

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>National Consultant to support the Monitoring, Evaluation and Coordination in Education</b>	<b>WBS and grant</b> Grant: SCG SC230523 WBS: 0660/A0/07/882/001/005	<b>Duty Station:</b> Phnom Penh
<b>Purpose of Activity/Assignment:</b> The consultant will support the Education Section with Monitoring, Evaluation and Coordination tasks, ensuring quality reporting and the timely preparation of key education sector meetings.		
<b>Scope of Work:</b>  UNICEF is the fund manager for the Capacity Development Partnership Fund (CDPF), a four-partner (USAID, EU, GPE and UNICEF) pooled fund supporting the Ministry of Education, Youth and Sport (MoEYS) to advance education in Cambodia. UNICEF is also the Coordinating Agency for the Global Partnership of Education reforms in Cambodia, as well as the chair of the Education Sector Working Group (ESWG) and the co-chair of the Joint Technical Working Group (JTWG) together with MoEYS.  UNICEF is looking for an individual consultant to support monitoring and evaluation (M&E) and sectoral coordination functions including: <ul style="list-style-type: none"> <li>- Providing quarterly updates on the CDPF M&amp;E framework.</li> <li>- Preparing M&amp;E updates for all CDPF reports.</li> <li>- Collecting M&amp;E data related to CDPF interventions.</li> <li>- Preparing the bi-monthly ESWG meetings and follow-up.</li> <li>- Working closely with MoEYS in the preparation and follow-up of JTWG meetings.</li> <li>- Working with MoEYS to organize the JTWG retreat.</li> <li>- Coordinate key GPE processes, including the Partnership Compact (PC) and System Transformation Grant (STG) Mid-term review (MTR).</li> </ul> <p>The consultant is expected to undertake in-country travel up to 30 days to support the organization of retreats and to manage and support data collection processes.</p>		
<b>Child Safeguarding</b> Is this project/assignment considered as " <a href="#">Elevated Risk Role</a> " from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO   If YES, check all that apply:		
<b>Direct contact role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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: <input style="width: 100%;" type="text"/>		
<b>Child data role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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): <input style="width: 100%;" type="text"/>		
More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>		

<b>Budget year:</b> 2024 - 2025	<b>Requesting Section/ Issuing Office:</b> Education Section	<b>Reasons why consultancy cannot be done by staff:</b> The assignment requires specific expertise and time that is beyond the capacity of the Education team.
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: RWP activity 1.1.5		
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		
<b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract)		
<b>Single Source Selection:</b> <input type="checkbox"/> (Emergency - Director's approval)		
<b>If Extension, Justification for extension:</b>		
<b>Supervisor:</b> Education Specialist	<b>Start Date:</b> July/August 2024	<b>End Date:</b> June/July 2026

Work Assignments Overview	Deliverables/ Outputs	Number of Days	Delivery deadline	Estimated Budget (Percentage of payment)
1. Inception report and workplan	<b>Deliverable 1:</b> <ul style="list-style-type: none"> <li>Brief (max 5 page) report, with a workplan/timeline, detailing key milestones and priority actions</li> </ul>	5	31 Aug '24	5%
2. The annual JTWG retreat has been well organized, managed and minuted.	<b>Deliverable 2:</b> <ul style="list-style-type: none"> <li>JTWG retreat, prepared in close collaboration with MoEYS (help with logistics and follow-up), delivered.</li> <li>Retreat report, with agreed recommendations and next steps drafted and submitted.</li> </ul>	10	31 Oct '24	5%
3. Three ESWG meetings have been well prepared, organized and minuted	<b>Deliverable 3:</b> <ul style="list-style-type: none"> <li>Coordination and preparation of meeting materials, presentations, logistics and minutes delivered.</li> <li>Annotated agenda and briefing for the UNICEF Representative drafted.</li> <li>Finalized minutes for all three meetings submitted.</li> </ul>	21	30 Nov '24	5%
4. Two JTWG meetings have been well prepared, organized and minuted	<b>Deliverable 4:</b> <ul style="list-style-type: none"> <li>Coordination and preparation of meeting materials, presentations, logistics and minutes delivered.</li> </ul>	14	31 Dec '24	12%

