

**United Nations Children's Fund (UNICEF)**

**Vientiane, Lao PDR**

**Individual National Consultancy: Support to the Independent Appraisal of Lao PDR's 9th Education and Sports Sector Development Plan (ESSDP)**

**Terms of Reference**

**1. Background:**

The Lao PDR Ministry of Education and Sports (MoES) is developing the 9<sup>th</sup> Education and Sports Sector Development Plan (ESSDP) covering the period 2021-2025. The development of the new sector plan comes as Lao PDR is nearing the end of the current Education Sector Development Plan 2016-2020. A mid-term review of the current plan was completed in 2018 with the report used as reference for the development of the 9<sup>th</sup> ESSDP.

The 9<sup>th</sup> ESSDP will align with the Lao PDR 9<sup>th</sup> National Socio-Economic Development Plan (NSED) 2021-2025, which is currently being developed. The 9<sup>th</sup> ESSDP will also align with the Sustainable Development Goals (SDGs), in particular SDG 4 on education, and other international commitments of the Government of Lao PDR. The Lao PDR MoES initiated the process to develop the new ESSDP in mid-2019, adopting a participatory approach, which has envisaged the participation of stakeholders at national and sub-national levels, including development partners.

An Education Sector Working Group (ESWG), the equivalent of a Local Education Group, has been set-up in Lao PDR. The ESWG has a two-tiered structure providing a platform for senior officials and technical staff of MoES and development partners to shape the 8<sup>th</sup> ESSDP, monitor its progress, provide guidance and support the mid-term review and the implementation of the recommendations from the review. The ESWG has also continued to serve as a platform for high-level and technical engagement, both from MoES and development partners in the preparation of the 9<sup>th</sup> ESSDP. An ESWG Secretariat is in place under the leadership of the Department of Planning.

To guide 9<sup>th</sup> ESSDP development, MoES has had several internal consultations with relevant sub-sectors and line departments, and has engaged provincial, district and school-level education stakeholders. Development Partners, which include representatives from bilateral and multilateral institutions, UN agencies, INGOs, NGOs have also been engaged via the ESWG mechanism. A series of workshops and consultations were conducted in November 2019 with various education sub-sector stakeholders. Inputs and data collected from these consultations are currently being consolidated into the draft ESSDP. Consultants supported by development partners – Australia, the European Union (EU) and UNICEF – are providing technical assistance to the MoES throughout this process.

As a Global Partnership for Education (GPE) developing country partner, Lao PDR has received financial and technical assistance in developing education sector plans and to implement the sector plan. Lao PDR plans to apply for a GPE grant to support the implementation of the 9<sup>th</sup> ESSDP. The Lao PDR Education Support Program Implementation Grant (ESPIG) proposal to GPE will apply for both regular and multiplier funding, beginning after May 2021. GPE requires an independent appraisal of the draft ESSDP.

**2. Purpose:**

Following a request from the Ministry of Education and Sports (MoES), UNICEF is hiring an international consultant to carry out the independent appraisal of the draft 9<sup>th</sup> ESSDP. The independent appraisal, to be coordinated with key development partners, is expected to start in early March 2020 and be completed by mid-May 2020.

The key objective of this consultancy is to support the coordination for the independent appraisal of the 9<sup>th</sup> ESSDP and to provide support to the international consultant, including translation and interpretation support during meeting and field visits.

**3. Work Assignments:**

Specific tasks for this consultancy are:

- Coordinate with the MoES, the Education Sector Working Group (ESWG) Secretariat, and key Development Partners in setting up meetings as part of the 9<sup>th</sup> ESSDP appraisal
- Collect and compile all relevant documents needed by the international consultant as part of the appraisal
- Provide translation support (summary) in relation to key documents
- Provide translation/interpretation support during meetings, consultation workshops and focus group discussions as part of the appraisal
- Support the organization of field visits (at least 2) for the appraisal in coordination with MoES, UNICEF and other key Development Partners

**4. Qualifications or Specialized Knowledge/Experience Required:**

Qualifications and Experience

- A university degree in education or related field;
- Working experience in the education sector of at least 2-3 years an advantage;
- Similar work experience in other sectors an advantage

Knowledge and Skills

- Knowledge of Lao PDR and local context
- Demonstrated understanding of education sector planning and program implementation, an advantage

Competencies

- Demonstrates strong oral and written communication skills in English and Lao language
- Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required
- Ability to work collaboratively with counterparts in government ministries and at the local/school levels

Languages

- Excellent verbal and written English and Lao language skills.

**5. Location:**

Vientiane, Lao PDR with travel to provinces

**6. Duration:**

Starting early March 2020 to early April 2020

**7. Deliverables:**

The consultancy is expected to be up to 23 working days. It will involve travelling to at least two provinces.

