

Title	Funding Code –	Type of engagement	Duty Station:
EMIS Project Manager	SC180817	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	Kingston
<p>Background</p> <p>An Integrated Education Management Information System (IEMIS) is a critical tool for providing the education sector with accurate and relevant information to inform its policy decisions and implementation approaches.</p> <p>Automatizing and digitizing data collection processes and analyses would enable stakeholders across the education sector to make informed and timely decisions. The data should be disaggregated and available at the school and student level. The availability of student-level data has the potential to support, for example, the identification of students at risk of dropping out, information that in turn would enable schools to intervene with additional support such as provision of targeted counselling, tutoring or various programs. An upgraded and integrated system would also help improve resource allocation triggering savings in the medium term.</p> <p>A 2021 Public Expenditure Review (PER) of the sector in Jamaica conducted by UNICEF and the World Bank listed the establishment of the EMIS as a key recommendation for greater efficiency and impact and the Ministry of Education and Youth (MOEY) has begun to take initial steps to achieve this goal</p> <p>UNICEF Jamaica and several International Development partners such as UNESCO, IDB, and WB has been working in partnership with the Ministry of Education and Youth to support the establishment of a fully integrated, digital Education Management Information System (EMIS). This consultancy aims to recruit an EMIS Project Manager initially for 11.5 months to support MOEY to coordinate, develop and roll out all components of a digital EMIS to improve the current system.</p> <p>Purpose of Activity/Assignment:</p> <p>UNICEF is partnering with MOEY to recruit an experienced consultant to support the development, coordination, implementation and roll out of a digital Education Management Information System and to improve the information system to inform the MOEY's COVID-19 Learning Recovery process and increase the resilience of the system to future shocks.</p>			
<p>Key Functions, Accountabilities & Tasks</p> <p>This consultancy will proactively engage all relevant stakeholders to work collaboratively towards the development of a comprehensive and integrated digital education management information system for Jamaica. Under the supervision of the UNICEF Education Specialist and the Chief Education Officer at MoEY, the consultant is expected to perform the following tasks:</p> <ol style="list-style-type: none"> a. Support MOEY in the development of a coordinated time-bound road map to develop and roll out a digital EMIS. b. Promote coordination among stakeholders in the implementation of the road map towards a fully digitalize and integrated Education Management System c. Support MOEY and partners in the development of metadata standards, interoperability framework and the analysis of business processes and needs d. Support MOEY in the exploration, selection and customization of an application to be used for the digital EMIS for Jamaica e. Coordinate and oversee the development of the content of customized user guides for each category of stakeholder f. Coordinate and oversee the development of training tools relevant to trainers and education stakeholders 			

<p>g. Coordinate the testing of the application in an agreed number of schools.</p> <p>h. Monitor and liaise with the MOEY for User Acceptance Testing (UATs) and coordinate issues/bug fixes</p> <p>i. Coordinate the assessment of the application and the refinement of the application functionalities</p> <p>j. Engagement of stakeholders on education to increase demand for and utilization of quantitative and qualitative education data at national and local levels with respect to the education sector strategic view</p> <p>k. Support MOEY to conduct a readiness assessment of schools to deploy a digital EMIS.</p> <p>l. Perform any other tasks/deliverables as requested by the MOEY and UNICEF</p>			
Budget Year: 2022-23	Requesting Section/Issuing Office: Programme/Kingston Jamaica	Reasons why consultancy cannot be done by staff: Technical expertise not available in the office	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Education Specialist	Start Date: 2 nd of November, 2022	End Date: 15 th of October, 2023	Number of Days (working)

[TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS](#)

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Key Deliverables, timing and payments			
a.	MOEY -led road map to develop and roll out a digital EMIS is completed in coordination with International Development Partners – by month 1 (10% of the payment)		
b.	At least two consultations with international development partners are hosted and a joint implementation plan is finalized – by month 2- (10% of the payment)		
c.	Metadata standards, interoperability framework and analysis of business processes and needs for the EMIS completed (by month 4 - 20% of the payment)		
d.	First prototype of EMIS application and customized user guides developed (by month 7 - 35% of the payment)		
e.	Pilot of the application in an agreed number of schools and refinement of the application functionalities completed (15% of the payment) (by month 10 th)		
f.	School readiness assessment for a national roll out of a digital EMIS completed (by month 11 th) (10% of the payment)		
g.	Provide support to the coordination of digitization of learning materials in general and for students with special needs in specific, liaising with the Special Education and Core Curriculum Units as needed.		
h.	Monthly meetings with MoEY and IDPs to follow up on the implementation of the plan are organized and minutes and actions plans shared and monitored.		
Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	To be included in the financial proposal		
DSA (if applicable)			
Total estimated consultancy costs¹			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other An advanced university degree in one of the following fields: Project Management, Education, Statistics, Information Communications Technology.		Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> A minimum of 5 years of relevant professional experience in the field of project management applying digital transformation. Capable of managing a team of experts with a high level of relevant expertise in Business Analysis, Business Intelligence, Metadata, Standards and interoperability framework, Information Systems Architecture, Information Security, Software Development, Database and Applications Administration, Data Science, Data Analyst or other relevant areas. Proven experience in the development and I implementation of integrated information system architecture plans. Experience working in Jamaica on Information, Communication Technology is an asset. Fluency in English (oral and written) is required 	
Administrative details:		<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	

Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>
Request Authorised by Section Head	Request Verified by HR:
<i>Approval of Chief of Operations (if Operations):</i> _____	<i>Approval of Deputy Representative (if Programme)</i> _____
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> _____	

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

HOW TO APPLY

To apply, **click** on the Apply link found either at the beginning or at the end.

Candidates will need to submit:

- 1) A cover letter,
- 2) Short technical proposal of 3 pages, including availability to conduct the consultancy.
- 3) Financial proposal
- 4) CV that includes 3 relevant references.

In case of doubts please send your comments to Charlene Buckley cbuckley@unicef.org at least 3 working days before the deadline.