Work Assignments Overview	Deliverables/ Outputs	Number of Days	Delivery deadline	Estimated Budget (Percentage of payment)
	<ul style="list-style-type: none"> <li>• ESWG chair’s speech drafted, DP inputs coordinated and finalized speech submitted.</li> <li>• Annotated agenda and briefing for the UNICEF Representative drafted.</li> <li>• Finalized minutes for both meetings submitted.</li> </ul>			
5. All M&E sections of the 2024 SCG report have been completed and approved	<b>Deliverable 5:</b> <ul style="list-style-type: none"> <li>• Data on SCG indicators and gathered and submitted in sufficient time.</li> <li>• M&amp;E inputs prepared and incorporated in to the SCG report</li> </ul>	20	31 Dec '24	
6. All M&E sections of the 2025 STG report and the CDPF annual progress report have been completed and approved	<b>Deliverable 6:</b> <ul style="list-style-type: none"> <li>• Beneficiary tracking sheet updated on a regular basis and team members trained to track indicators.</li> <li>• Data for STG and CDPF indicators gathered and reported in sufficient time.</li> <li>• M&amp;E inputs to the STG and CDPF annual report prepared/ incorporated.</li> </ul>	30	31 March '25	9%
7. ESWG inputs to the Education Congress have been coordinated	<b>Deliverable 7:</b> <ul style="list-style-type: none"> <li>• ESWG chairs speech drafted, DP inputs coordinated and finalized speech submitted.</li> <li>• Report on logistical support provided to MoEYS submitted.</li> </ul>	5	30 April '25	3%
8. M&E updates for four quarterly CDPF Steering Committees have been provided and approved	<b>Deliverable 8:</b> <ul style="list-style-type: none"> <li>• Easy to follow dashboard for the CDPF M&amp;E framework developed.</li> <li>• Dashboard updated regularly including for the SC meetings, identifying challenges and mitigating measures.</li> <li>• Comments/feedback from the SC and partners collected, addressed and report submitted.</li> </ul>	40	30 June '25	9%
9. The GPE STG/Partnership Compact Mid-Term Review has been well prepared,	<b>Deliverable 9</b> <ul style="list-style-type: none"> <li>• Organization and coordination of STG/PC MTR through working</li> </ul>	15	31 July '25	6%

Work Assignments Overview	Deliverables/ Outputs	Number of Days	Delivery deadline	Estimated Budget (Percentage of payment)
coordinated and completed, with quality reporting	closely with MoEYS, UNICEF and UNESCO, delivered. <ul style="list-style-type: none"> <li>All GPE reporting regarding the MTR are met and delivered.</li> </ul>			
10.The annual JTWG retreat has been well organized, managed and minuted	<b>Deliverable 10:</b> <ul style="list-style-type: none"> <li>JTWG retreat in close collaboration with MoEYS (help with logistics and follow-up) delivered.</li> <li>Retreat report, with agreed recommendations and next steps drafted and finalized report delivered.</li> </ul>	10	31 Oct '25	8%
11.Six ESWG meetings have been well prepared, organized and minuted	<b>Deliverable 11:</b> <ul style="list-style-type: none"> <li>Coordination and preparation of meeting materials, presentations, logistics and minutes delivered.</li> <li>Annotated agenda and briefing for the UNICEF Representative drafted.</li> <li>Finalized minutes for all three meetings submitted.</li> </ul>	42	30 Nov '25	6%
12.Four JTWG meetings have been well prepared, organized and minuted	<b>Deliverable 12:</b> <ul style="list-style-type: none"> <li>Coordination and preparation of meeting materials, presentations, logistics and minutes - delivered.</li> <li>ESWG chair's speech drafted, DP inputs coordinated and finalized speech submitted.</li> <li>Annotated agenda and briefing for the UNICEF Representative drafted.</li> <li>Finalized minutes for both meetings submitted.</li> </ul>	28	31 Dec '25	10%
13.All M&E sections of the 2025 GPE reports have been completed and approved	<b>Deliverable 13:</b> <ul style="list-style-type: none"> <li>Data for SCG and Multiplier indicators gathered and reported in sufficient time.</li> <li>M&amp;E inputs to the Multiplier report prepared/delivered.</li> <li>M&amp;E inputs to the SCG report drafted/delivered.</li> </ul>	20	31 Dec '25	
14.All M&E sections of the 2026 STG report and the CDPF annual progress	<b>Deliverable 14:</b> <ul style="list-style-type: none"> <li>Beneficiary tracking sheet updated on a regular basis and team</li> </ul>	30	31 March '26	9%

