

## Terms of Reference

### National Consultant to support MoEYS' Teacher Training Department to implement teacher training improvement programmes/projects

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

**Section:** Education

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

**Duration:** 8 months, from October 2022 to June 2023

#### 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. UNICEF is the Fund Manager for CDPF Phase III. 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. Teacher development is a major education reform priority under the ESP.

During 2020, UNICEF mobilized technical assistance to prepare an annual and medium-term work plan for teacher development, mainly targeting Regional Teacher Training Centres (RTTCs), Preschool Teacher Training Centre (PSTTC) covering a period from 2021 through to mid-2023. The implementation of teacher development workplan is supported through a significant additional investment from the EU through the CDPF, which was specifically requested by MoEYS. The teacher development workplan includes following priority activities:

- scholarships for upgrading teacher educators' qualification to master's degree level,
- in-service professional development in areas identified through training needs assessment,
- development of teacher educator professional standards,
- development of teacher training curriculum framework for PSTTC, PTTCs and RTTCs, and
- review and revision of preschool teacher training curriculum

Under the scholarship programme for upgrading teacher educators' qualification to master's degree level, 20 teacher educators are enrolled in Master of Education (M.Ed.) in Curriculum and Instruction at Royal University of Phnom Penh (RUPP) and 5 have been enrolled in M.Ed. at Queensland University of Technology (QUT), Australia to major in Early Childhood Education, Inclusive Education and STEM in Education.

The in-service professional development of teacher educators, 11 credit-based blended courses named as Teacher Educator Development (TED) are being developed and delivered. Each TED is a combination of online modules, workshops, and self-directed learning. The TED programme is being implemented from 2021 through to mid-2023 by MoEYS' Teacher Training Department (TTD) with technical support of VVOB.

The development of teacher educator professional standards, development of teacher training curriculum framework for PSTTC, PTTCs and RTTCs, and the review of preschool teacher training programme are being implemented from July 2022 through to mid-2023 by MoEYS' Teacher Training Department with technical support of PROMAN.

On the strategic level, two national conferences on teacher development will be organized by MoEYS' Teacher Training Department and UNICEF to support the strategic priorities of the MoEYS' Education Strategic Plan (ESP) 2019-2023 and to explore key issues in the context of teacher development in

Cambodia. The first national conference is planned in September 2022 to serve as a platform for teacher education stakeholders to share successful and innovative teacher education initiatives and programmes embracing 21<sup>st</sup> century knowledge, skills and practices.

Linked to Teacher Policy Action Plan (TPAP), the 2015 TPAP was reviewed in 2019 funded by CDPF phase II. The review report presented an up-date of the progress until 2019 of the action plans including the 126 activities assigned to several of the national and sub-national departments and offices within MoEYS. Elements of the Rapid Mid-Term Review conducted in 2017 and the Review of MoEYS Teacher Reforms (2018) were integrated into the 2019 review. However, a lot has happened since 2019 including the experiences and lessons from COVID-19 pandemic. Building on the Mid-Term Review of the current ESP (2019-2023), MoEYS plans to review and revise the 2015 TPAP to provide a concrete plan/roadmap for teacher development, which will provide strategic guidance to inform future teacher education initiatives and projects including the next ESP.

## 2. Purpose

The purpose of this consultancy is to support MoEYS' Teacher Training Department (TTD) to implement the following key activities supported under CDPF Phase III:

- Development of teacher educator professional standards, development of teacher training curriculum framework for PSTTC, PTTCs and RTTCs, and the review and revision of preschool teacher training curriculum.
- Organization of two national conferences on teacher development, and
- Review and revision of the 2015 Teacher Policy Action Plan (TPAP).

## 3. Work Assignment

The national coordinator will work closely with TTD, UNICEF and relevant stakeholders including PROMAN and VVOB to deliver the following and other tasks as needed:

### **3.1 Coordination and technical support for the development of teacher educator professional standards, development of teacher training curriculum framework for PSTTC, PTTCs and RTTCs, and the review and revision of preschool teacher training curriculum.**

- Support TTD to provide coordination support for development of teacher educator professional standards, development of teacher training curriculum framework for PSTTC, PTTCs and RTTCs, and the review and revision of preschool teacher training curriculum.
- Provide technical reviews and inputs to the draft teacher educator professional standards, draft curriculum framework, workplan, technical notes, etc.
- Work closely with TTD, UNICEF and PROMAN teams to organize consultative meetings and workshops in a timely manner
- Prepare technical notes, report, meeting minutes and other documents as required.
- Liaise with UNICEF, Proman, VVOB, relevant MoEYS' technical department, TTCs for regular updates and organize other key arrangements.

### **3.2 Support MoEYS' Teacher Training Department to organize two national conferences**

- Provide coordination support to organize the two national conferences.
- Draft/prepare power-point presentations, technical notes, meeting minutes, conference reports, and other documents for the national conferences.
- Liaise with UNICEF, MoEYS' technical department, TTCs and relevant stakeholders including PROMAN and VVOB to inform updates and organize other key arrangements.

### **3.3 Support MoEYS' Teacher Training Department to undertake the review and revision of the 2015 Teacher Policy Action Plan (TPAP).**

- Provide coordination support to MoEYS to undertake the review and revision of TPAP.