Deliverables	Timeline
1. Meeting schedule and field visit schedule for the appraisal, list of documents compiled for international consultant, English-Lao and	3 April 2020

Lao-English translations of key documents, including PowerPoint Presentation(s)	
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### 8. Reporting Requirements:

The consultant needs to submit the following documents following the timeline indicated above under Section 7 on Deliverables:

1. Meeting schedule and field visit schedule for the appraisal
2. List of documents compiled for international consultant
3. English-Lao and Lao-English translations of key documents, including PowerPoint Presentation(s)

### 9. Payment Schedule linked to deliverables:

Payment\* will be made in accordance with UNICEF financial rules and regulations and based on the deliverables below:

<b><i>Deliverables</i></b>	<b><i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i></b>	<b><i>Reporting Requirements for each deliverable</i></b>
Meeting schedule and field visit schedule for the appraisal, list of documents compiled for international consultant, English-Lao and Lao-English translations of key documents, including PowerPoint Presentation(s)	100% by 3 April 2020 including travel costs based on actual number of days, using official UNICEF DSA rates.	Meeting schedule and field visit schedule for the appraisal, list of documents compiled for international consultant, English-Lao and Lao-English translations of key documents, including PowerPoint Presentation(s)

*\* The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

### 10. Administrative Issues:

The assignment will be based in Vientiane, including travel to provinces. The consultant will be based at the UNICEF Lao PDR Office with significant amount of time spent in the Ministry of Education and Sports and meetings with key Development Partners. The consultant will be provided with work space in the UNICEF Lao PDR office. The consultant is expected to provide his/her own computer for the duration of the assignment.

#### **In-country travels**

<b>Activities</b>	<b>Duration</b>	<b>Descriptions</b>
Provincial and district level consultations as part of the appraisal	7 days	The consultant is required to travel by air and car to one or two provincial capitals to conduct the activities (e.g. meetings with provincial and district officials, focus group discussion with key stakeholders at the school level, etc.)

- i) Travel cost shall be calculated based on economy class travel, regardless of the length of travel
- ii) Costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC)
- iii) For field trips to provinces will be required, transport will be provided by UNICEF. The DSA for field trips will be paid according to UNICEF guidelines.

The consultant is required to obtain his/her own health insurance.

Copyright of all the deliverables to be produced through this assignment will rest with the MoES and UNICEF.

### **11. Contract supervisor:**

UNICEF, as requested by the MoES and agreed to by the ESWG, will manage the work of the consultant and ensure coordination with the MoES and ESWG. For administrative purposes, the Education Specialist of UNICEF Lao PDR will supervise the work of the consultant, in close consultation with the Chief of Education. The consultant will work in close collaboration with the MoES and Development Partners coordinated by the ESWG Secretariat.

### **12. Nature of 'Penalty Clause' to be Stipulated in Contract:**

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: The consultant's performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR.

### **13. Submission of applications:**

Interested candidates are kindly requested to apply and upload the following documents to:

<http://www.unicef.org/about/employ/>

- 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 including travel and accommodation cost for this assignment as per work assignment.

The deadline for applications is **19 Feb. 2020**.

### **14. Assessment Criteria:**

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical component being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

1. Technical Proposal package, including a cover letter, updated CV, and copies of 2 relevant performance evaluations.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, travel costs (economy class), per-diem to cover lodging, meals, and any other cost related to the consultant's stay in the provinces. The travel (if involved) shall be based on the most direct and economy fare.

No financial information should be contained in the technical proposal.

NOTE: For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

Technical qualification (max 100 points), weight: 70%

- Education (15 points)
- Relevant work experience, including examples of part work (45 points)
- Competences, knowledge and skills (40 points)

Financial proposal (max 100 points), weight: 30%

The maximum number of points shall be allotted to the lowest financial proposal that is evaluated and compared among those technical qualified candidates who have attained a minimum 60 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 the candidate obtaining the highest combined technical and financial proposal, subject to the result of a verification interview.

**15. Programme Area, Outputs and Specific Key Results Areas in the Rolling Work Plan:**

Section Request: Education Section

Programme Area: Education

Outcome: 2021, children, especially most disadvantaged and in hard-to-reach areas, have access to quality early childhood and basic education services, and complete the basic education cycle with improved learning outcomes

IR: Output 2: By 2021, national and sub-national Government Ministries and other key stakeholders have improved capacity to implement and monitor inclusive, equitable and quality basic education services, focusing on early grades

Milestone: Support to development of 9<sup>th</sup> education sector plan

Included in approved AWP:  Yes  No