

International Consultant to
promote gender within the
Capacity Development
Partnership Fund (CDPF) Phase
III



UNICEF Cambodia

1. Background

The Capacity Development Partnership Fund (CDPF) is a long-running partnership between the Ministry of Education, Youth and Sport (MoEYS) in Cambodia, the European Union, the Swedish Embassy, USAID, Global Partnership for Education and UNICEF. The purpose of the CDPF, currently in its third phase, is to support the realization of the two policy priorities identified in Cambodia's MoEYS' Education Strategic Plan (ESP) 2019-2023: (i) to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all; and (ii) to ensure effective leadership and management of education staff at all levels. Support provided through the CDPF is focused on the Ministry's reform priorities as outlined in the ESP and the Capacity Development Master Plan (CDMP) 2020-2024, which establishes a plan of action to support the realization of these two policy priorities.

MoEYS is committed to ensuring an inclusive and effective workforce, and in support of this objective, the CDPF III includes a dedicated strategic objective to support the Ministry to achieve a gender-equitable workforce, especially at the leadership and management levels. Despite advancements, there is still a large gender gap in Ministry leadership. Work in the past under CDPF support has included a Gender and Organizational Change training for Ministry leaders, creating a pool of gender master trainers, and current work includes a Leadership Professional Development Programme targeted specially at the needs of women leaders.

2. Purpose of the assignment

The purpose of this consultancy assignment is to support the UNICEF Cambodia education section with the implementation of CDPF, specifically regarding the adoption of more innovative and cost-effective solutions and approaches for ongoing and more sustainable capacity development at all levels of the education sector. Focus will be given to supporting the advancement of gender and gender equitable leadership within MoEYS.

3. Assignment tasks

The consultancy will support both UNICEF and the relevant MoEYS technical departments to plan and implement the CDPF annual and medium-term work plan. Specifically, key tasks include:

- Support the implementation of the MoEYS' Leadership Capacity Development Programme. This includes two interrelated components:
 - Leading the development and implementation of the MoEYS' Subnational Women in Leadership Training component; and

- Supporting the implementation of MoEYS Leadership Training, targeting central level junior, middle and senior managers, using the findings and recommendations from the 2020 Functional Review.
- Lead the implementation of the gender equitable leadership programme under CDPF Strategic Outcome 6, in close collaboration with CDPF and MoEYS colleagues. This will include:
 - Supporting the identification of key activities and strategies to promote gender within the CDPF during the remaining 1.5 years of implementation (2022-23), with a concrete action plan;
 - Supporting MoEYS with the implementation of the Gender Mainstreaming Master Plan 2020-2024;
 - Supporting the implementation of the MoEYS' gender audit recommendations and the related action plan, including through support to MoEYS' Gender Master Trainers;
 - Supporting MoEYS as it reviews gender equality and human resource policies to enhance gender equality throughout the organizations;
 - Supporting the development of gender-responsive budgeting, in line with the CDMP 2020-2024, especially in provincial Annual Operating Plans;
 - Supporting the delivery of Women in Leadership roundtables and discussions;
 - Planning and implementing capacity building activities for men and women in MoEYS to enhance their ability to mainstream gender into the institutional and organizational structures of the ministry; and
 - Ensuring linkages with the CDMP and gender work, including close collaboration with the CDPF M&E consultant
- Support the implementation of innovations and innovative approaches around the promotion and integration of gender
- Support the annual CDPF reporting and planning cycles, particularly around Strategic Outcome 6 (gender) and beneficiary tracking
- 2022 CDPF and broader section workplan development
 - Produce good quality CDPF results reporting for the key work areas mentioned above for internal and external audiences that is clear and easily understandable
 - Identify and develop content (human interest stories, case studies, blog etc.) in the key work areas mentioned above to contribute to the CDPF Communications and Visibility Plan
 - Draft CDPF-related policy papers, briefs and other strategic programme materials related to the work areas above for management use, information and/or consideration
 - Work with the CDPF team members and MoEYS' technical departments in a professional and collegial manner to develop key programme implementation documents related to core work areas.
- Provide technical support for COVID19 response and recovery activities, as necessary.

4. Expected deliverables

Under the supervision of the Education Specialist (CDPF), the Consultant will be responsible for producing the following deliverables:

Month ¹	Deliverables	# of working days for deliverables	Deadline for completion
Deliverable 1	<ul style="list-style-type: none"> ▪ Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio 	21	1 month after the start of the contract

¹ UNICEF calculates that one month is 21 working days.

