

National Technical Assistance to support the Ministry of Education, Youth and Sport to review departmental summaries and generic job descriptions



UNICEF Cambodia

1. Background

The Capacity Development Partnership Fund (CDPF) is a long-running partnership between the Ministry of Education, Youth and Sport (MoEYS) in Cambodia, the European Union, the Swedish International Development Cooperation Agency (SIDA), the United States Agency for Development (USAID), the Global Partnership for Education (GPE) and UNICEF. The purpose of the CDPF, currently in its third phase, is to support the realization of the two policy priorities identified in Cambodia's MoEYS' Education Strategic Plan (ESP) 2019-2023: (i) to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all; and (ii) to ensure effective leadership and management of education staff at all levels. Support provided through the CDPF is focused on the Ministry's reform priorities as outlined in the ESP and the Capacity Development Master Plan (CDMP), which establishes a plan of action to support the realization of these two policy priorities.

MoEYS undertook a functional review (FR) of its central level departments and directorates in 2019-2020 with technical and financial assistance from CDPF phase III. The functional review was undertaken to enable identification of organizational inefficiencies and areas for organizational improvement; and, at the same time, to identify areas where upgrading professional capacities is needed to help to address inefficiencies.

The functional review delivered a comprehensive analysis of sufficient depth and quality to help guide the prioritization of the public administration reform processes in the education sector. Specifically, the functional review aimed to improve education delivery and resulted in numerous recommendations and actions to prioritize in the immediate and medium term. The functional review found that there are overlapping or unnecessarily duplicated functions and similar functions in other departments within the ministry of education. These may lead to inefficiencies in processes and to the creation of unnecessary positions, or they may reflect functions common to many parts of the organization. Moreover, job description/specification tools are used as a diagnostic aid to set out areas of knowledge and skills needed to strengthen the capacity of existing managers to manage etc. One of the recommendations from the functional review is to review generic job descriptions in line with generic management-related job descriptions. Another recommendation is to review departmental summaries to clearly identify all functions and their associated competencies, and to incorporate capacity development needs into future work plans.

Currently, MoEYS is looking for a strong national technical assistant to support the Department of Personnel to revise departmental summaries and generic job descriptions at MoEYS central level.

2. Purpose of the assignment

The objective of the assignment is to support the Department of Personnel to implement the Functional Review recommendations focusing on revising the departmental summaries as well as the generic job descriptions of six positions at MoEYS central level. This assignment will help DoPers to have:

- Final drafts of Job Descriptions and Job Specifications (JD&JS) for senior management, middle management and junior management; and
- Final drafts of departmental summaries for all General Departments and Departments within MoEYS

More details are available below in the work assignment section of the TOR. This national assistant will work in close collaboration with an international consultant to complete the assignment.

3. Assignment tasks

With UNICEF as the contract manager, the national consultant will be under the daily supervision of the international consultant on this assignment. Under the overall strategic guidance from the Functional Review Steering Committee, the national consultant will support the international consultant to work closely with the Personnel Department who is acting as the Functional Review Secretariat to achieve the assignment objectives. The consultant will also be expected to work with all relevant MoEYS technical departments throughout all phases of the work assignment.

Major duties and responsibilities of the national consultant are listed below:

- Work closely with the international consultant and MoEYS to provide administrative support, logistic arrangements for consultative meetings/workshops, and undertake all translation/interpretation from English into Khmer and vice versa
- Prepare meeting notes and collect inputs and recommendations from each meetings and workshops
- Summarize and synthesize inputs and recommendations from all stakeholders
- Collect relevant documents for desk review, translate where necessary, and support international consultant in the preparation of inception report
- Assist the international consultant in cleaning and categorizing data collected from meetings, workshops etc.
- Provide necessary support to the international consultant in producing the technical deliverables in the assignment like Departmental Summaries, Generic Job Descriptions and Job Specifications
- Translate other outputs and deliverables from English into Khmer for further consultation with concerned stakeholders
- Prepare PowerPoint in Khmer for other necessary consultative meetings with MoEYS and DPs and support the delivery of presentations; and
- Assist in any other task that might become relevant during the assignment.

4. Expected deliverables

The National Consultant will support the International Consultant in the production of the following deliverables:

Deliverable	Estimated number of working days	Deliverable Completion Time Frame
1. Inception report and work plan <ul style="list-style-type: none"> ▪ Translation of Inception report into Khmer (minimum 5 pages and maximum 10 pages, excluding annexes) ▪ Payment invoice 	5 days	1 week after the international TA finalises the Inception Report
2. Draft Departmental Summaries and Generic Job Descriptions and Job Specifications <ul style="list-style-type: none"> ▪ Translation of Draft Departmental Summaries and Generic Job Descriptions and Job Specifications of 35 Department and 7 DGs into Khmer ▪ Payment invoice 	45 days	11 weeks from completion of deliverable #1
3. Final Draft Departmental Summaries and Generic Job Description and Job Specification <ul style="list-style-type: none"> ▪ Translation of Final Draft of Departmental Summaries and Generic Job Description and Job Specification of 35 Department and 7 DG into Khmer ▪ Payment invoice 	15 days	7 weeks from completion of deliverable #2
4. Final consultancy report <ul style="list-style-type: none"> ▪ Final consultancy report in Khmer (minimum 5 pages and maximum 10 pages, excluding annexes) 	5 days	1 week after the international TA finalises the consultancy Report
Total number of working days	70 days	

5. Payment schedule linked to satisfactory deliverables

Upon satisfactory receipt of deliverables verified by UNICEF, payments will be made in accordance with the payment schedule below:

- 20% payment upon satisfactory completion of deliverable 1
- 40% payment upon satisfactory completion of deliverable 2
- 40% payment upon satisfactory completion of deliverable 3 and 4

Travel costs related to the completion of consultancy deliverables will be included in the consultancy contract. No additional fees shall be paid outside of the consultancy contract. Payment should be directly linked with satisfactory deliverables at specific time intervals and as certified by the contract supervisor.

