

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

National Consultant to provide coordination support to Ministry of Education, Youth and Sport (MoEYS)	Funding Code:	Duty Station: Phnom Penh, Cambodia
<p>1. Purpose:</p> <p>The purpose of this consultancy is to support Cambodia's Ministry of Education Youth and Sport's (MoEYS), in particular, the Teacher Training Department (TTD) and Teacher Education Institutes (TEIs) including the 4 RTTCs (to be upgraded to new TECs), 2 Teacher Education Colleges (TECs), and the Pre-school Teacher Training Centre (PSTTC) in implementing the teacher education reform initiatives funded by CDPF through GPE grants.</p>		
<p>2. Scope of the work:</p> <p>The national consultant will work closely with the international consultant and UNICEF Education Officer to provide coordination support to Ministry of Education Youth and Sport and UNICEF to implement following key teacher education reform initiatives.</p> <p>a) Development and implementation of bachelor's level Teacher Qualification Upgrading (TQU) programme for in-service primary and lower-secondary school teachers. The following key activities will be undertaken under the TQU programme:</p> <ul style="list-style-type: none"> ○ Development of conceptual framework document and implementation plan for the in-service teacher qualification upgrade (TQU) programme for primary and lower secondary teachers to upgrade from a 12+2 qualification to a BA equivalent (12+4). ○ Development of programme design of TQU programme. ○ Delivery of TQU programme to in-service primary and lower-secondary school teachers. <p>b) Development and implementation of the PRESET 12+4 teacher education curriculum in the four new TECs (previously RTTCs). The following key activities will be undertaken:</p> <ul style="list-style-type: none"> ○ Development of strategic plans and operational guidelines of four new TECs which will aid their transition from the 12+2 systems to the 12+4 system. ○ Development and implementation of 12+4 teacher education programme encompassing curriculum framework, syllabi and associated teaching and learning materials. <p>c) Revision of 12+2 PRESET curriculum for preschool teacher education programme and its roll out. The following key activities will be undertaken:</p> <ul style="list-style-type: none"> ○ Revision of PSTTC programme including the curriculum framework, syllabi and associated teaching and learning materials. ○ Training programme for teacher educators to implement the revised PSTTC programme at PSTTC. ○ Training programme for in-service preschool teachers. <p>d) Development of BA+1 PRESET programme for lower-secondary teachers at the TECs. The following key activities will be undertaken:</p> <ul style="list-style-type: none"> ○ Development of the BA+1 programme for lower-secondary teachers. ○ Capacity building activities to TECs in delivering the BA+1 programme. <p>e) Roll out of Teacher Educator Development (TED) courses to teacher educators and teachers.</p>		

The consultant is expected to undertake in-country travel up to 35 days to the provinces including Battambang, Kampong Cham, Takeo, Prey Veng, etc. to provide coordination support to MoEYS and UNICEF related to development and implementation of these teacher education reform activities.

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):

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

Budget year: 2024-2027	Requesting Section/ Issuing Office: Education	Reasons why consultancy cannot be done by staff:
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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: August 2024	End Date: September 2026
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#	Work Assignments Overview	Deliverables/Output	Number of Days	Delivery deadline	Estimated budget (%)
1	Inception report (max 5 page) which includes detailed workplan, timelines, detailing key milestones and priority actions.	Deliverable 1: Inception report and workplan	5 days	Oct-2024	5%
2	<ul style="list-style-type: none"> • Coordination support to the development of conceptual framework document of the TQU programme and its implementation plan delivered. • Key informant interviews with MoEYS and TECs conducted to inform the development of conceptual framework and implementation for TQU programme. • Conceptual framework document and implementation plan for TQU programme finalized. • Technical notes, report, meeting minutes and other documents produced. • Translation of key documents is quality assured. • Comprehensive report for development of conceptual framework and implementation plan of TQU programme submitted. 	Deliverable 2: The conceptual framework document including implementation plan for the B.Ed level TQU programme for in-service teachers developed, and coordination support provided.	20 days	Jan-2025	5%
3	<ul style="list-style-type: none"> • The proposed programme design of TQU developed, in line with the TQU conceptual framework and its implementation plan. • The design of TQU programme finalized. • Comprehensive report for development of TQU programme design produced and submitted. 	Deliverable 3: The TQU programme design developed, and coordination support provided.	15 days	Apr-2025	5%

