

United Nations Children’s Fund

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

<p><b>National consultant to provide technical support to the upgrading of the Ministry of Education Youth and Sport’s Aid Management Information System in Cambodia</b></p>	<p><b>Funding Code:</b></p>	<p><b>Duty Station:</b> Phnom Penh, Cambodia</p>
<p><b>Purpose of Activity/Assignment:</b></p> <p>The purpose of this consultancy is to support the Department of Planning (DoP) in the Ministry of Education, Youth and Sport (MoEYS) to upgrade the technical capacities of the Aid Management Information System (AMIS) and provide training to relevant officials in the use of the upgraded system.</p>		
<p><b>Scope of Work:</b></p> <p>The scope of work for this consultancy is to provide technical support to DoP in the upgrading of the AMIS platform and develop the capacity of MoEYS in its utilization, maintenance and management. The AMIS platform is utilized to collect data on the financial and technical contributions of non-governmental organizations and development partners operating in the education sector.</p> <p>The consultancy will focus on upgrading the technical capacities of the current AMIS system and the integration of new functionalities deemed relevant by MoEYS users such as offline access and cloud storage. The consultant will be required to travel to select provinces to conduct consultations with officials from sub-national education administrations as to their needs for the upgraded system. The consultant will further support MoEYS to take ownership of the revised platform by developing a revised AMIS handbook, building the capacity of the core AMIS support team in the use of the platform, and providing quality assurance during training delivered by the team to AMIS users (including NGO and CSO representatives) from the provincial level. The consultant will ensure that the platform can be managed and maintained independently by MoEYS staff and that it meets current needs in terms of data collection, visualization, and analysis.</p>		
<p><b>Child Safeguarding</b></p> <p>Is this project/assignment considered as “<a href="#">Elevated Risk Role</a>” from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ___ If YES, check all that apply:</p> <p><b>Direct contact role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ___</p> <p>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:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<p><b>Child data role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ___</p> <p>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</p>		

<p>More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a></p>					
<p><b>Budget year:</b> 2024</p>		<p><b>Requesting Section/Issuing Office:</b> Education Section</p>	<p><b>Reasons why consultancy cannot be done by staff:</b> Requires technical skills in web-development not available within the office or education team.</p>		
<p><b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:</p>					
<p><b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both</p>					
<p><b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract)</p>					
<p><b>Single Source Selection:</b> <input type="checkbox"/> (Emergency - Director's approval)</p>					
<p><b>If Extension, Justification for extension:</b></p>					
<p><b>Supervisor:</b> Education Officer</p>		<p><b>Start Date:</b> May 2024</p>	<p><b>End Date:</b> September 2024</p>		
Work Assignments Overview	Deliverables/Outputs		Number of Days	Delivery deadline	Estimated Budget (Percentage of payment)
<p>1. Review of current AMIS functions and identification of needs for system upgrading</p>	<p>Deliverable #1: Upgraded AMIS proposal (10 pages excluding annexes) including proposed new functionalities, hosting platform, design, and technical requirements.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> <li>Review the current AMIS platform and identify potential areas of strengthening.</li> </ul>		<p>10 days</p>	<p>May 31<sup>st</sup> 2024</p>	<p>15%</p>

	<ul style="list-style-type: none"> <li>• Hold a series of consultative meetings with relevant national DoP staff to identify the technical needs of the upgraded AMIS.</li> <li>• Conduct field visits with AMIS focal points at 3 Provincial Offices of Education (expected five total travel days) to identify needs of the AMIS platform at the sub-national level.</li> <li>• Evaluate the technical capacities of DoP and POEs to ensure the upgraded system is tailored accordingly.</li> <li>• Based on consultations and research, develop a proposal for the design of the new AMIS platform to be approved by DoP and UNICEF/CDPF.</li> </ul>			
<p>2. Upgrading of the AMIS platform</p>	<p>Deliverable #2: Upgraded draft AMIS platform operational including new functionalities.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> <li>• Upgrade technical capacities of AMIS platform according to needs identified.</li> <li>• Hold follow-up meetings with relevant DoP staff to ensure alignment between technical upgrades and needs.</li> <li>• Present draft revised AMIS platform to DoP and UNICEF/CDPF and gather feedback to support finalization of the platform.</li> </ul>	<p>15 days</p>	<p>June 30<sup>th</sup> 2024</p>	<p>25%</p>
<p>3. Test and validate AMIS platform</p>	<p>Deliverable #3: AMIS validation report (approximately 10 pages excluding annexes) which provide</p>	<p>5 days</p>	<p>July 15<sup>th</sup> 2024</p>	<p>10%</p>

