

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

PART I		
Title of Assignment	International Consultancy to provide upstream technical support to Malawi Government to design/develop the Free Secondary Education programme and its implementation framework.	
Section	Education and Adolescent Section	
Location	Remotely until such time that travel is possible to resume assignment in Lilongwe	
Duration	4 months	
Start and End Date	From: 1 August 2020	To: 30 November 2020

BACKGROUND

Sustainable investment in secondary education would offer several critical elements to Malawi's socio-economic transformation. Expansion of post-primary education enhances people's productivity, promotes technological advances, secures socio-economic progress for countries, fosters social cohesion, evens income distribution and jump-starts fertility transition. Private returns to an additional year of schooling range between 8 to 11 percent in Malawi, at par with average global levels; returns to secondary education are higher (67 percent compared to only 15 percent at the primary level) – and yields far higher returns for females than males (85 percent versus 58 percent) .

Household heads with secondary education have significantly lower multidimensional poverty than those with primary or no education . Mothers with secondary education not only have fewer children (3.3 for those with secondary education against 4.7 for mothers with primary education) but also have them later (the median age at first birth is 20.7 for girls with secondary education compared to 18.6 for those with primary education).

The current draft education sector plan (2020-2030) underlines the need to expand equitable access to quality secondary education in Malawi, so as to contribute to human capital development in the country. To improve on the secondary education subsector, the government also intends to recruit additional teachers and increase contact hours, build additional classrooms, where possible implement the two-shift system especially in community day secondary schools (CDSS) and implement free secondary education affordable to all families considering the urban/rural divide. Other priorities proposed include improving education governance, accountability and financing, human resource management, school management and supervision.

JUSTIFICATION

UNICEF seeks to recruit a consultant to collaboratively work with key education stakeholders and partners such as the MoEST and other relevant Ministries and government and nongovernmental entities to provide technical expertise to help design the free secondary education programme, and implementation, including costing and resource mobilisation strategies.

The Education consultant will provide technical guidance and direction to design and development of the free secondary education programme including strategic planning, analytical frameworks, strategic dialogue with the government through the task force on free and affordable secondary, coordination and formulation of the programme, costing, and its implementation strategies including alternative strategies to increase access . This will be done through conducting necessary projections, simulations and financial costing for classrooms, teachers, learning materials and other material requirements.

This will also involves addressing other cross sectoral areas like safety, nutrition, school environment in order to respond to the commitment of the MoEST to deliver free secondary quality education for secondary age children. This contributes to achieving globally agreed targets of Sustainable Development Goal 4 (SDG4) related to ensuring inclusive and equitable quality education for all children in Malawi.

PURPOSE OF THE ASSIGNMENT

UNICEF Malawi is recruiting an Education consultant to support the government of Malawi particularly, department of secondary and distance education(DSDE) in Ministry of Education, Science and Technology (MoEST) to design and develop a comprehensive strategy, including costing for implementing a free secondary education aimed to ensure that all secondary age children have access to, and complete quality secondary education in order to develop into educated, empowered and prosperous citizens. The consultant will also provide suggestions for innovative strategies to increase access such as double shifting, open and distance electronic learning (ODEL) centres.

SCOPE OF WORK/OBJECTIVES

The current Education Sector Plan (ESP) 2020-2030 details the Government's objective to improve equity, quality and relevance of secondary education. It comprises three overarching targets: (1) Increase equitable access and participation in secondary education; (2) Improve quality and relevance of secondary education (3) Strengthen governance, management and accountability in secondary education. In order to design the free secondary education programme, government has engaged the partners including UNICEF to support the design/development of a comprehensive and sustainable implementation strategy for secondary education. UNICEF working closely with other donor partners, relevant ministries and other partners will provide strategic guidance to plan and design the programme, coordinate with government and other partners to develop and cost the implementation strategies for mobilising the necessary resources and capacities to coordinate successful roll out and overall implementation through the Task force on free/affordable secondary education.

UNICEF seeks to recruit a consultant to collaboratively work with key education stakeholders and partners such as the MoEST and other relevant Ministries and government and nongovernmental entities to provide technical expertise to help design the free secondary education programme, and implementation, including costing and resource mobilisation strategies. As such the consultant, will perform the following tasks:

