

Consultant to conduct an education trends analysis and to assist with climate change data integration into the Education Management Information System (EMIS)

2 April 2021



UNICEF Cambodia

1. Background

Cambodia's National Strategic Development Plan (NSDP) 2019-2023 highlights the development of high quality and capable human resources as key to supporting economic growth and competitiveness in the country. Education development is critical for Cambodia's transition from a lower-middle income country to an upper-middle income country by 2030 and a developed country by 2050. The Education Strategic Plan (ESP) for the period 2019-2023 is designed as a further step in putting in place the necessary human resources and infrastructure to help achieve the national vision and goals.

As such, timely, accurate, meaningful and qualitative data on all aspects of the education system is required to help identify the strengths of the Cambodian education system, and more importantly to identify and address weaknesses, particularly those pertaining to inclusion and equity. The ESP tracks a number of Core Breakthrough Indicators and other indicators linked to education sub-sectors, which help to inform progress, identify challenges, and inform future policy making.

The ESP is now halfway through its implementation and the Ministry of Education, Youth and Sport (MoEYS) is planning a consultative and participatory Mid-Term Review (MTR) of the plan, supported by development partners. The outcome of the MTR is a revised ESP, including with revised targets and financial projections. To inform the MTR, a trends analysis of the education sector is warranted. This is particularly important to track trends relating to Core Breakthrough Indicators to develop a deeper understanding of the impact that COVID19 has had on students, while recognizing that the full impact of COVID19 will likely not be wholly understood and felt until several years from now.

A recently completed joint rapid assessment of the education sector conducted by MoEYS and the Education Sector Working Group in 2020 shows the impact of COVID19 on learning. The assessment revealed worrying signs of serious learning loss amongst students, but also identified capacity gaps amongst teaching personnel and administrators in delivering continuous distance/blended learning approaches. Furthermore, the multi-dimensional impacts of COVID19 were revealed, particularly in relation to rising household poverty, decreased food security and increased risk of student drop out. The proposed education trends analysis would provide an important complement to this rapid assessment.

The Royal Cambodian Government has also undertaken a commitment to address climate change as a national priority, including through the education sector. Some of the priority areas of work for the education sector includes an integration of climate change-related data into regular data collection processes, linked to the school census, and the utilization of this evidence in policy making, including ESP implementation, and to inform education service delivery.

2. Purpose of the Assignment

The overall objectives of the consultancy are to:

- Conduct a trends analysis of the ESP Core Breakthrough Indicators, and other relevant education indicators as appropriate, with reference in the analysis to the impact of COVID19;
- Provide specific recommendations to inform the MTR-ESP, particularly relating to the revision of indicators and projections;
- Support the integration of climate change indicators in the EMIS, to be reported upon as part of the annual school census; and
- Strengthen the capacity of MoEYS to conduct education trends analysis and use it to inform policy development.

3. Work Assignments or Assignment Tasks

The outputs of the work will be used to diagnose sector performance to date and to inform the revision of indicators and activities in the ESP 2019-2023, as part of the separate MTR ESP process.

To achieve the objectives of the consultancy, under MoEYS' Director for Department of Planning (DoP), and in close collaboration with the Department of EMIS (DEMIS) and the UNICEF Education Specialist, the Consultant will undertake the following tasks:

- review available data, including Education Management Information System (EMIS) data, annual statistical yearbooks, and other relevant sources of education data, to prepare a comprehensive trends analysis of Core Breakthrough Indicators and other relevant indicators, to inform the preparation for the ESP MTR and to better understand the impact of COVID19 on learners. An important part of this work will be data visualization (eg: the preparation of graphs, tables and maps, showing data results at national and sub-national levels).
- support DoP to use the data and specific recommendations from the trends analysis to update targeting and projections for the ESP, including providing technical advice on costing implications. As part of this work, the impacts and potential impacts of COVID19 on achieving the ESP indicators and targets will be considered;
- support DEMIS to integrate climate change indicators into regular data collection, including within the annual school census process; and
- Develop capacities of relevant MoEYS and UNICEF staff to develop and utilize data visualization tools for key education indicators to analyze sector performance.

4. Qualifications of Successful Candidate

- Advanced University degree (Masters) in a relevant field such as education planning, management, statistics or IT
- At least ten years of experience in Education Statistics and Indicators Analysis and International Education Management Information System Establishment
- High competency in using Visual dBase, my-SQL Server, Web-based Technology and Statistical Software Packages or similar relevant tools
- Relevant experience of national, sub-national, and school-level education sector issues, preferably in Cambodia or the region
- Experience of sectorial planning and reporting arrangements and trends/statistical analysis, including working in professional teams and use of results frameworks, logical frameworks and work planning arrangements
- Excellent interpersonal, mentoring, facilitation and communication skills
- Able to work to meet deadlines
- Fluency in English language is required. Knowledge of Khmer is an asset
- Computer literacy and presentation skills

5. Expected Deliverables:

The schedule of expected deliverables for this assignment are show in the table below. The timing of this work is important, given key tasks are expected to inform other parallel processes, namely the MRT of the ESP.

