

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title of consultancy: Individual International Consultancy to Support Strengthening National Capacity in Education in Emergencies in Turkmenistan	Funding Code WBS 4360/A0/06/884/002/004-Competency-based Education. NON-GRANT (70%). SM210664 4360/A0/06/880/005/002-Emergency Preparedness (30%)	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Ashgabat, Turkmenistan
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: 			
Supervisor: Education Specialist	Start Date: 10 October 2022	End Date: 05 December 2022	Number of Days (working) 22 days

Background

Turkmenistan's population and economy are exposed to earthquakes and floods, with earthquakes posing the greater risk of a high impact, lower probability event. In all categories of emergency, education is disrupted in similar ways, plunging children and their learning opportunities into crisis. Whether the education system and services remain functional or not often depends on the scale of the emergency and the capacity of the national education system to respond effectively. Emergencies deny children the knowledge and the opportunities that an education can provide. Education, along with other emergency responses such as shelter, water and sanitation, health, and food aid, revitalise and strengthen morale of children affected by conflict, displacement, and disasters. In the short term, education plays a role in meeting children's basic needs; in the long term, it will help them to reduce their vulnerability to disaster and will help them build new lives. Therefore, education should be seen as a priority component of emergency response. Recognizing the importance of Education in Emergencies, UNICEF Education Strategy 2019-2030 defines Improved learning and protection for children in emergencies and fragile contexts: (1) Prevention (Resilient systems), (2) Response (Education in Emergencies) as strategic goals .

UNICEF continues to provide global leadership on education in emergencies and works with national and international partners to build an architecture for education in emergencies that is fit-for purpose, adequately resourced, and maximally effective. In 2021, the Global Education Cluster (GEC) conducted the Education in Emergency (EiE) Core Coordination Training (CCT) as part of the capacity development initiatives aimed at developing the competencies of coordinators and information managers, including Ministry of Education (MoE) counterparts, and other education

stakeholders to effectively coordinate and implement quality EiE responses. Along with representatives from Kyrgyzstan, and Tajikistan, representatives of the Ministry of Education, Ministry of Labour and Social Protection, the National Red Crescent Society of Turkmenistan took part in the training. The training demonstrated that EiE is a new area of learning for the national education system, and it is necessary to strengthen emergency preparedness of the Ministry of Education of Turkmenistan in delivering effective education in emergencies response. The national experience of responding to the global COVID-19 pandemic also showed the importance of appointing permanent EiE focal points and establishing an expert working group that can advise the Ministry of Education in developing an effective response to increased education vulnerabilities arising from spread of infectious diseases. Such institutionalization is expected to allow for more effective coordination, capacity-development, and knowledge management.

Considering the necessity UNICEF Turkmenistan proposed to continue its support to strengthen EiE capacity. In 2021 “Joint Action Plan for 2022 under the Memorandum of Understanding on cooperation in coordinating emergency preparedness and response between the Government of Turkmenistan and the United Nations” was signed and under “Pillar III: Cooperation to strengthen preparedness and response, including during pandemics” a capacity building activity for Education in Emergencies preparedness for the members of relevant sectors including the Ministry of Education, the Ministry of Defence was envisaged.

With this ToR, UNICEF is seeking international expertise to support the Ministry of Education and UNICEF in developing training modules and delivering a capacity-building training on Education in Emergencies, disaster preparedness, and school safety for selected personnel of the national education system.

Objective of the Assignment

The international consultancy will support the Ministry of Education, the National Institute of Education in assessing the national education system from the perspective of strengthening EiE capacity, developing a Roadmap to strengthen the EiE capacity, training materials, and delivering trainings to selected personnel.

Scope of Work

1. Provide expertise to national partners in international best EiE practices, including INEE Minimum Standards for Education, UNICEF Core Commitments for Children.
2. Conduct needs assessment of the national education system in EiE and draft a Roadmap for strengthening the national EiE capacity.
3. Develop training package targeted at the country context taking into consideration the Roadmap based on the needs assessment report.
4. Delivery of the EiE training online for the selected personnel of the national education system using the training package developed.

Workplan and deliverables

It is expected that, in the given timeframe, the consultant will perform the following tasks and deliverables to achieve the objectives of the assignment:

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline:	Days
1. Draft Roadmap of strengthening the Education in Emergencies capacity of the education system of Turkmenistan - Conduct desk-review of materials related to the education system of	Roadmap on development of national EiE capacity in Turkmenistan	24 October	5 days

<p>Turkmenistan from the perspective of strengthening EiE capacity</p> <ul style="list-style-type: none"> - Online meetings with stakeholders to assess the needs and priorities of the national education system to develop EiE capacity - Draft Roadmap on strengthening the national EiE capacity (system, institutions and processes) 			
<p>2. Develop and deliver EiE training package</p> <ul style="list-style-type: none"> - Develop training materials targeted at the country context taking into consideration the Roadmap based on the needs assessment report - Deliver two half-day online training to selected personnel of the national education system; - Deliver a half-day online training to administrations of selected schools promoting disaster preparedness and school safety through school-based interventions; 	<p>Training package (Training plan, slides, handouts, videos, notes) for three half-day training, Online trainings</p>	<p>14 November</p>	<p>15 days</p>
<p>3. Provide a final report with finalized Roadmap for further steps to strengthen the institutional EiE capacity of the national education system</p> <ul style="list-style-type: none"> - Develop final report including, major findings, lessons learned from the work performed and recommendations, and all developed training materials - Finalize report with incorporated feedback from the stakeholders 	<p>Final report with finalized Roadmap for further steps to strengthen the institutional EiE capacity of the national education system</p>	<p>5 December</p>	<p>2 days</p>

Reporting requirements

All reports to UNICEF should be submitted in English. The training materials will be developed and delivered in English or Russian.

