

**UNICEF Lao PDR
TERMS OF REFERENCE FOR SERVICES CONTRACT**

Title: National Education Consultant
Requesting Section: Education
Proposed level: NOB
Duration: 8 months
Start and end dates: 18 March 2019 – 15 November 2019
Duty Station: Vientiane
Supervisor: Chief of Education

Related Country Programme Outcome/Output:

Outcome 3: By 2021, children, especially most disadvantaged and in hard-to-reach areas, have access to quality early childhood and basic education services, and complete the basic education cycle with improved learning outcomes.

Output 2: By 2021, national and sub-national Government Ministries and other key stakeholders have improved capacity to implement and monitor inclusive, equitable and quality basic education services, focusing on early grades

1. Purpose of Assignment:

The key purpose of this assignment is to provide additional support to the MoES-UNICEF Education Programme, especially in the below mentioned four areas.

2. Objective

The overall goal of the consultancy is to support the below specific areas in the MoES-UNICEF Education Programme, namely:

- 1) South East Asia Primary Learning Metrics (SEA-PLM)
- 2) National large-scale student assessments
- 3) MoES-UNICEF Education Programme baseline survey
- 4) LSIS-II Education In-depth Analysis and Education Bottleneck Analysis

3. Background/Rationale

Based on the Government of Lao PDR – UNICEF Country Programme 2017-2021, the Ministry of Education and Sports (MoES) and UNICEF in Lao PDR have agreed on the Rolling Workplan 2017-2018 to implement the joint Education Programme. The Rolling Work plan 2017-2018 is integral part of the MoES-UNICEF Education Programme 2017-2021, which aims that by 2021, children, especially most disadvantaged and in hard-to-reach areas, have access to quality early childhood

and basic education services, and complete the basic education cycle with improved learning outcomes.

Key activities under the Annual Workplan 2019, include four major areas of activities, namely: 1) Preparation and undertaking of SEA-PLM main survey; 2) Development and implementation of national large-scale student assessments; 3) Preparation and undertaking of MoES-UNICEF baseline survey; and 4) Undertaking LSIS-II Education in-depth analysis and education bottleneck analysis.

All of these involve a series of sub-activities which require data literacy and analytical skills, complemented by local knowledge and language skills, including: review of government and other reference materials; data collection and consultations with the key stakeholders at the national, sub-national, school and community levels; support to analysis of collected information and data, and report writing. Good coordination and communication skills are also required to facilitate the work with the government counterparts and other stakeholders.

According to the agreement between MoES and UNICEF, UNICEF has been providing technical and financial assistance to MoES to implement the above mentioned areas of work. As the work progresses, a critical need was found that an additional national consultant is required to effectively deliver the expected results of the mentioned areas.

4. Scope of Work/ Work Assignments

The national consultant will work as part of the UNICEF Lao PDR Education Team to support the MoES-UNICEF Education Programme, specifically in the mentioned four key areas of work. Each of these four areas of work has a specific work plan respectively which has been/will be agreed between MoES and UNICEF, and therefore the consultant will provide necessary support according to the respective work plans.

The consultant will work closely with the MoES and other implementing partners and key stakeholders.

The general scope of the work is to provide additional technical support in the following areas:

- 1) Planning and preparation of the mentioned M&E and analytical work (SEA-PLM, national assessments, baseline survey, LSIS-II education in-depth analysis and education bottleneck analysis), including developing detailed implementation plans, and collection and review of government and other reference materials;
- 2) Conduct of those M&E and analytical work, including data collection and consultations with the key stakeholders at the national, sub-national, school and community levels;
- 3) Analysis of collected information and data;
- 4) Analytical report writing;
- 5) Coordination with MoES and other key stakeholders at different levels; and
- 6) Technical translation and interpretation from English to Lao and vice versa as and when necessary.

5. Duration:

8 months, from 18 March 2019 – 15 November 2019

6. Deliverables:

Deliverables	Timeline
<ul style="list-style-type: none"> Inputs and support provided to SEA-PLM for: <ol style="list-style-type: none"> 1) Coordination with MoES and other stakeholders 2) Preparation and undertaking of data collection Inputs and support provided to national large-scale student assessments in: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) other requirements as per the work plan Inputs and support provided to the MoES-UNICEF education programme baseline survey in: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) monitoring support for data collection 3) analysis and report writing of the collected data Inputs and support provided to the LSIS-II Education in-depth analysis and Education bottleneck analysis: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) support for development and finalization of analytical tools 3) support for undertaking necessary consultations and workshops with key stakeholders, and conducting analysis and report writing of the collected data Brief monthly report summary indicating specific key results and deliverables achieved 	31 March 2019
<ul style="list-style-type: none"> Inputs and support provided to SEA-PLM for: <ol style="list-style-type: none"> 1) Coordination with MoES and other stakeholders 2) Data entry, coding and analysis Inputs and support provided to national large-scale student assessments in: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) other requirements as per the work plan Inputs and support provided to the MoES-UNICEF education programme baseline survey in: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) support for monitoring of data collection 3) support for analysis and report writing of the collected data Inputs and support provided to the LSIS-II Education in-depth analysis and Education bottleneck analysis: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) support for development and finalization of analytical tools 3) support for undertaking necessary consultations and workshops with key stakeholders, and conducting analysis and report writing of the collected data 	30 April 2019

