other updates.</p> <ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and coordinating the preparation of presentational materials</li> <li>○ Finalization of the System Capacity Grant application documents to be sent by GA</li> <li>○ Continued facilitation of the Enabling Factors Review exercises following the GPE guidelines</li> <li>○ Continued facilitation of the policy prioritization exercises following the GPE guidelines</li> </ul>	21 days	End of May 2022
<p>Deliverable #3: Monthly progress report of consultancy with achievements and other updates.</p> <ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and coordinating the preparation of presentational materials</li> <li>○ Finalization of the Enabling Factors Review exercises and drafting of the EFR report</li> <li>○ Finalization of the policy prioritization exercises and documentation of the results</li> </ul>	22 days	End of June 2022
<p>Deliverable #4: Monthly progress report of consultancy with achievements and other updates.</p> <ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and coordinating the preparation of presentational materials</li> <li>○ Finalization of the EFR report and support its submission to the Independent Technical Advisory Panel (ITAP)</li> </ul>	20 days	End of July 2022
<p>Deliverable #5: Monthly progress report of consultancy with achievements and other updates.</p> <ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and</li> </ul>	23 days	End of August 2022

<ul style="list-style-type: none"> <li>○ coordinating the preparation of presentational materials</li> <li>○ Reviewing ITAP comments on the EFR report and facilitate preparation of written responses</li> <li>○ Based on the EFR, ITAP comments and policy prioritization, planning and facilitation of the partnership compact development processes</li> <li>○ Facilitate discussion and decision on the grants Cambodia applies for (i.e., STG, Multiplier or combination of both)</li> </ul>		
<p>Deliverable #6: Monthly progress report of consultancy with achievements and other updates</p> <ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and coordinating the preparation of presentational materials</li> <li>○ Finalization of the Partnership Compact and support its submission to the GPE Secretariat</li> <li>○ Facilitate Grant Agent selection processes</li> </ul>	20 days	End of September 2022
<p>Deliverable #7: Monthly progress report of consultancy with achievements and other updates.</p> <ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and coordinating the preparation of presentational materials</li> <li>○ Reviewing GPE Secretariat comments on the Partnership Compact, facilitate necessary revisions</li> </ul>	21 days	End of October 2022
<p>Deliverable #8: Monthly progress report of consultancy with achievements and other updates.</p> <ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and coordinating the preparation of presentational materials</li> <li>○ Initiate preparation of the STG and/or Multiplier application package including programme document</li> </ul>	19 days	End of November 2022
<p>Deliverable #9: Monthly progress report of consultancy with achievements and other updates.</p> <ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and coordinating the preparation of presentational materials</li> <li>○ Continued support for preparation of the STG and/or Multiplier application package including programme document</li> </ul>	22 days	End of December 2022
<p>Deliverable #10: Monthly progress report of consultancy with achievements and other updates.</p> <ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and</li> </ul>	21 days	End of January 2023

<ul style="list-style-type: none"> <li>○ coordinating the preparation of presentational materials</li> <li>○ Finalization of the STG and/or Multiplier application package and support its submission to the GPE Secretariat</li> </ul>		
<p>Deliverable #11: Monthly progress report of consultancy with main achievements and recommendations.</p> <ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and coordinating the preparation of presentational materials</li> <li>○ Reviewing GPE Secretariat comments on the application package, facilitate necessary revisions</li> </ul>	20 days	End of February 2023
<p>Deliverable #12: Final report of consultancy with overall achievements and other updates.</p> <ul style="list-style-type: none"> <li>○ Preparation for the GPE taskforce meeting, including logistics, agenda setting and coordinating the preparation of presentational materials</li> <li>○ Support submission of the final STG and/or Multiplier application package to the GPE Secretariat</li> </ul>	11 days	15 March 2023
<b>Total number of working days</b>	<b>239 days</b>	

## 8. Payment Schedule linked to deliverables

Upon satisfactory completion of monthly deliverable, consultancy fees will be paid in the end of months based on the number of working days in each month specified above. 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.

Deliverable	Linked payment	Deadline
Deliverable #1:	8.5%	End of April 2022
Deliverable #2:	8.5%	End of May 2022
Deliverable #3:	8.5%	End of June 2022
Deliverable #4:	8.5%	End of July 2022
Deliverable #5:	8.5%	End of August 2022
Deliverable #6:	8.5%	End of September 2022
Deliverable #7:	8.5%	End of October 2022
Deliverable #8:	8.5%	End of November 2022
Deliverable #9:	8.5%	End of December 2022
Deliverable #10:	8.5%	End of January 2023
Deliverable #11:	8.5%	End of February 2023
Deliverable #12:	6.5%	15 March 2023
<b>Total number of working days</b>	<b>239 days</b>	

## **9. Remuneration and other administrative issues**

The Consultant will be paid according to the financial proposal submitted and approved by UNICEF Cambodia. Consultant shall be responsible for undertaking suitable insurance for the contract period and taxes on this contract, as necessary. The Consultant will be provided regular access to the UNICEF Cambodia country office in Phnom Penh.

In completing the application and price proposal for this position, the consultant must review the latest travel requirements to Cambodia during COVID-19. All visa and COVID-19 related compliance procedures will have to be undertaken by the Consultant, and all associated costs also have to be factored into the financial proposal and borne by the Consultant.

## **10. Contract supervisor**

The consultant will be directly supervised by UNICEF Chief of Education. S/he will also regularly report to the MoEYS Planning Department, GPE taskforce and LEG. The work plan and deliverables will be reviewed and signed off by the UNICEF Chief of Education.

## **11. Nature of 'Penalty Clause' to be Stipulated in Contract**

Payment of fees to the consultant under this contract, including each instalment or periodic payment (if any), is subject to the consultant'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.

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 consultant) 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 consultant) 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 consultant (including but not limited to breach by the consultant of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice.

## **12. Submission of applications**

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

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 all-inclusive daily rate (in US\$). If international travel is involved, an estimated travel cost is also required. Applications submitted without a daily fee rate will not be considered.
4. One sample of previous written work of relevance to this consultancy.
5. If the consultant wishes to telework outside of Phnom Penh for certain periods, details will have to be included in the application (e.g. – from where, until when the applicant wants to telework etc.)
6. The contact details of three referees.

## **13. Assessment Criteria**

The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores.

**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.