Deliverable Schedule

1	Month ¹	Deliverables	Estimated # of working days for deliverables	Deadline for completion
1	May 2021	Deliverable #1: Inception report with proposed work plan (approximately 5 pages, including annexes).	2 days	14th May 2021
2	May 2021	Deliverable #2: Draft education trends analysis report, with data visualizations (approximately 20 pages, including annexes), and a draft Presentation of Key Findings (using PowerPoint, approximately 20 slides). To produce this deliverable the consultant will: undertake desk review of documents, statistical booklets, EMIS and present initial findings to MoEYS and development partners.	12 days	4 th June 2021
3	June 2021	Deliverable #3: Final education trends analysis report, with recommendations (approximately 25 pages, excluding annexes); revised final Presentation of Findings (using PowerPoint, approximately 20 slides).	3 days	11 th June 2021

		To produce this deliverable the consultant will revise the draft education trends analysis report, incorporating feedback received from MoEYS and UNICEF, as appropriate.		
4	June 2021	Deliverable #4: Report with recommendations on ESP target revision, based on the trends analysis, including addressing the potential impacts of COVID19 To produce this deliverable the consultant will support MoEYS colleagues to utilize the trends analysis for projections and revision of the CBI indicators in the revised ESP through an online workshop.	5 days	18 th June 2021
5	June 2021	Deliverable #5: Draft summary report on DEMIS climate change indicators and its database, with actionable recommendations (approximately 10 pages, excluding annexes). To produce this deliverable the consultant will review DEMIS proposed climate change questionnaires, indicators and any other relevant documentation and provide relevant recommendations for planning, M&E and reporting purposes.	6 days	2 nd July 2021
6	July 2021	Deliverable #6: Final summary report on DEMIS climate change indicators and its database, with actionable recommendations (approximately 10 pages, excluding annexes). To produce this deliverable the consultant will revise the draft summary report on DEMIS climate change indicators, incorporating feedback received from MoEYS and UNICEF, as appropriate.	2 days	9 th July 2021
Total number of days			30 days	

4. Payment Schedule linked to deliverables

Upon satisfactory receipt of deliverables verified by UNICEF and upon certification of monthly progress reports, payments will be made in accordance with the payment schedule below:

Month ²	Deliverables	Deadline	Payment (%)
1	Deliverable #1: Inception report with proposed work plan	31 May 2021	50%

² UNICEF calculates that one month is 21 working days.

	Deliverable #2: Draft education trends analysis report and presentation		
2	Deliverable #3: Final education trends analysis report, with recommendations and Presentation Deliverable #4: Report with recommendations on ESP target revision, based on the trends analysis, including addressing the potential impacts of COVID19	11 th June 2021	20%
3	Deliverable #5: Draft summary report on DEMIS climate change indicators and its database, with actionable recommendations Deliverable #6: Final summary report on DEMIS climate change indicators and its database, with actionable recommendations	9 th July 2021	30%

6. Location and Duration

The duration of the assignment will be for thirty (30) working days between 1 May and 30 July 2021. The Consultant will be required to work remotely during the contract period, no-country presence is required.

7. Administrative Issues

The consultant is expected to have their own laptop and necessary work tools.

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.

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness and quality of the deliverables provided to UNICEF Cambodia as outlined above.

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.

8. Contract supervisor and Other Stakeholders

The consultant will report to the UNICEF Education Specialist (CDPF), who will be responsible for the final review of the deliverables and the certification of payments to the Consultant. The Consultant will work closely with the Director of Planning at MoEYS as well as the IIEP team providing technical support to the Ministry for the ESP MTR.

The Consultant will be contracted under the Capacity Development Partnership Fund (CDPF) and will be required to work in such a way so as to maximize the impact and sustainability of the input by taking an approach that actively supports capacity development and ownership on the part of the lead department. In particular, the technical adviser is required to:

- Work in close communication with the designated MoEYS manager, following the reporting lines
- Take a mentoring approach that supports identified counterparts to progressively take the lead on key tasks
- Work in close communication with other Advisers as well as others appointed under the CDPF and by other complementary programmes, in order to ensure coherence
- Collaborate effectively with other technical departments and relevant development partners

9. Penalties for Underperformance

Payment of fees to the Contractor under this contract, 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.

10. 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.

11. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

1. Letter of Interest (cover letter) with indication of applicant's ability, availability and start date
2. CV or Resume explaining how the applicants background and experience are relevant to the consultancy work assignment and the qualifications, competencies, knowledge and skills

3. A fee proposal or price proposal by indicating daily rate (in US\$) to undertake the terms of reference above, fully comprehensive of all expected costs related to the assignment. Applications submitted without a daily rate will not be considered.
4. Example of applicant's performance evaluation reports or references of similar consultancy assignments or other references of similar consultancy assignments (if available).
5. A sample of similar prior work.

12. Assessment Criteria

A two-stage procedure shall be utilized 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.

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 (**30 points**)
 - Knowledge and Skills (**20 points**)
 - Quality of similar past work (**30 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.