**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **National/International Consultancy:** English language training to staff | **Funding Code:**  Learning funds | **Duty Station:**  Phnom Penh |
| **Purpose of Activity/Assignment:**  Provision of English language training to strengthen staff capacity to meet the professional demands at work including preparedness for work at the international level and complementing global and regional online learning opportunities. Face-to-face language learning and a more personalized teaching methodology would allow for accelerated progress of learning. This English language courses would prioritise for national staff and be delivered from the UNICEF Phnom Penh premises in Cambodia under a blended modality, during early morning or evening hours.  The purpose of this assignment is to contribute to the improvement of English language skills for national staff who have different levels of receptive and productive skills in English. The objectives would be to advance at least one level of proficiency every 30 hours of learning. | | |
| **Scope of Work:**  The consultant will be responsible for the implementation and delivery of the following tasks:   * Conduct a placement test to organise the learning groups by levels * Design/propose the adequate methodologies to use for each level * Plan and deliver the learning sessions within the agreed timeframe * Design/propose the assessment tools to measure progress after every course * Recommend future steps/learning for continued improvement * Provide progress reports by levels and students on a quarterly basis | | |
| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | |
| **Consultant sourcing:**  National  International  Both  **Competitive Selection:**  Advertisement  Roster  **Single Source Selection:**  (Emergency - Director’s approval) | | |
| **Supervisor:** Marcela Madero, HR Manager **| Start date:** Mid-August 2023 **|End date:** End of April 2024 | | |

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| **Work Assignments Overview** | **Deliverables/Outputs** | **Delivery deadline** | **Estimated Budget**  **(% of payment)** |
| Understand the context and review the current status of English proficiency in the Cambodia Office to design a plan that suits the objectives of the consultancy. | A workplan with a proposed methodology, materials, and timeline to achieve the objectives of the consultancy | 5 working days after the start of the consultancy | N/A |
| Conduct placement tests and organise learning groups/cohorts according to the outcome, including post-course evaluation. | Courses organized/proposed according to the placement tests | 5 working days after the previous deliverable | 5% |
| Conduct the first offering of 30-hour English courses to three levels of staff. | First offering of 2 to 3 levels completed  Interim report on the implementation of the first offering, including lessons learned to be incorporated into the second offering. | 40 working days after the previous deliverable | 40% |
| Conduct the second offering of 30-hour English courses to three levels of staff. | Second offering of the next 2 to 3 levels completed | 40 working days after the previous deliverable | 40% |
| Final review of the delivery of the aforementioned courses, including lessons learned and recommendations for future offerings of English courses. | Final report | 5 working days after the previous deliverable | 15% |

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| **Minimum Qualifications required\*:** | **Knowledge/Expertise/Skills required \*:** |
| Bachelors  Masters  PhD  Other   * At least a Bachelor’s degree in English. * A CELTA, or MA in TESOL, or any other relevant certification on Teaching English as a Second Language. | * A minimum of five years of relevant professional work experience in teaching English. * Sound knowledge of the education sector in Cambodia or South-East Asian countries. * Experience teaching English as a second language in South-East Asian contexts an asset. * Good written and verbal communication skills. * Excellent organizational and facilitation skills * Ability to work with various age group of students * Proven good interpersonal and communication skills * Fluency in written and spoken English * Knowledge of Khmer is an asset. |
| **Submission of applications in the e-recruitment platform:**   * Letter of Interest (cover letter) * CV or Resume * Performance evaluation reports or references of similar consultancy assignments (if available) * Financial proposal: All-inclusive lump-sum cost for this assignment as per work assignment. | |
| **Evaluation Criteria (This will be used for the** [**Selection Report**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7B86E327DF-70C8-4D8F-AC97-D7616AC383E4%7D&file=Selection%20Report%20Template.xlsx&action=default&mobileredirect=true) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  A) Technical Evaluation (100 points; overall weight: 70%)   * Quality and completeness of the technical proposal: 30 points * Qualifications: 30 points * Samples of previous work: 20 points * Adequacy of the applicant’s experience to the requirements of the assignment: 20 points   B) Financial Proposal (100 points; overall weight 30%). Please refer to Annex 1 attached for the template of Financial Proposal.  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 for the preparatory work, planning, and reporting  Office Based: for the delivery of learning sessions and meetings with the assignment supervisor | **If office based,** seating arrangement identified:  à sessions to be delivered from the meeting room  IT and Communication equipment required:  Internet access required:  when in the office |

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