Payment schedule

The payment will be made in instalments, according to the following schedule.

<p>Deliverable</p>

1st instalment: 24/10/2022, upon satisfactory implementation of the tasks 1 as per above table. The instalment will include 5 consultancy days.

2nd instalment: 05/12/2022, upon satisfactory implementation of the tasks 2, 3 as per above table. The instalment will include 17 consultancy days.

Work arrangements

Day to day supervision will be provided by the Education Specialist of the UNICEF Turkmenistan Country Office. Additional guidance and lead will be provided by Emergency, Climate Change & DRR Officer and the Deputy Representative. The consultant will communicate with UNICEF Education Specialist and Emergency, Climate Change & DRR Officer to support close collaboration and teamwork of the working group through phone, email, and ad hoc in-person or online meetings and keep UNICEF informed about work progress and emerging issues if any. The consultant will submit periodic activity reports in accordance with the timeline and in the format specified by UNICEF Education Specialist.

UNICEF will regularly communicate with the selected consultant and provide formats for reports, feedback and guidance on performance and all other necessary support to achieve objectives of the exercise, as well as remain aware of any upcoming issues related to expert’s performance and quality of work. UNICEF will provide logistical support for organisation and coordination of meetings. The consultant will work remotely. Meetings and trainings with the participation of the international consultant will be conducted online. No travel is required for this consultancy.

General Terms and Conditions

UNICEF’s general terms and conditions will apply to the contract awarded to the vendor. Please note that, in the evaluation of the technical merits of each proposal, UNICEF will take into consideration any proposed amendments to the UNICEF General Terms and Conditions. Proposed amendments to the UNICEF general terms and conditions may negatively affect the evaluation of the technical merits of the proposal.

UNICEF retains the right to patent and intellectual rights, as well as copyright and other similar intellectual property rights for any discoveries, inventions, products or works arising specifically from the implementation of the project in cooperation with UNICEF. The right to reproduce or use materials shall be transferred with a written approval of UNICEF based on the consideration of each separate case. Consultant should always refer to UNICEF Turkmenistan support in developing the materials when publishing the results of the research conducted while in Turkmenistan in academic journals, books, and websites.

In the event of unsatisfactory performance, UNICEF reserves the right to terminate the Agreement. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the programme objectives, low quality, or insufficient depth and/or scope of the assignment completion, UNICEF is entitled to decrease the payment by the range from 30% to 50% of the contract value as decided jointly by the Contract Supervisor and Operations Manager.

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors</p> <p><input checked="" type="checkbox"/> Masters</p> <p><input type="checkbox"/> PhD</p> <p><input type="checkbox"/> Other</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Advanced university degree in Education, Education Management, Education Administration, Pedagogy, Curriculum Development, Social Sciences, or other relevant disciplines / A PhD degree in relevant fields will be an asset. (20 pts) • At least 10 years of professional international work experience in education-in-emergencies capacity-building and institutional strengthening projects. (20 pts) • Excellent communication skills in English is required; knowledge of Russian will be an asset. (15 pts) • Knowledge of UNICEF priorities in Education, Education in Emergencies is required. (15 pts)
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	<ul style="list-style-type: none"> • Knowledge of and previous experience of working in the regional (Central Asia) education sector will be an advantage. (5 pts) 																
<p>Technical Proposal</p>	<p>The technical proposal should include</p> <ul style="list-style-type: none"> - A cover letter, including <ul style="list-style-type: none"> o Assessment of suitability vis-à-vis the requirements of this ToR; o A summary of experience in similar assignments; o Links to/attachments of examples of similar work; - CV of the candidate (including qualifications and experience) - References 																
<p>Financial Proposal</p>	<p>Candidates are expected to submit a lump sum financial proposal to complete the entire assignment based on the terms of reference. The lump sum should be broken down to show the detail for the following:</p> <table border="1" data-bbox="563 775 1453 1032"> <thead> <tr> <th>Items</th> <th>Quantity</th> <th>Unit cost</th> <th>Total in USD</th> </tr> </thead> <tbody> <tr> <td>Number of working days</td> <td>22</td> <td></td> <td></td> </tr> <tr> <td>Other: <i>Specify</i></td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Total in USD</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Items	Quantity	Unit cost	Total in USD	Number of working days	22			Other: <i>Specify</i>	N/A			Total in USD			
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<p>Evaluation criteria</p>	<p>Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects to ensure best value for money. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant candidates. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.</p> <p>A cumulative analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:</p> <p>75 % Technical</p> <p>25 % Financial</p> <p>100 % Total</p>																

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.