	<p>a summary of validation meeting with DoP/MoEYS, an overview of changes made and new features available, and a description of necessary hosting platform and server requirements.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> <li>• Conduct testing of the upgraded AMIS platform to identify potential technical issues.</li> <li>• Hold a meeting with MoEYS and relevant stakeholders for official platform validation.</li> </ul>			
4. Develop an AMIS handbook including instructional videos	<p>Deliverable #4: AMIS handbook and instructional videos (maximum 20 pages excluding annexes, at least three videos) including step-by-step guidance on data entry, trouble shooting common technical issues, producing visualizations and other relevant topics developed.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> <li>• Consult with DoP as to the topics to be included in the handbook and covered in videos.</li> <li>• Develop a user-friendly AMIS handbook and instructional videos on system utilization and problem solving for use by officials in Provincial Offices of Education and NGO/CSO partners.</li> </ul>	10 days	July 31 <sup>st</sup> 2024	15%
5. Deliver training to MoEYS staff on the use and maintenance of the	<p>Deliverable #5: AMIS training report including a list of participants, summary of challenges faced by participants and strategies adopted to</p>	10 days	August 15 <sup>th</sup> 2024	15%

<p>upgraded AMIS platform</p>	<p>mitigate them, lessons learned and recommendations for future trainings to be delivered by DoP to sub-national staff.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> <li>• Develop a series of presentations on topics including operability of the new system features, editing, and adding new features to the system, troubleshooting common technical issues, downloading meta-data, creating data visualizations and other topics deemed relevant to overall system maintenance.</li> <li>• Deliver capacity development training to relevant DoP staff utilizing the presentations developed.</li> <li>• Build the capacity of staff to act as the AMIS core training and support team (to deliver presentations and coaching support on the upgraded system independently to staff at the sub-national level).</li> </ul>			
<p>6. Support DoP to deliver AMIS training to PoE management and focal points and representatives from NGOs and CSOs</p>	<p>Deliverable #6: Capacity building workshop report including summary of support provided, challenges faced by participants and strategies adopted to mitigate them, and recommendations for future training implementation.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> <li>• Support DoP to lead a workshop on the upgraded AMIS platform to PoE</li> </ul>	<p>4 days</p>	<p>August 30<sup>th</sup> 2024</p>	<p>5%</p>

	<p>management and focal points and representatives from CSOs and NGOs utilizing presentations previously developed.</p> <ul style="list-style-type: none"> <li>• Provide quality assurance and necessary clarifications throughout the workshop.</li> </ul>			
7. Address technical challenges and modify guidance accordingly	<p>Deliverable #7: Updated platform and guidance documents/videos.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> <li>• Based on the challenges identified in the workshops, revise the AMIS handbook, instructional videos, and platform accordingly.</li> </ul>	3 days	September 15 <sup>th</sup> 2024	5%
8. Handover platform to relevant MoEYS staff	<p>Deliverable #8: Final consultancy report (approximately 15 pages excluding annexes) which summarizes key achievements, challenges, lessons learned and actionable recommendations for future AMIS development.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> <li>• Complete hand-over of the upgraded AMIS platform and training materials to DoP.</li> <li>• Produce the final consultancy report according to the above requirements.</li> </ul>	3 days	September 31 <sup>st</sup> 2024	10%
<b>Total</b>		<b>60 days</b>		<b>100 %</b>

<p><b>Minimum Qualifications required*:</b></p> <p><input checked="" type="checkbox"/> Bachelors   <input type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <p>Enter Disciplines:</p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree in computer science, information technology, software engineering or relevant field</li> </ul>	<p><b>Knowledge/Expertise/Skills required*:</b></p> <ul style="list-style-type: none"> <li>▪ Experience in capacity building, training, and mentoring</li> <li>▪ Excellent interpersonal, facilitation and communication skills.</li> <li>▪ Working verbal and written English and Khmer language skills</li> </ul>
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<ul style="list-style-type: none"> <li>▪ At least three years of professional experience in a relevant field such as full stack development, enterprise information systems and desktop application development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to work collaboratively with counterparts in government and development partners</li> <li>▪ Knowledge of multiple back-end languages (e.g. C#, Java, Python) and front Web frameworks such as NodeJS, React JS and Vue.</li> <li>▪ Familiarity with databases (e.g. MySQL, MongoDB) and UI/UX design</li> </ul>
<p><b>Submission of applications:</b></p> <ul style="list-style-type: none"> <li>▪ Letter of Interest (cover letter) outlining competencies for the proposed assignment</li> <li>▪ CV or Resume</li> <li>▪ Performance evaluation reports or references of similar consultancy assignments (if available)</li> <li>▪ Financial proposal: All-inclusive lump-sum cost including consultancy fee, travel cost to 3 provinces for 5 days, accommodation cost, and a health insurance cost for this assignment as per work assignment.</li> </ul>	
<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>A) Technical Evaluation (100 points): Weight 70%</p> <ul style="list-style-type: none"> <li>▪ Degree in computer science, information technology, software engineering or related field (30 points)</li> <li>▪ Experience in full stack development, enterprise information systems and desktop application development (30 points)</li> <li>▪ Knowledge of multiple back-end language, front end web framework, databases and UI/UX design. (20 points)</li> <li>▪ Experience in capacity building, training, and mentoring. (20 points)</li> </ul> <p>B) Financial Proposal (100 points): Weight 30%</p> <p><i>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.</i></p> <p><i>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.</i></p>	

<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.