- Provide technical support in conceptualising free secondary education programme, articulating and developing the strategies for implementing the programme, through supporting necessary assessments, financial costing, providing technical inputs into discussions with other donor partners, stakeholders and line ministries in the process of elaborating the programme or its implementation plan, and proposing suggesting innovative strategies to increasing access.
- Conduct a comprehensive desk review on the education sector policy landscape in Malawi, review the education sector plan 2020-2030 and its implementation plan. Propose areas of alignment, strategic focus areas in planning for free secondary education programme, mapping the available data on enrolments, numbers of available schools and classrooms, teacher numbers and develop projections for new teacher demands and supply and necessary costing at junior secondary and Senior secondary, as well as similar projections for new school infrastructures particularly classrooms at all levels.
- Analyse and review literature, documenting cases of best practices in implementing free secondary education programmes particularly from Sub Saharan Africa, and draw lessons learnt to inform design of the free secondary education programme as well as the implementation strategies in Malawi.
- The assignment will involve preparing different analytical papers that feed into the anticipated discussions and consolidating analytical work and develop report to inform on-going discussions in close collaboration with the Task Force/existing framework on Free and affordable secondary education. Propose scenarios of the programme and strategies for discussion with UNICEF and other donor partners. Refine the scenarios of the programme and implementation strategies for discussion and consultations with line ministries, other partners, NGOs/CSOs and other key stakeholders.
- Lead consultative discussions and meetings, share the various scenarios guiding the design of free secondary education programme and facilitate a national forum. Guide the discussions highlighting which scenarios would work best for Malawi. Propose implementation strategies highlighting which actions should be taken in the short, medium and long run. Provide technical leadership in key thematic discussions through capturing necessary input from the discussions to inform necessary write ups. Consolidate validated write ups from the discussion with key stakeholders and partners at national and district levels.

REPORTING REQUIREMENTS

The consultant will be supervised by and report to the Chief of Education, while working closely with the Education Manager and the project focal point will be the Education Specialist-Secondary age and Adolescent Education. The Directorate of Secondary Education in the MoEST will lead the project and involve other relevant departments and education donor partners (WB, EU and USAID) to deliver on this assignment. He/she will collaborate with other Ministries including Ministry of Youth and Labour, and other UN agencies as well as Non-Governmental Organisations (NGOs) and Civil Society

Organisations (CSOs) and other stakeholders in order to design an evidence based secondary education programme and its implementation strategies.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

- Submission and acceptance of inception report (Deliverable 1).
- Submission and acceptance of analytical report, (teacher, classroom and materials assessments) and satisfactory review of the literature on lessons learnt from best practices on free secondary education in SSA. (Deliverable 2 and 3).
- Submission and acceptance of final design of the free secondary education programme and its implementation strategies (Deliverable 4 and 5).

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
Review the ToRs, engage in initial discussion with UNICEF and MoEST team to articulate and develop the inception plan and work plan.	Inception report detailing the tentative work plan for the entire assignment.	21.75 days	30/08/2020	30%
Conduct comprehensive desk review and looking into secondary information including existing MoEST policy and plans.	Analytical report from mapping available data on teachers, classroom requirements. Undertake necessary projections and costing	43.5 days	31/10/2020	30%
Conduct a literature review of similar cases of free secondary education in Ghana, Uganda, Rwanda and other countries and	A literature review report indicating best practices in SSA on free secondary education programme			

underline best practices for practical application				
Based on collated information, develop, consolidate the draft write ups of the strategic framework including costing for free secondary education and alternative pathways.	A costed strategy on free secondary education programme.	21.75 days	30/11/2020	40%
Conduct consultative sessions with all stakeholders to ensure validation.	Develop an implementation framework of the free secondary education strategy.			

However, as the actual starting date may impact the dates estimated in the TOR, the exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

International travel costs will be reimbursed on actual expenditures and upon presentation of original supporting documents. As per UNICEF operational guidelines, travel for international consultancies, will be in economy class and will use the most economical route. Initial tasks will be undertaken offsite, pending travel possibility following the COVID-19 restrictions (to be confirmed and scheduled).

The payment schedule will be based on submission of the required deliverables as indicated below.

1. First payment to be done upon submission and acceptance of inception report (Deliverable 1) (30%).
2. Second payment to be done on submission and acceptance of analytical report, (teacher, classroom and materials assessments) and satisfactory review of the literature on lessons learnt from best practices on free secondary education in SSA. (Deliverable 2 and 3). (30%).
3. Final payment to be done on submission and acceptance of final design of the free secondary education programme and its implementation strategies (Deliverable 4 and 5) (40%).

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- Advanced Degree in education, social sciences, economics with relevant experience in International education development focusing on general and or basic education.

Work experience:

- Previous experience in design and formulation of general and or free secondary education strategies including ability to make relevant projections, simulations and financial costing.
- More than 10 years of multi-country experience in general and or basic education and familiarity with the educational systems preferably in Sub Saharan Africa.
- Experience and knowledge of education, human rights, and participatory approaches in development programmes

Technical skills and knowledge:

- Strong conceptualisation, analytical and writing skills.
- Experience in developing and supporting based baseline studies, impact assessment and surveys.

Competencies:

- Strong and high-level experience in leading teams and supporting participatory discussions

Languages:

- A comprehensive mastery of English is essential

Other requirements

- Knowledge of UNICEF operational procedures is an advantage.
- Familiarity with international organizations would be an asset.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the specialist and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. Within 5 days of the contract commencement, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be initially working remotely before clarity of travel to Lilongwe.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends or public holidays, medical insurance, taxes, and any form of leave.
- The assignment does not require in-country trips. Transport to attend scheduled meetings with partners will be arranged through the recipient section.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey to the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- The assignment is involving a mix of an on-site/off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment

3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details