	<ul style="list-style-type: none"> ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up and development of blended learning options ▪ Identify key areas for support from the CDPF under the remaining 2022-23 years of implementation regarding the gender portfolio <p>Deliverable: Inception report with detailed work plan (approximately 5 pages, excluding annexes).</p> <p>Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation related to deliverables) with achievements, challenges and other updates relevant to technical tasking for Month 1.</p>		
Deliverable 2	<ul style="list-style-type: none"> ▪ Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course ▪ Support the review of CDPF activities and preparations for Steering Committee meeting, including development of a concrete plan for gender activities <p>Deliverable: Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation related to deliverables) with achievements, challenges and other updates relevant to updates relevant to technical tasking for Month 2.</p> <p>The report should also include:</p> <ul style="list-style-type: none"> - summary of technical discussions on implementation and follow-up related to leadership course - a plan for gender related activities supported by the CDPF updates on any COVID19 related work 	21	1 month after the previous deliverable
Deliverable 3	<ul style="list-style-type: none"> - Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; - Support the finalization of the gender-related activities under CDPF for 2022-2023 - Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio - Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course - Support the review of CDPF activities and preparations for Steering Committee meeting and the 2022-23 workplan approval <p>Deliverable: Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation related to deliverables) with achievements, challenges and</p>	21	1 month after the previous deliverable

	<p>other updates relevant to updates relevant to technical tasking for Month 3.</p> <p>The report should include:</p> <ul style="list-style-type: none"> - summary of ongoing technical discussions on implementation and follow-up related to the implementation of the GMSP - Report on planned activities for CDPF support 2022-23 - updates on any COVID19 related work 		
Deliverable 4	<ul style="list-style-type: none"> - Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; - Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio - Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course - Support the review of CDPF activities and preparations for Steering Committee meeting <p>Deliverable: Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation related to deliverables) with achievements, challenges and other updates relevant to updates relevant to technical tasking for Month 4.</p> <p>The report should include summary of:</p> <ul style="list-style-type: none"> - One draft human interest story, a case study or blog on a key area of work under this consultancy to contribute to the implementation of 2021 CDPF Communications and Visibility Plan - updates on any COVID19 related work 	21	1 month after the previous deliverable
Deliverable 5	<ul style="list-style-type: none"> ▪ Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course ▪ Support the review of CDPF activities and preparations for Steering Committee meeting <p>Deliverable: Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation related to deliverables) with achievements, challenges and other updates relevant to updates relevant to technical tasking for Month 5. The report should include:</p> <ul style="list-style-type: none"> - summary/meeting notes on technical discussions on implementation and follow-up related to the leadership development course - updates on any COVID19 related work 	21	1 month after the previous deliverable
Deliverable 6	<ul style="list-style-type: none"> ▪ Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; 	21	1 month after the previous deliverable

	<ul style="list-style-type: none"> ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course <p>Deliverable: Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation related to deliverables) with achievements, challenges and other updates relevant to updates relevant to technical tasking for Month 6. The report should include:</p> <ul style="list-style-type: none"> - summary of ongoing technical discussions on implementation and follow-up related to the gender portfolio - updates on any COVID19 related work 		
Deliverable 7	<ul style="list-style-type: none"> ▪ Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course ▪ Support the review of CDPF activities and preparations for Steering Committee meeting <p>Deliverable: Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation related to deliverables) with achievements, challenges and other updates relevant to updates relevant to technical tasking for Month 7. The report should include:</p> <ul style="list-style-type: none"> - summary of ongoing technical discussions on implementation and follow-up related to the gender portfolio - one draft human interest story, a case study or blog on a key area of work under this consultancy to contribute to the implementation of the 2022 CDPF Communications and Visibility Plan - updates on any COVID19 related work 	21	1 month after the previous deliverable
Deliverable 8	<ul style="list-style-type: none"> ▪ Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course <p>Deliverable: Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation related to deliverables) with achievements, challenges and other updates relevant to updates relevant to technical tasking for Month 8. The report must include:</p> <ul style="list-style-type: none"> - summary of ongoing technical discussions on implementation and follow-up related to the gender portfolio 	21	1 month after the previous deliverable

	- updates on any COVID19 related work		
Deliverable 9	<ul style="list-style-type: none"> ▪ Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course ▪ Support the review of CDPF activities and preparations for Steering Committee meeting <p>Deliverable: Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation related to deliverables) with achievements, challenges and other updates relevant to updates relevant to technical tasking for Month 9. The report must include:</p> <ul style="list-style-type: none"> - summary of ongoing technical discussions on implementation and follow-up of the leadership development course - updates on any COVID19 related work 	21	1 month after the previous deliverable
Deliverable 10	<ul style="list-style-type: none"> ▪ Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course ▪ Support the review of CDPF activities and preparations for Steering Committee meeting <p>Deliverable: Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation related to deliverables) with achievements, challenges and other updates relevant to updates relevant to technical tasking for Month 10. The report must include:</p> <ul style="list-style-type: none"> - Updates on current progress with the gender related work - updates on any COVID19 related work 	21	1 month after the previous deliverable
Deliverable 11	<ul style="list-style-type: none"> ▪ Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course ▪ Support the Education Specialist in analysing progress towards gender objectives and identification of recommendations on necessary changes to ensure effective implementation in the final six months of the CDPF <p>Deliverable: Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation</p>	21	1 month after the previous deliverable

