

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

International Consultant to support the assessment of education data quality and development of an action plan for education data system reform.		Duty Station: Phnom Penh
Purpose of Activity/Assignment: The purpose of this consultancy is to support the Ministry of Education, Youth and Sport (MoEYS) to conduct an assessment of education data quality, undertake a study on the requirements for education data systems integration and, based on the results of both pieces of research, develop an action plan for data systems strengthening and improvement.		
Scope of Work: The scope of work for this consultancy is to provide technical support to MoEYS to conduct an assessment of education data quality, undertake a study on the requirements for education data systems integration and develop an action plan for data systems reform based on the results. The consultant will assess the quality of education data from various technical departments in MoEYS, including the accuracy, reliability, coverage, and accessibility, as well as the use of data for decision-making. The assessment will highlight the strengths and weakness of existing data systems and suggest key areas and strategies for improvement. Furthermore, the consultant will undertake scoping research on the requirements for integrating the multiple education data systems currently in existence including the Human Resource Management Information System (HRMIS), Education Finance Management System (EFMS), Higher Education Management Information System (HEMIS), Non-Formal Education Management Information System (NFE-MIS), Education Management Information System (EMIS) and Quality Education Management Information System (QEMIS) as well as future and planned systems including the Teacher Management Information System (TMIS). The research will evaluate both the technical requirements of data integration according to current database structures and platforms, the operational requirements based on internal communication and organizational structures and the existing human capacity of MoEYS and technical departments to support the integration work. Based on the results of this scoping research and the data quality assessment, the consultant will be responsible for developing a five-year costed action plan for the strengthening of education data systems, including the construction of a single, integrated education information management system as well as a technical guidance document outlining the requirements for future and planned information systems. The action plan will also outline the proposed operational and management structure of the integrated system, based on close consultation with MoEYS management. The consultancy will be hybrid with the consultant expected to be in-country for a maximum of 30 days to conduct interviews, carry out data collection and hold consultations with MoEYS and UNICEF/CDPF teams, including up to five days travel outside of Phnom Penh for further data collection. The remaining consultancy days are expected to be conducted remotely.		
Child Safeguarding Is this project/assignment considered as " Elevated Risk Role " from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget year: 2024	Requesting Section / Issuing Office: Education Section	Reasons why consultancy cannot be done by staff: The work requires technical skills in database management not available within the office or the education team.
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Included in Annual/Rolling Workplan: Yes No, please justify:

Consultant sourcing: National International Both

Competitive Selection: Advertisement Roster Informal competitive (Low Value Contract)

Single Source Selection: (Emergency - Director's approval)

If Extension, Justification for extension:

Supervisor: Education Officer	Start Date: July 2024	End Date: November 2024
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Work Assignments Overview	Deliverables/Outputs	Number of Days	Delivery deadline	Estimated Budget (Percentage of payment)
1. Develop a concept note for the assessment of data systems quality and the scoping study on education data integration. The following key tasks are expected to be undertaken during this period: <ul style="list-style-type: none"> Hold discussions with the MoEYS Directorate General of Administration and Finance (DGAF) leadership to identify the proposed 	Deliverable 1: Concept note for education data quality assessment and data system integration scoping study (up to 20 pages excluding annexes) including an assessment framework and justification, research methodology documents to be reviewed, data systems to be assessed, stakeholders to	7 days	July 15 th 2024	10%

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<p>goals of the integrated system. These goals will serve the basis to conduct the scoping study and will identify the relevant data systems to be reviewed and considered for integration.</p> <ul style="list-style-type: none"> • Hold discussions with the Department of Education Management Information Systems (DEMIS) and other key technical departments with relevant data systems to identify key informants and establish data access. • Select the appropriate data assessment framework (i.e. SABER-EMIS, DQAF) and develop a justification for selection. • Revise and/or develop data collection tools such as interview guides or surveys. • Develop a list of key documents to be reviewed and stakeholders to be interviewed/consulted. • Develop a detailed workplan for the elaboration of the data quality assessment and scoping study including potential risks and proposed mitigation measures. 	<p>be interviewed, database access needs, data collection tools (surveys and/or interview guides) and a detailed workplan (including a travel plan).</p>			
<p>2. Produce a scoping study on education data systems integration</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> • Conduct key informant interviews with relevant individuals regarding the challenges and opportunities for data systems integration. • Assess the technical feasibility of data systems integration based on database structures and operability. 	<p>Deliverable #2: Scoping study on education data systems integration (up to 40 pages excluding annexes) including summary of systems considered, key challenges and opportunities.</p>	<p>20 days</p>	<p>Aug 15th 2024</p>	<p>25%</p>