#	Work Assignments Overview	Deliverables/Output	Number of Days	Delivery deadline	Estimated budget (%)
4	<ul style="list-style-type: none"> The training to TEC teacher teachers on the implementation of TQU programme organized. Selected sessions of TQU programme delivery attended and report submitted. Technical notes, report, meeting minutes and other documents produced. Comprehensive report on the development of training package and training of teacher educators for the TQU programme produced and submitted. 	Deliverable 4: The bachelor's level Teacher Qualification Upgrade (TQU) programme for in-service primary and lower-secondary school teachers implemented and delivered, and coordination support provided.	25 days	Apr-2026	10%
5	<ul style="list-style-type: none"> The strategic plans and operational guidelines for four new TECs developed and finalized. The capacity building activities for new TEC management in implementing the 12+4 teacher education programme organized and completed. Technical notes, report, meeting minutes and other documents produced. Comprehensive report on development of strategic plans and operational guidelines for new TECs submitted. 	Deliverable 5: The Strategic Plans and Operational Guidelines for 4 new TECs developed, and coordination supported provided.	20 days	Apr-2025	5%
6	<ul style="list-style-type: none"> Curriculum framework, syllabi and associated teaching and learning materials for 12+4 programme for lower-secondary teacher education developed and finalized. Technical notes, report, meeting minutes and other documents prepared. The translation of key documents is quality assured. 	Deliverable 6: The curriculum framework, syllabi and associated teaching and learning materials of the 12+4 teacher education programme developed, and coordination support provided.	50 days	Jun-2026	15%

#	Work Assignments Overview	Deliverables/Output	Number of Days	Delivery deadline	Estimated budget (%)
	<ul style="list-style-type: none"> Comprehensive report on the development of 12+4 curriculum framework, syllabus and associated teaching and learning materials submitted. 				
7	<ul style="list-style-type: none"> The refreshers' training package to train teacher educators to deliver the 12+4 programme developed. Selected sessions of 12+4 programme delivered by teacher educators attended. The capacity needs assessment of teacher educators to inform development of capacity development plan including qualification upgrade conducted. Technical notes, report, meeting minutes and other documents produced. Comprehensive report on key activities related to the refreshers' training package development and capacity needs assessment produced. 	Deliverable 7: The 12+4 teacher education programme implemented, and coordination support provided.	50 days	Aug-2026	10%
8	<ul style="list-style-type: none"> The PSTTC curriculum review process prepared, informed by the PSTTC curriculum review report and revision plan developed in 2023. The curriculum framework, syllabi and associated teaching and learning materials for PSTTC developed. Technical notes, report, meeting minutes and other documents prepared. The translation of key documents is quality assured. Comprehensive report on the revision and finalization of PSTTC curriculum including 	Deliverable 8: The curriculum framework, syllabus and associated teaching and learning materials of the 12+2 PRESET curriculum for preschool teacher education programme revised, and coordination support provided.	30 days	Dec-2025	10%