Work Assignments Overview	Deliverables/ Outputs	Number of Days	Delivery deadline	Estimated Budget (Percentage of payment)
report have been completed and approved	members trained to track indicators. <ul style="list-style-type: none"> <li>• Data for STG and CDPF indicators gathered and reported in sufficient time.</li> <li>• M&amp;E inputs to the STG and CDPF annual report delivered.</li> </ul>			
15.ESWG inputs to the Education Congress have been coordinated	<b>Deliverable 15:</b> <ul style="list-style-type: none"> <li>• ESWG chairs speech drafted, DP inputs coordinated and finalized speech submitted.</li> <li>• Report on logistical support provided to MoEYS submitted.</li> </ul>	5	30 April '26	3%
16.Three ESWG meetings have been well prepared, organized and minuted	<b>Deliverable 16:</b> <ul style="list-style-type: none"> <li>• Coordination and preparation of meeting materials, presentations, logistics and minutes -delivered.</li> <li>• Annotated agenda and briefing for the UNICEF Representative drafted.</li> <li>• Finalized minutes for all three meetings submitted.</li> </ul>	21	30 June '26	10%
17.Two JTWG meetings have been well prepared, organized and minuted	<b>Deliverable 17:</b> <ul style="list-style-type: none"> <li>• Coordination and preparation of meeting materials, presentations, logistics and minutes - delivered.</li> <li>• ESWG chair's speech drafted, DP inputs coordinated and finalized speech submitted.</li> <li>• Annotated agenda and briefing for the UNICEF Representative drafted.</li> <li>• Finalized minutes for both meetings submitted.</li> </ul>	14	30 June '26	
18.M&E updates for four quarterly CDPF Steering Committees have been provided and approved	<b>Deliverable 18:</b> <ul style="list-style-type: none"> <li>• Easy to follow dashboard for the CDPF M&amp;E framework developed.</li> <li>• CDPF Dashboard updated regularly including for the SC meetings, identifying challenges and mitigating measures.</li> <li>• Comments/feedback from the SC and partners collected, addressed and report submitted.</li> </ul>	40	30 June '26	

Work Assignments Overview	Deliverables/ Outputs	Number of Days	Delivery deadline	Estimated Budget (Percentage of payment)
19.Final report	<b>Deliverable 19:</b> <ul style="list-style-type: none"> <li>Short final report of achievements, lessons learnt, and any suggestions or recommendations submitted.</li> </ul>	5	30 June '26	
	<b>Total</b>	<b>375 days</b>		<b>100%</b>

Minimum Qualifications required*:	Knowledge/Expertise/Skills required*:
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Enter Disciplines: <ul style="list-style-type: none"> <li>Advanced university degree in education, social sciences, international development or related technical field;</li> </ul>	<ul style="list-style-type: none"> <li>At least five years of professional M&amp;E experience or related relevant work, preferably in a multicultural setting, including indicator and framework development, follow-up and reporting.</li> <li>Experience in capacity building or supporting teams in M&amp;E implementation.</li> <li>Experience in organizing multi-stakeholder meetings, developing minutes, preparing speeches and briefings and following up on actions.</li> <li>Experience of working with UN or other international or national development organizations is an advantage.</li> <li>Excellent interpersonal, facilitation and communication skills.</li> <li>Strong writing and reporting skills.</li> <li>Fluency in English and Khmer is required.</li> <li>Ability to work collaboratively with government counterparts and development partners.</li> </ul>
<b>Submission of applications:</b> <ul style="list-style-type: none"> <li>Letter of Interest (cover letter)</li> <li>CV or Resume</li> <li>Writing sample from previous similar assignment (in English – maximum 5 pages of work written only by the candidate)</li> <li>Performance evaluation reports or references of similar consultancy assignments</li> <li>Financial proposal: All-inclusive lump-sum cost including consultancy fee, in-country travel cost for 30 days, accommodation cost, health insurance for this assignment as per work assignment.</li> </ul>	
<b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b> <p>A) Technical Evaluation (100 points): Weight 70%</p> <ul style="list-style-type: none"> <li>Master's degree in education, international development or related field. (10 points)</li> <li>Experience in developing M&amp;E frameworks, monitoring their implementation, and building capacity in teams on M&amp;E related matters (30 points)</li> <li>Experience in reporting on M&amp;E indicators and progress (20 points)</li> <li>Experience in organizing multi-stakeholder meetings, developing minutes, preparing speeches and briefings and following up on actions (25 points)</li> </ul>	

- Quality written sample provided, written only by the candidate (15 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 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.

**Administrative details:**

Visa assistance required:

Home Based  Office Based: 50/50%

**If office based**, seating arrangement identified:

IT and Communication equipment required:

Email/O365 access required:

Internet access required:

<sup>1</sup> 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.