- Support TTD to organize consultation meetings and workshops with TPAP Working Group, technical departments, and key partners.
- Draft technical notes, minutes and reports as required to support the TPAP review and revision process.
- Work closely with UNICEF and UNICEF's Technical Advisor to coordinate technical support throughout the TPAP review/revision process.
- Liaise with UNICEF, TPAP Working Group, MoEYS' technical department to inform updates and organize other key arrangements related to TPAP revision.

#### 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

- An advanced University degree (Master's degree or equivalent) in education, social sciences, international development or related technical field in relation to teacher development.
- A minimum of three years of professional experiences in education, teacher development, and experience working with MoEYS' technical departments and Teacher Training Institutions.
- Strong understanding of Cambodia' education sector, and MoEYS policies and guidelines including TPAP.
- Demonstrated experience of coordinating projects/events/workshops in a participatory and inclusive manner, especially through stakeholder consultations.
- Excellent interpersonal skills with various stakeholders, including senior government officials.
- Excellent facilitation and communication skills.
- Demonstrated experience of providing good quality written inputs in English and Khmer.

#### 6. Location

The National Coordinator will be based at MoEYS' Teacher Training Department (TTD).

#### 7. Duration

The total number of working days for this consultancy is 168 days, covering the period from 3 October 2022 and 30 June 2023. The consultant will need to travel to the provinces (Kandal, Kampong Cham, Prey Veng, Takeo, Battambang) for up to 32 days to attend key consultative workshops and meetings.

#### 8. Deliverables

<b>Deliverables and descriptions</b>	<b>Number of working days</b>	<b>Due date</b>
Deliverable 1: Inception report with proposed workplan <ul style="list-style-type: none"> <li>- A detailed inception report and work plan covering the consultancy period (approximately 5 pages, excluding annexes).</li> <li>- Annexes produced during the report period.</li> </ul>	22	31 October 2022
Deliverable 2: Second progress report of consultancy with achievements and other updates. <ul style="list-style-type: none"> <li>- Second progress report (approximately 5 pages, excluding annexes), containing an analysis of progress against key tasks, results, challenges, recommendations and analysis of ways forward.</li> <li>- Annexes produced during the progress report period.</li> </ul>	42	30 December 2022
Deliverable 3: Third progress report of consultancy with achievements and other updates. <ul style="list-style-type: none"> <li>- Third progress report (approximately 5 pages, excluding annexes), containing an analysis of progress against key tasks, results, challenges, recommendations and analysis of ways forward.</li> <li>- Annexes produced during the progress report period.</li> </ul>	42	28 February 2023
Deliverable 4: Final progress report of consultancy with achievements and other updates. <ul style="list-style-type: none"> <li>- Final progress report (approximately 5 pages, excluding annexes), containing an analysis of progress against key tasks, results, challenges, recommendations and analysis of ways forward.</li> <li>- Annexes produced during the final progress report period.</li> </ul>	62	30 June 2023
<b>Total number of working days</b>	<b>168</b>	

## 9. Reporting Requirements

- The inception report and work plan should provide the detailed overview of activities to be undertaken during the consultancy period.
- The progress reports should contain an analysis of progress against key tasks, results, challenges, recommendations and analysis of ways forward.
- All annexes shall be included as part of submission of consultancy progress report.

## 10. Payment Schedule linked to deliverables

- 10% upon satisfactory completion of deliverable 1
- 25% upon satisfactory completion of deliverable 2
- 25% upon satisfactory completion of deliverable 3
- 40% upon satisfactory completion of deliverable 4

*The consultancy fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

## 11. Administrative Issues

The consultant will be based at Teacher Training Department. TTD will provide a desk, resources and other necessary facilities, such as access to the printer and internet. The consultant is expected to have their own

laptop and necessary work tools. The consultant is expected to organize this/her own travel to and around Cambodia.

The consultant shall be required to include the cost of travel in the financial proposal. The consultant is expected to travel up to 32 days to attend key consultative workshops and meetings in the provinces.

## 12. Contract supervisor

The consultant will report directly to UNICEF Education Officer (Teacher Development), who will be responsible for the final review of the deliverables and the certification of payments to the consultant. UNICEF Education Specialist will provide strategic direction and orientation to the consultant, as required. The consultant will work closely with the Deputy Director of Teacher Training Department and relevant technical team of TTD to deliver key tasks and activities. The Director of TTD will provide the overall guidance and support to the consultant.

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

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

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

## 14. Submission of applications

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

Link: xxxx

- Letter of Interest (cover letter) with indication of applicant's ability and availability
- CV or Resume with explaining how the background and experience are relevant to the consultancy work assignment and the qualifications, competencies, knowledge and skills.
- Performance evaluation reports or references of similar consultancy assignments
- The financial proposal: All-inclusive lump-sum cost including:
  - Consultancy daily rate (in US\$) to undertake the assignment
  - In-country travel for 32 days, per-diem to cover lodging, meals and any other cost associated to take over the full assignment to provinces such as Kandal, Kampong Cham, Prey Veng, Takeo, Battambang
  - Medical insurance (health and accidental death, medical evacuation) for the entire duration of the contract.

## 15. Assessment Criteria

A two-stage procedure shall be utilised 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.

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 in the fields related education, social sciences, international development or related technical field in relation to teacher development (20 points)
  - Relevant working experiences in teacher development, working with MoEYS' technical departments and Teacher Training Institutions, and/or working with implementing programmes in education (35 points)

- Knowledge of Cambodia' education sector, and MoEYS policies and guidelines including TPAP (25 points)
- Quality of past work (e.g. understanding, methodology) (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 opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 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.