#	Work Assignments Overview	Deliverables/Output	Number of Days	Delivery deadline	Estimated budget (%)
	curriculum framework, syllabi, and associated teaching and learning materials produced and submitted.				
9	<ul style="list-style-type: none"> The training package (including presentations and worksheets) for the training of teacher educators on the revised PSTTC programme developed. Training teacher educators on the revised PSTTC curriculum delivered. Comprehensive report on development of training package and training of teacher educators on the revised PSTTC curriculum submitted. 	Deliverable 9: Training programme for teacher educators to implement the revised PSTTC programme implemented, and coordination support provided.	20 days	Aug-2025	5%
10	<ul style="list-style-type: none"> The needs assessment for identifying areas for capacity development of teachers teaching in public schools and community preschools conducted, and assessment report produced. The short course/training package on ECE produced, and training to PTTC teacher educators in delivering the course conducted. Comprehensive report on key activities related to the needs assessment, development of short course/training package, and training of PTTC teacher educators produced and submitted. 	Deliverable 10: Coordination support provided for the in-service programme for preschool teachers introduced in the selected PTTCs.	30 days	Aug-2025	10%
11	<ul style="list-style-type: none"> The of BA+1 programme, including the curriculum framework and curricula materials developed and finalized. 	Deliverable 11: The BA+1 programme for lower-secondary teachers, and coordination support provided.	15 days	Aug-2025	5%

#	Work Assignments Overview	Deliverables/Output	Number of Days	Delivery deadline	Estimated budget (%)
	<ul style="list-style-type: none"> Key discussion and consultative workshops to develop BA+1 programme organized. Comprehensive report on support provided for the finalization of BA+1 programme for lower secondary teachers submitted. 				
12	<ul style="list-style-type: none"> Training/capacity building activities for teacher educators to implement the BA+1 programme delivered. Comprehensive report on the capacity building activities to TECs to deliver the BA+1 programme submitted. 	Deliverable 12: Capacity building activities to TECs in delivering the BA+1 programme implemented, and coordination support provided.	10 days	Dec-2025	5%
13	<ul style="list-style-type: none"> The TED courses delivered to teacher educators from TEIs and teachers from practice schools. The CPD accreditation process, assessment and evaluation of TED courses completed. Comprehensive report for the roll out of TED courses submitted. 	Deliverable 13: The Teacher Educator Development (TED) courses to teacher educators and teachers rolled out, and coordination support provided.	25 days	Sep-2026	5%
14	Final consultancy report submitted along with all final outputs, including challenges/lesson learned submitted.	Deliverable 14: Final consultancy report.	5 days	Sep-2026	5%
		Total number of days:	320 days		100%

Minimum Qualifications required*:	Knowledge/Expertise/Skills required*:
<input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <ul style="list-style-type: none"> Bachelor's degree in education, social sciences, international development or related technical fields. 	<ul style="list-style-type: none"> A minimum of two years of professional experience in education, teacher development, and experience working with MoEYS' technical departments and Teacher Education Institutions. Strong understanding of Cambodia' education sector, and MoEYS policies and guidelines including TPAP.

	<ul style="list-style-type: none"> • Experience of providing technical and coordination support and/or implementing programmes in collaboration with teacher education institutes and MoEYS' departments. • Experience in 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. • Experience of providing good quality written inputs in English and Khmer.
<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 (in English – maximum 5 pages of work written only by the candidate) ▪ Performance evaluation reports or references of similar consultancy assignments ▪ Financial proposal: All-inclusive lump-sum cost including consultancy fee, in-country travel cost for 35 days, health insurance cost for this assignment as per work assignment. 	
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (max 100 points): weight 70%</p> <ul style="list-style-type: none"> ▪ Bachelor's degree in in education, social sciences, international development or related technical fields. (10 points) ▪ Relevant professional experience in teacher development work, such as pre-service/PRESET teacher education programme development, curriculum development and revision, in-service/INSET for teachers' continuous professional development. (35 points) ▪ Relevant experience of coordinating projects/events/workshops, or stakeholder consultations. (25 points) ▪ Communication skills in English, including proven experience of providing quality assurance on key documents produced in Khmer language. (15 points) ▪ Quality written sample provided, written only by the candidate (15 points) <p>B) Financial Proposal (max 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 of 65 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.</p>	

<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Email/O365 access required: <input type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>
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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.