

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>(Title)</b> Consultant to support Ministry of Education with a research on Education for All (EFA) policy	<b>Funding Code/WBS:</b> SC SC229904 WBS 4980/AO/05/500/002/013	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b> Lusaka, Zambia
<p><b>Purpose of the Assignment:</b></p> <p>Consultancy to support the Ministry of Education (MoE) to conduct research to assess the effectiveness of the Education for All (Free Education) policy.</p> <p><b>Background</b></p> <p>The Government of the Republic of Zambia is committed to provide accessible, equitable, quality, and inclusive education to all learners. Zambia has achieved near universal primary school completion levels with national statistics indicating a completion rate of 91.8 per cent at Grade 7. The President of the Republic of Zambia, Mr Hakainde Hichilema, in his inaugural speech reaffirmed his Government’s commitment to providing education for all from Early Childhood Education (ECE) to University. The Government’s Policy on Universal Access to Education for All was augmented by the Minister of Finance and National Planning during the presentation of the 2022 budget where he pronounced that:</p> <ul style="list-style-type: none"> <li>• All user fees from Early Childhood Education (ECE) to secondary school level had been abolished starting 2022 academic year.</li> <li>• Government increased the traditional school grants by two folds to uphold high quality education standards.</li> <li>• All Parent Teacher’s Committees (PTCs) fees had been abolished from ECE to Secondary School levels and Government took up the responsibility of remitting funds equivalent to what schools were initially collecting from parents.</li> <li>• Examination fees for grade 12 pupils in public and all Grant Aided (mission) Schools had been abolished. However, GCE and Grade 9 External Examination candidates would continue paying their own examination fees.</li> <li>• Government would pay a subsidy for user fees pegged at K600 per pupil in all Grant Aided Secondary Schools on the understanding that the Education Secretaries Forum (ESF) would agree to reduce user fees in all Grant Aided Schools to a reasonable and affordable fee; and</li> <li>• A Secondary Boarding School Bursary Scheme introduced would be administered through the Constituency Development Fund (CDF) to pay boarding fees for learners from vulnerable households.</li> </ul>			

## Objectives of the Assignment

The objective of this assignment is to support the Ministry of Education to:

- Assess the impact of the Education for All policy in the provision of quality education\* in Zambia.
- Understand the financial management and utilization of grants by schools.
- Document challenges and additional needs to inform the next steps of the EFA policy.

*\* Quality education focuses on the social, emotional, mental, physical, and cognitive development of each learner regardless of gender, race, ethnicity, socioeconomic status, or geographic location. It also ensures that schools have well trained teachers, instructional leadership, adequate teaching and learning materials, provides for a conducive learning environment etc.*

## Description of the Assignment

The assignment requires that the Consultant is engaged to work with key Ministry of Education staff at national, provincial, district, and school level. The Ministry of Education Directorates will include Planning and Information, Teacher Education and Specialized Services, Standards, Curriculum, and Primary/Secondary Education. The consultant will also engage with various stakeholders including partners that are supporting MoE.

The consultancy will be undertaken in a phased manner as follows:

**Phase 1** - Review of key documents on the Education for All policy and develop data collection tools.

- The Consultant will conduct a literature review of existing documents and guidelines, on the Education for All policy.
- Together with relevant MoE units, the Consultant will develop data collection tools for the research.

**Phase 2** - Undertake field data collection to capture information on the effect/impact of the EFA policy at school, district provincial and national levels, and document good practices, gaps/challenges and opportunities of the EFA policy.

- The Consultant will assist MoE to come up with recommendations to sustain the good practices and actionable ways to address the gaps/challenges.
- The data collection envisioned requires quantitative and qualitative experts experienced in classroom observation coding, interviews, and facilitating focus group discussions with various stakeholders, including children.
- The research will consider in-depth interviews with MoE HQ, Provincial and District officials, School administration, teachers, learners, caregivers and community members.
- The research will also conduct lesson observations as a critical part of the analysis. This research will cover all the 10 provinces of Zambia.