<ul style="list-style-type: none"> Brief monthly report summary indicating specific key results and deliverables achieved 	
<ul style="list-style-type: none"> Inputs and support provided to SEA-PLM for: <ol style="list-style-type: none"> 1) Coordination with MoES and other stakeholders 2) Data entry, coding and analysis Inputs and support provided to national large-scale student assessments in: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) other requirements as per the work plan Inputs and support provided to the MoES-UNICEF education programme baseline survey in: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) report writing and validation of the collected data Inputs and support provided to the LSIS-II Education in-depth analysis and Education bottleneck analysis: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) support for development and finalization of analytical tools 3) support for undertaking necessary consultations and workshops with key stakeholders, and conducting analysis and report writing of the collected data Brief monthly report summary indicating specific key results and deliverables achieved 	31 May 2019
<ul style="list-style-type: none"> Inputs and support provided to SEA-PLM for: <ol style="list-style-type: none"> 1) Coordination with MoES and other stakeholders 2) Data entry, coding and analysis Inputs and support provided to national large-scale student assessments in: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) other requirements as per the work plan Inputs and support provided to the MoES-UNICEF education programme baseline survey in: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) finalization and dissemination of the survey report Inputs and support provided to the LSIS-II Education in-depth analysis and Education bottleneck analysis: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) support for development and finalization of analytical tools 3) support for undertaking necessary consultations and workshops with key stakeholders, and conducting analysis and report writing of the collected data Brief monthly report summary indicating specific key results and deliverables achieved 	30 June 2019
<ul style="list-style-type: none"> Inputs and support provided to national large-scale student assessments in: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) other requirements as per the work plan 	31 July 2019

<ul style="list-style-type: none"> Inputs and support provided to the MoES-UNICEF education programme baseline survey in: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) finalization and dissemination of the survey report Brief monthly report summary indicating specific key results and deliverables achieved 	
<ul style="list-style-type: none"> Inputs and support provided to SEA-PLM for: <ol style="list-style-type: none"> 1) Coordination with MoES and other stakeholders 2) Preparation for coder training Inputs and support provided to national large-scale student assessments in: <ol style="list-style-type: none"> 1) coordination with MoES and other stakeholders 2) other requirements as per the work plan Final consultancy report indicating specific key results and deliverables achieved during the entire consultancy period 	31 August 2019
<ul style="list-style-type: none"> Inputs and support provided to SEA-PLM for: <ol style="list-style-type: none"> 3) Coordination with MoES and other stakeholders 4) Preparation for coder training Inputs and support provided to national large-scale student assessments in: <ol style="list-style-type: none"> 3) coordination with MoES and other stakeholders 4) other requirements as per the work plan Final consultancy report indicating specific key results and deliverables achieved during the entire consultancy period 	30 September 2019
<ul style="list-style-type: none"> Inputs and support provided to SEA-PLM for: <ol style="list-style-type: none"> 5) Coordination with MoES and other stakeholders 6) Preparation for coder training Inputs and support provided to national large-scale student assessments in: <ol style="list-style-type: none"> 5) coordination with MoES and other stakeholders 6) other requirements as per the work plan Final consultancy report indicating specific key results and deliverables achieved during the entire consultancy period 	31 October 2019
<ul style="list-style-type: none"> Inputs and support provided to SEA-PLM for: <ol style="list-style-type: none"> 7) Coordination with MoES and other stakeholders 8) Preparation for coder training Inputs and support provided to national large-scale student assessments in: <ol style="list-style-type: none"> 7) coordination with MoES and other stakeholders 8) other requirements as per the work plan Final consultancy report indicating specific key results and deliverables achieved during the entire consultancy period 	15 November 2019

7. Reporting requirements:

The consultant will report to the Chief of Education in the UNICEF Lao PDR Country office.

8. Administrative Issues, including Consultant's Workplace and Official Travel Involve

The assignment will be based in the UNICEF Lao PDR. The consultant will be provided with work space in the UNICEF Lao PDR office. The consultant is expected to provide his/her own computer for the duration of the assignment.

Field trips to provinces will be required. The transport will be provided by UNICEF. The DSA for field trips will be paid according to UNICEF guidelines.

Health insurance is required by the consultant.

The copy rights of all the deliverables to be produced through this assignment will rest with the MoES and UNICEF.

9. Education, Qualifications and Experience Required

- Lao national
- University or higher degree in Education, Social Science or relevant areas
- Minimum 2-year of relevant professional experience, especially in development work, preferably in education
- Data literacy and good analytical skills
- Strong inter-personal communication skills; English and Lao working level language proficiency; Ability to accomplish tasks with quality within deadlines
- Familiarity with the education sector in Lao PDR as an asset
- Experience in working with the Government and with UN as an asset