Work Assignments Overview	Deliverables/Outputs	Number of Days	Delivery deadline	Estimated Budget (Percentage of payment)
<ul style="list-style-type: none"> Assess the institutional capacity for data systems integration including internal communication and decision-making structures. Analyse findings to assess overall requirements of selected education data systems integration, including a risk mitigation matrix. 				
<p>3. Produce an assessment of education data quality.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> Conduct interviews and/or administer surveys to key informants to develop understanding of the strengths and weaknesses of current education data systems including their use in decision making and planning. Conduct field visits (5 days estimated) to select District and Provincial Offices of Education and schools, and conduct interviews and/or administer surveys to key informants to develop understandings of the current strengths and weaknesses as well as use and future needs of data systems at the decentralized levels. Develop a “map” of existing education data collection and management systems including those employed at the school level. Conduct a literature review of relevant documents including relevant research, guidelines, policies, and strategies. 	<p>Deliverable 3: Education data quality assessment (up to 60 pages excluding annexes) including key findings, weakness and strengths of current education data and recommendations for improvement.</p>	25 days	Sept 15 th 2024	25%

Work Assignments Overview	Deliverables/Outputs	Number of Days	Delivery deadline	Estimated Budget (Percentage of payment)
<ul style="list-style-type: none"> Review select education databases to assess quality of data storage, data gaps, technical capabilities and other relevant considerations. Utilizing data collected via interviews, surveys, document review and database review, develop an assessment of the quality of education data according to framework identified. 				
<p>4. Develop an action plan for data system reform, including systems integration.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> Hold a series of consultative workshops with DGAF and DGPP leadership to discuss findings of the data quality assessment and scoping study and build consensus on priorities for data systems reform and a strategy for data systems integration, including considering the adoption of a phased approach. Based on the results of consultations, develop a feasible action plan for education data systems reform and integration including key tasks and responsible departments, proposed management or governance framework, proposed timelines, and estimated costs. Develop a draft of the action plan and seek feedback from relevant stakeholders including technical departments, UNICEF/CDPF, DGPP and DGAF. Integrate feedback into revised versions of the plan. 	<p>Deliverable #4: Costed action plan for data systems reform including data integration (up to 40 pages excluding annexes) including key tasks and responsible departments, proposed management framework, proposed timelines and estimated costs.</p>	20 days	Oct 15 th 2024	25%

Work Assignments Overview	Deliverables/Outputs	Number of Days	Delivery deadline	Estimated Budget (Percentage of payment)
<p>5. Develop technical guidance document for future data management information systems.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> • Develop a technical guidance document that outlines the required technical specifications for future data systems including the planned Teacher Management Information System (TMIS). • Ensure that the technical specifications are aligned with the proposed structures in the data integration plan. • Develop the guidance document and seek feedback from relevant stakeholders including technical departments including the Teacher Training Department, UNICEF/CDPF, DGPP and DGAF. • Integrate feedback into the revised version of the guidance document. 	<p>Deliverable #5: Develop a technical guidance document for education data management information systems document (up to 10 pages excluding annexes) which details the technical requirements for future and planned systems to ensure they can easily be incorporated into the integrated system (including specific analysis on the proposed MoEYS ICT infrastructure, data centre and cyber security).</p>	5 days	Nov 15 th 2024	5%
<p>6. Final consultancy report.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> • Produce the final consultancy report according to the above requirements. • Deliver a presentation of the work to CDPF and MoEYS. 	<p>Deliverable #6: Final consultancy report (approximately 15 pages excluding annexes) which summarizes key achievements, challenges, lessons learned and actionable next steps/recommendations.</p>	3 days	Nov 30 th 2024	10%
	Total	80 days		100%

<p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p>	<p>Knowledge/Expertise/Skills required*:</p> <ul style="list-style-type: none"> • Excellent interpersonal, facilitation and communication skills.
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<p>Enter Disciplines:</p> <ul style="list-style-type: none"> • Master’s degree in data science, statistics, information technology or other relevant field • At least eight years of professional experience in managing and/or developing education management information systems. • Relevant experience in conducting educational research and supporting policy development in low- and middle-income countries. 	<ul style="list-style-type: none"> • Fluency in English is required. Knowledge of Khmer is an asset. • Ability to work collaboratively with government counterparts and development partners.
<p>*Minimum requirements to consider candidates for competitive process</p>	<p>*Listed requirements will be used for technical evaluation in the competitive process</p>
<p>Submission of applications:</p> <ul style="list-style-type: none"> ▪ Letter of Interest (cover letter) ▪ CV or Resume ▪ Writing sample from previous similar assignment. ▪ Performance evaluation reports or references of similar consultancy assignments (if available) ▪ Financial proposal: All-inclusive lump-sum cost including consultancy fee, all travel expenses to Cambodia for 30 days, 5 days travel within Cambodia as well as health insurance fee for this assignment. 	
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (100 points): Weight 70%</p> <ul style="list-style-type: none"> • Master’s degree in data science, statistics, information technology or relevant field. (10 points) • Experience in managing and/or developing education management information systems. (35 points) • Experience developing costed action plans, including related to data and management information systems (30 points) • Experience in conducting educational research and policy development in low- and middle-income countries, particularly in relation to data quality assessments. (25 points) <p>B) Financial Proposal (100 points): Weight 30%</p> <p>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 score of 65 points in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p> <p>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview and references.</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Email/O365 access required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

¹ 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

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.