## Population and sampling methods

Overall, the research will cover 110 government schools, 4 MoE HQ staff, 10 Provincial Education Offices, 20 District Education Boards (urban and rural), 100 teachers, 1000 learners, 200 parents in the 20 sampled districts of Zambia. Stratified sampling will be utilized to select schools, considering the diversity of the characteristics of the schools (urban and rural parameters will need to be taken into consideration). However, the external research consultant is encouraged to analyse the sampling methods and propose approaches that are deemed appropriate for this research.

Quantitative and qualitative data collected through classroom observations and interviews will be analysed by coding of the observations and perceptions into themes. This data will be further linked to the learner and teacher profiles for further in-depth analysis. Analysis of the data will be conducted by the research consultancy firm through close consultation with UNICEF and MoE. Triangulation of the data will be done through comparing data on practices and perceptions among various levels of

education stakeholders (from MoE to school-level, community, and caregiver level) and to the classroom observations. The research consultant will ensure regular meetings are held between UNICEF and MoE to update the progress of the research and consult key areas of the research. Review meetings of the assessment results will be organized by the consultant. Key findings and practical recommendations will be shared in a reader-friendly manner to stakeholders.

Applicants for the consultancy should provide all-inclusive budget proposals, which includes the estimated costs of travelling to five provinces and/or costs of using technologies to collect data efficiently. As the work requires engaging various stakeholders on the EFA policy, the consultant should prepare a budget that would include travel to two districts in all five provinces and utilize technology to collect data in five other provinces. Selection of districts should consider various aspects such as urban and rural. Risks related to travel restrictions that might arise due to Covid - 19 shall be borne by the consultant, who will be expected to work with UNICEF on finding flexible ways to navigate any travel restrictions and adhere to safety measures. UNICEF will not provide logistical support to the field missions.

### **Ethical Considerations**

The consultant will be required to consider all ethical considerations related to this research, including the practice of obtaining the consent of all research participants and ensuring the protection of children engaged in the research. The consultant will also need to get clearance and approval from the local institutional review board (IRB) on all protocols to be used. The firm must respect the principles below:

- *Anonymity and confidentiality.* The survey must respect the rights of those providing information, guaranteeing their anonymity and confidentiality.
- *Responsibility.* The report must state any conflicts or differences of opinion that may have arisen between the consultants and the heads of the departments concerning the conclusions and/or recommendations of the study. The whole team must confirm the results presented, and any disagreements must be indicated.
- *Integrity.* The consultant should highlight the questions that are not expressly mentioned in the TOR to obtain a more complete analysis of the information requested.
- *Independence.* The consultant must ensure s/he remains independent of the program under review and must not be associated with its management or any element thereof.
- *Incidents.* If any problems arise during fieldwork, or at any other time during the survey, they should be reported immediately to the direct supervisors and the primary study consultant. If this is not done, the existence of such problems can in no way be used to justify the impossibility of obtaining the results envisaged by UNICEF in these terms of reference.
- *Validation of information.* The consultant must guarantee the accuracy of the information collected.
- *Intellectual property.* In using the various sources of information, the consultant must respect the intellectual property rights of the institutions and communities examined.

*UNICEF has a Zero Tolerance policy against sexual exploitation and abuse; and prohibits any conduct that undermines the protection and safeguarding of children. It is therefore required that all individuals working under this consultancy should undertake the Online Protection from Sexual Exploitation and Abuse (PSEA) training offered on the UNICEF learning platform AGORA (ref. <https://agora.unicef.org/course/info.php?id=7380> ). A certificate of completion issued on the Agora platform will be required as proof. Kindly review attached UNICEF list of prohibited behaviour with regards to child safeguarding.*

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### 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:

The consultant will conduct classroom observations in order to ascertain learner population, availability of desks, and teaching materials to support the Education For All (EFA) policy. The consultant will also be required to get views of learners on the EFA policy. The consultant will be accompanied by a school official during his work in the schools and will at no time be left alone unsupervised with children. Field data collection will be under 21 days.

**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](#)

<b>Budget Year:</b> 2023	<b>Requesting Section / Issuing office:</b> Education/Zambia	<b>Reasons why consultancy cannot be done by staff:</b> Requires specific technical expertise to evaluate the implementation of the Education for All policy which is not available within the section.
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**Included in Annual/Rolling Workplan:**  Yes  No. If no, please justify: This was a special request from Ministry of Education to support the research and mainly following the introduction of free education by the Government of Zambia.

