

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

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| International consultant “Development of the GPE Multiplier Grant Programme” | Funding Code: SC180436 (USAID/CDPF) 0660/A0/06/882/001/009 | Duty Station: Remote |
| <p>Purpose of Activity/Assignment:</p> <p>The Global Partnership for Education (GPE) announced a new strategic plan and the accompanying operating model (GPE2025) in December 2020. The Ministry of Education, Youth and Sport (MoEYS) expressed Cambodia’s interest to apply for the three different grants. UNICEF was appointed as Grant Agent (GA) for three of these grants: the System Capacity Grant (SCG), the System Transformation Grant (STG) (twin GA with UNESCO) and the Multiplier (split between UNICEF and the World Bank). The priorities for each grant are laid out in the Partnership Compact, approved by the Local Education Group (LEG) in March 2023. This includes focusing on teacher education reform, early grade learning, and increasing equitable access and 21st century skills, along with a focus on gender. These are priorities that have also been echoed by the Minister in recent statements, and which are expected to remain as priority focus areas in the new Education Strategic Plan 2024-2028, currently under development.</p> <p>UNICEF is now starting the development of the Multiplier programme. The programme, valued at \$10 million over three years (2024-2026) will focus on four priority areas: teacher development and teacher reform; early grade learning; 21st century skills development; and inclusive education.</p> <p>The development of the programme requires consultations with a range of stakeholders, including the European Union (EU) and the Japan International Cooperation Agency (JICA), who are the two co-financers of the Multiplier. The programme development will take place in close coordination with MoEYS and other members of the LEG; it will also reflect and build upon work already planned under the STG. The consultant is needed to support the design of the programme, the coordination between different actors, and the communication between different partners, including MoEYS, to ensure a harmonized understanding of the programme and its contribution to the transformation of the education system in Cambodia.</p> | | |
| <p>Scope of Work:</p> <p>The consultant will be responsible for the following tasks:</p> <ul style="list-style-type: none"> ▪ Prepare materials for consultations with relevant MoEYS departments and submit comprehensive notes/minutes after the meeting ▪ Prepare materials for consultations with EU, JICA and other relevant Development Partners and submit comprehensive notes/minutes after the meeting ▪ Prepare materials for national and sub-national consultations and submit comprehensive notes/minutes after the meetings ▪ Liaise with DGPP on all GPE2025 processes and approvals ▪ Draft the Multiplier programme application, including the programme document, the Theory of Change, the M&E framework and the budget, in close consultation with UNICEF <p>One trip to Phnom Penh is expected at the initial programme scoping stage (estimated around 10 working days) to support engagement with relevant counterparts.</p> | | |
| <p>Child Safeguarding</p> | | |

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](#)

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| Budget year: 2023 | Requesting Office: Education, Cambodia | Section/ Issuing | Reasons why consultancy cannot be done by staff: The assignment requires dedicated time and expertise not currently available in house |
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Included in Annual/Rolling Workplan: Yes No, please justify:
UNICEF was appointed GA for the multiplier only in May 2023.

Consultant sourcing: National International Both

Competitive Selection: Advertisement Roster

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

If Extension, Justification for extension:

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| Supervisor: Linda Jönsson, Education Specialist | Start Date: 15 October 2023 | End Date: 30 April 2024 |
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| Work Assignments Overview | Deliverables/Outputs | Delivery deadline | Estimated Budget (% of payment) |
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| Update the roadmap for the Multiplier programme and development based on current progress and exchanges with the relevant stakeholders | Deliverable 1: Inception report with clear timelines (5-10 pages) | 3 working days after the start of the consultancy (5 days) | 20% |

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| Organize consultations with the identified stakeholders in close coordination with UNICEF | Deliverable 2: Zero draft of the programme theory of change and main activities | 15 November (25 days) | 30% |
| Refine the identified activities and priorities and continue to develop the programme application documents | Deliverable 3: First draft of the application package, including: - Programme document (narrative) - M&E framework - Budget | 31 December (30 days) | 30% |
| Prepare materials for wider stakeholder consultations on the draft documentation | Deliverable 4: Slide presentation and materials to gather inputs Short summary report of the consultations Updated draft of the application package based on feedback Final report of the consultancy | 29 February (20 days) | 20% |

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| <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>Enter Disciplines: An advanced university degree (Master's or Doctoral degree) in education, international development, public policy or similar.</p> | <p>Knowledge/Expertise/Skills required*:</p> <ul style="list-style-type: none"> • Minimum 5 years of experience in programme development or similar relevant work • Familiarity with the education sector in Cambodia and MoEYS policies and programmes, including the past and current GPE-funded programmes • Ability to analyze issues technically and contribute to high-level policy dialogue with the government and development partners. • Strong planning and facilitation skills to deliver timely and high-quality results against deadlines. • Demonstrated adaptability and flexibility, client orientation, proven ethical practice, initiative, concern for accuracy and quality. • Excellent written and spoken English language skills; fluency in Khmer is an asset. • Computer literacy and presentation skills. |
| <p>Submission of applications in the e-recruitment platform:</p> <ul style="list-style-type: none"> • Letter of Interest (cover letter), highlighting suitability and expertise for this assignment • CV or Resume • Performance evaluation reports or references of similar consultancy assignments | |

- Financial proposal: All-inclusive lump-sum cost including consultant daily fee (in US\$), International travel fee to Cambodia (estimated around 10 working days) and medical insurance cost as per work assignment.

The consultant is expected to be home-based, with one trip to Cambodia (timing to be agreed with UNICEF)

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation (100 points) weight: 70%

- Quality and completeness of the technical proposal (cover letter): 30 points
- Qualifications: 20 points
- Samples of previous work: 20 points
- Adequacy of the applicant’s experience to the requirements of the assignment: 30 points

B) Financial Proposal (100 points) weight: 30%

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 70 points 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.

Administrative details:

Visa assistance required:

- Home Based
- Office Based

If office based, seating arrangement identified:

IT and Communication equipment required:

Email/O365 access:

Internet access required: when in the office

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.