	<p>related to deliverables) with achievements, challenges and other updates relevant to updates relevant to technical tasking for Month 10. The report must include:</p> <ul style="list-style-type: none"> - Analysis of progress to date, identification of bottlenecks, and suggestions on how to move gender-work forwards - summary of ongoing technical discussions on implementation and follow-up of innovative blended learning options - one draft human interest story, a case study or blog on a key area of work under this consultancy to contribute to the implementation of 2021 CDPF Communications and Visibility Plan - updates on any COVID19 related work 		
Deliverable 12	<ul style="list-style-type: none"> ▪ Participate in programme briefings with relevant CDPF team members to gain a full understanding of the implementation status of the CDPF work plan; ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up on the gender portfolio ▪ Conduct technical discussions with MoEYS as needed on matters relating to the programmatic follow-up of the leadership development course ▪ Support the review of CDPF activities and preparations for Steering Committee meeting ▪ Draft inputs into the annual 2022 CDPF report on gender and other related outputs ▪ Finalize recommendations for the way forward on the gender portfolio for 2023 CDPF support <p>Deliverable: Monthly consultancy report (approximately 6 pages excluding annexes and supporting documentation related to deliverables) with achievements, challenges and other updates relevant to updates relevant to the tasks undertaken in Month 12. The report must include</p> <ul style="list-style-type: none"> - recommendations for activities undertaken during the consultancy, including clear and implementable next steps - a clear handover note and evidence of meeting with the Education Specialist and relevant colleagues 	10	1 month after the previous deliverable
Total number of working days		241	

5. Payment schedule linked to satisfactory deliverables

Original payment schedule

Deliverable ²	Deadline for completion	Payment
Deliverable 1	1 month after the signing of the contract	8%
Deliverable 2	1 month after the previous deliverable	8%
Deliverable 3	1 month after the previous deliverable	8%
Deliverable 4	1 month after the previous deliverable	10%
Deliverable 5	1 month after the previous deliverable	8%
Deliverable 6	1 month after the previous deliverable	8%

² UNICEF calculates that one month is 21 working days.

Deliverable 7	1 month after the previous deliverable	8%
Deliverable 8	1 month after the previous deliverable	10%
Deliverable 9	1 month after the previous deliverable	8%
Deliverable 10	1 month after the previous deliverable	8%
Deliverable 11	1 month after the previous deliverable	8%
Deliverable 12	1 month after the previous deliverable	8%

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.

6. Location and duration

The duration of the assignment will be from Jan 2022 to December 2022 (11.5 months). The consultant will work from his/her office. Access to UNICEF will be approved upon need and availability. The consultant will need to be available to undertake up to 20 days of field visits. Transportation on field visits will be covered by UNICEF.

7. Qualifications of successful candidate

- Advanced university degree in education, human resource development, social sciences, international development or related technical field.
- A minimum of five years of professional experience in education, human resource development or social development planning and programme management in education or related areas at the international level, some of which undertaken in a developing country is required.
- Experience of working with government counterparts in Cambodia, providing technical support and/or implementing programmes on education, human resource development issues and/or social development.
- Experience in gender analysis, mainstreaming and IT application in development.
- Relevant experience in a UN system agency or organization is an asset.
- Excellent inter-personal, mentoring, facilitation and communication skills.
- Excellent English language written and spoken skills are required.
- Able to work to meet deadlines and adapt to changing circumstances.
- Computer literacy and presentation skills.

8. Administrative Issues

The consultant will have access upon need to UNICEF resources and facilities.

9. The Paid Time Off (PTO)

The Paid Time Off (PTO) benefits apply to individual contractor and consultants who work on time-based contracts on an ongoing and full-time basis with a minimum contract duration of one calendar month (hereafter the "individual Contract").

Entitlement: The individual contractor will receive PTO credit at the rate of one-and half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month, and up to 17 days for a maximum of 11.5 months contract.

Utilization: PTO may be taken in units of days and half days. In calculating the PTO to be charged, any absence of more than two hours but less than four hours (excluding lunch hour) is counted as half days; similarly, any absence of more than four hours (excluding lunch hour) is counted as one day.

Unused Paid Time Off: PTO is a benefit that must be used during the time of the contract. Any unused PTO cannot be carried to future contract and any accumulated PTO will be forfeited at the end of the contract.

10. Contract supervisor and other stakeholders

The consultant will report directly to UNICEF Education Specialist (CDPF), who will be responsible for final review of the deliverables and certification of payments to the Consultant. UNICEF's Chief of Education will provide strategic direction and orientation to the consultant, as required. The consultant will work closely with the Education Officer supporting the achievement of CDPF Strategic Outcome 6 (gender inclusive leadership).

11. Penalties for underperformance

Payment of fees to the Contractor under this contractor, 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.

12. 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.

13. 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 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 indicating both the total cost as well as the daily rate (in US\$) to undertake the terms of reference above, including travel costs and accommodation and other related costs such as transportation. Consultant will undertake 20 days of field visits. Consultant will take care of all his/her own travel arrangement. Applications submitted without a daily rate will not be considered.
4. The contact details of three referees.

14. 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.
- 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.