<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both <b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)	<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
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**If Extension, Justification for extension:**

<b>Supervisor</b> Misheck Mwanza	<b>Start Date:</b> 6 <sup>th</sup> February 2023	<b>End Date:</b> 5 <sup>th</sup> May,2023	<b>Number of Days (working)</b> 64 days (3 months – 22 days per month)
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**Work Assignment Overview:**

Tasks/Milestone:	Deliverables/Outputs:	Timeline	Budget
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<p>Produce an Inception Report and Workplan</p> <ul style="list-style-type: none"> <li>Conduct a review of key documents, draft and present an inception report and workplan.</li> <li>Revise and finalize the Inception Report based on comments from MoE and other stakeholders.</li> </ul>	<p>Draft Inception report, presentation, and workplan</p> <p>Approved Inception Report detailing the approach, deliverables, and timelines. Field data collection tools (lesson observation sheet, interview sheets, etc.) and assessment tools</p>	<p>20<sup>th</sup> February 2023</p> <p>27<sup>th</sup> February 2023</p>	<p>15%</p>
<p>Develop data collection tools and collect data.</p>	<p>Finalized data collection tools, data collectors trained and data collection report, transcripts/translations and audios of all qualitative interviews and focus groups discussions</p>	<p>24<sup>th</sup> March 2023</p>	<p>35%</p>
<p>Conduct data cleaning, analyse/interpretation, and produce a draft report on EFA policy.</p>	<p>Submission of draft report on findings on the implementation of EFA policy</p>	<p>19<sup>th</sup> April 2023</p>	<p>20%</p>
<p>Conduct validate of results, and submit a final report.</p> <ul style="list-style-type: none"> <li>Conduct a mix of face to face and virtual (<i>with province teams</i>) validation workshop with key stakeholders to disseminate research findings to validate the findings and brainstorm potential recommendations.</li> <li>Production of final research report and recommendations.</li> <li>Presentation of the findings to the senior management of MoE (Minister, PSSs, Directors)</li> </ul>	<p>Validation workshop report.</p> <p>Submission of final research report on EFA with all products (desk review, data sets, findings, recommendations)</p>	<p>25<sup>th</sup> April</p> <p>3<sup>rd</sup> May 2023</p>	<p>35%</p>
<p><b>Estimated Total Consultancy Fees (All Inclusive)</b></p>	<p><b>Professional fees</b></p>		<p>Total</p>
<p>Travel International (if applicable)</p>	<p>One economy class return</p>		<p>NA</p>

Travel Local (please include travel plan)	Yes, consultant is expected to travel to select districts to be determined agreed by MoE and UNICEF.		
DSA (if applicable)			
<b>Total estimated consultancy costs<sup>i</sup></b>			
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  <b>Enter Disciplines:</b> Enter Disciplines Education, development, or other relevant social sciences	<b>Minimum Qualifications required</b> <ul style="list-style-type: none"> <li>• A Master's Degree in Education, or any relevant social science with a minimum of 10 years' experience in Education. Experience in policy review or development will be an added advantage. In the absence of a master's degree, a university degree in education with 15 years of relevant experience will be considered.</li> <li>• Experience in development of strategic documents will be an asset.</li> <li>• Familiarity with the Zambia education landscape and its policies.</li> <li>• Excellent verbal, writing and analytical skills, and the ability to synthesize large and diverse sources of information.</li> <li>• Have a good working knowledge of computers and proficient in word processing</li> <li>• High level proficiency in standard computer software Microsoft word and Excel.</li> <li>• Excellent English skills</li> </ul>		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> <input checked="" type="checkbox"/> No Transportation arranged by the office: <input type="checkbox"/> <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		
<b>Request Authorised by Section Head:</b>  <b>Gibson Nchimunya</b> <b>OiC- Chief of Education</b>		<b>Request Verified by HR:</b>  <b>Mahongo Sichula</b> <b>OiC- Human Resources Specialist</b>	
<i>Approval of Deputy Representative Operation Programme (If Operations):</i>		<i>Approval of OIC Deputy Representative (if Programme)</i>  <hr/> <b>Emily Randy</b>	
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep):</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

**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.