6. Location and duration

The National Consultant will be contracted for a period of **70 working days, between 01 December 2021 and 31 July 2022.**

The consultant can conduct field work outside Phnom Penh for a maximum of **15 days**. The consultant will be responsible for his/her own transportation. The exact field work locations will be determined

during the inception phase jointly by the consultants, MoEYS and UNICEF. However, travel to provinces such as Siem Reap and Sihanoukville for approximately 3 or 4 days is likely and probable.

The consultant will be expected to be based at the CPDMO Office in the Department of Personnel, in Phnom Penh. The CPDMO Office will organize necessary fieldwork to sub-national level if needed and only if the Covid19 situation is lifted and there is no travel restriction.

The consultant will be responsible for his/her necessary tools (laptop) and agree with the CPDMO Office on necessary support with additional equipment such as printer and LCD projector.

The Consultant will be contracted under the Capacity Development Partnership Fund (CDPF) and will be required to work in such a way so as to maximize the impact and sustainability of the input by taking an approach that actively supports capacity development and ownership on the part of the lead department. In particular, the consultant is required to:

- Work in close coordination with the designated MoEYS manager, following the reporting line;
- Take a mentoring approach that supports identified counterparts to progressively take the lead on key tasks:
- Work in close communication with other Ministry counterparts, technical advisors as well as others appointed by other complementary programs, to ensure coherence; and
- Collaborate effectively with other technical departments and relevant development partners, including but not limited to partners supporting data management reform efforts in Cambodia.

7. Qualifications of successful candidate

- Advanced university degree in education, economics, public administration, public policy, human resource development, social policy, international development, or similar field.
- A minimum of 3 years of professional experience in human resources management, preferably within the Cambodian context.
- Familiarity with the education sector in Cambodia and MoEYS policies and programs, including human resource management, HR system and personnel reform in the sector.
- Demonstrated experience in working in a participatory and inclusive manner, especially in stakeholder consultation and involvement.
- Ability to provide in-depth local context on the assignment in term suitability and adaptability to local conditions.
- Proven ability to provide accurate translations of professional written documents and on-the-spot interpretation (English-Khmer-English) during interviews, presentations and discussions.

Competencies, Knowledge and Skills

- Ability to interact and communicate effectively and diplomatically with government staff
- Excellent command of English and Khmer, including writing, presentation,
- Translation/interpretation (English-Khmer-English) skills are required
- Ability to engage in substantive technical discussion with all stakeholders
- Excellent interpersonal skills, including the ability to work in a multi-cultural environment and to establish harmonious and effective working relationship, in the workplace
- Ability to work under pressure to tight deadlines in a multicultural environment, including the ability to integrate feedback of team members and stakeholders; and
- Demonstrated track record of timely delivery of similar assignments.

8. Contract supervisor

The national consultant will work under the daily direct supervision of the International Consultant and report directly to UNICEF CDPF Education Specialist, who will be responsible for final review of the deliverables and certification of payments to the consultant, in close collaboration with MoEYS.

The consultant is required to work closely with the international consultant as well as with the Personnel Department who is acting as the Functional Review Secretariat to achieve the assignment objectives. Overall strategic guidance will be given by the Functional Review Steering Committee.

Moreover, additional technical support/guidance might be drawn from the Functional Review Steering Committee, where necessary to achieve the desired objectives. It is expected that the consultant will work with all relevant MoEYS technical departments throughout all phases of the work assignment.

9. Penalties for underperformance

Payment of fees to the Contractor under this contract, including each instalment or periodic payment (if any), is subject to the Contractor's full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF's satisfaction, and UNICEF's certification to that effect. Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

10. Termination of contract

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and fourteen (14) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice.

11. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

1. Letter of Interest (cover letter) with indication of applicant's ability and availability
2. CV or Resume with explaining how your background and experience are relevant to the consultancy work assignment and the qualifications, competencies, knowledge and skills
3. Example/s of applicant's Performance evaluation reports or references of similar consultancy assignments or other references of similar consultancy assignments (if available)
4. The applicants should provide medical insurance covering medical evacuation for the whole duration of the assignment as part of the financial proposal submission
5. Your fee proposal or price proposal by indicating daily/monthly rate (in US\$) to undertake the terms of reference above, including travel costs and accommodation related to the 15 days-travel to the provinces in Cambodia. Applications submitted without a daily/monthly rate will not be considered.

12. Assessment Criteria

A two-stage procedure shall be utilized in evaluating technical assessment being completed prior to any price proposal being compared.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

NOTE:

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

- a) Technical Qualification: **max. 100 points**, weight (70 %)
 - Education (**20 points**)
 - Relevant working experience (**35 points**)
 - Knowledge and Skills (**25 points**)
 - Quality of past work (e.g. applicant's written Standard Operational Procedures or other relevant written work) (**20 points**)
- b) 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 candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.