

## Terms of Reference

for the provision of consulting services for the preparation of the toolkit for assessing the functional literacy of general secondary education

**Type of contract:** individual international consultancy

**Duration:** August 2022 – July 2023 (11,5 month)

### RATIONALE

From 2023, the Republic of Belarus plans to conduct a national study of the quality of education (hereinafter referred to as the Study), the basis of which will be an assessment of the functional literacy of students in the 10<sup>th</sup> grade of general secondary education institutions, as well as students of vocational and secondary specialized education institutions.

To train and advise Belarusian specialists on the development of the Study methodology, development and evaluation of diagnostic and instructive materials in four areas (reading literacy, financial literacy, natural science literacy, mathematical literacy), the work requires involvement of an *international consultant* who has relevant experience in management of projects to assess functional literacy, is aware of the socio-cultural and educational realities of the Republic of Belarus and is fluent in one of the state languages: (Russian and/or Belarusian).

**PRIMARY GOAL:** Provide technical expertise on functional literacy competencies in the development of national study methodology and implementation by the National Institute of Education (NIE).

### KEY TASKS:

Task 1: Advise NIE specialists developing the study methodology;

Task 2: Train NIE specialists involved in the development and examination of diagnostic and instructive and methodological materials for assessing functional literacy of students;

Tasks 3-6: Advise NIE specialists on specifics in developing diagnostic and instructive-methodological materials for the four components of the Study, i.e. reading literacy, financial literacy, natural science literacy, and mathematical literacy.

### TIMELINE AND THE NUMBER OF DAYS:

Activities	Outcome	Timeline	Number of working days
<b>Task 1</b>			
Conducting 2 consultations for professionals developing the Study methodology	The improvements and recommendations for finalizing the Study methodology provided in the reviewed document in the track changes format or as comments.	August 2022	2 days
<b>Task 2</b>			
Conducting 2 training seminars for specialists who will carry out the development and examination of diagnostic and instructive materials for assessing the functional literacy of students	Specialists of the working group familiarized (online) with current approaches to the development and examination of diagnostic and instructive and methodological materials for assessing the functional literacy of students, and apply the received	September 2022	4 days

	scientific and methodological materials (presentations on the topic of seminars, examples of tasks, specifications, codifiers, etc.) for the development of diagnostic and instructive materials;		
<b>Task 3</b>			
Conducting 18 consultations for developers of diagnostic and instructive-methodological materials for the "reading literacy" direction of the Study	Options for diagnostic and instructive materials for the "reading literacy" direction of the Study reviewed and analyzed (remotely), comments and suggestions formulated for the text of the documents in the format of tracked changes, recommendations for improvement provided; at the request of the developers, clarifications provided regarding the methodology and method for developing materials (in the format of business correspondence)	October 2022 – January 2023 (development period); May-July 2023 (revision period after review and piloting)	18 days
Conducting 6 consultations for experts on diagnostic and instructive-methodological materials for the "reading literacy" direction of the Study	Issues related to the review of diagnostic and instructive materials for the "reading literacy" direction of the Study discussed with the experts in oral and written form (online); the necessary explanations and recommendations provided (in the format of business correspondence)	February – March 2023	6 days
<b>Task 4</b>			
Conducting 6 consultations for developers of diagnostic and instructive materials for the "financial literacy" direction of the Study	Options for diagnostic and instructive materials for the "financial literacy" direction of the Study reviewed and analyzed (remotely), comments and suggestions formulated for the text of the documents in the format of tracked changes, recommendations for improvement provided; at the request of the developers, clarifications provided regarding the methodology and method for developing materials (in the format of business correspondence)	October 2022 – January 2023 (development period); May-July 2023 (revision period after review and piloting)	6 days
Conducting 2 consultations for experts on diagnostic and instructive materials for the "financial literacy" direction of the Study	Issues related to the review of diagnostic and instructive materials for the "financial literacy" direction of the Study discussed with the experts in oral and written form (online); the necessary explanations and recommendations provided (in the format of business correspondence)	February – March 2023	2 days
<b>Task 5</b>			

Conducting 6 consultations developers of diagnostic and instructive-methodological materials for the "natural science literacy" direction of the Study	Options for diagnostic and instructive materials for the "natural science literacy" direction of the Study reviewed and analyzed (remotely), comments and suggestions formulated for the text of the documents in the format of tracked changes, recommendations for improvement provided; at the request of the developers, clarifications provided regarding the methodology and method for developing materials (in the format of business correspondence)	October 2022 – January 2023 (development period);  May-July 2023 (revision period after review and piloting)	6 days
Conducting 2 consultations for experts on diagnostic and instructive-methodological materials for the "natural science literacy" direction of the Study	Issues related to the review of diagnostic and instructive materials for the "natural science literacy" direction of the Study discussed with the experts in oral and written form (online); the necessary explanations and recommendations provided (in the format of business correspondence)	February – March 2023	2 days
<b>Objective 6</b>			
Conducting 6 consultations for developers of diagnostic and instructive-methodological materials for the "mathematical literacy" direction of the Study	Options for diagnostic and instructive materials for the "mathematical literacy" direction of the Study reviewed and analyzed (remotely), comments and suggestions formulated for the text of the documents in the format of tracked changes, recommendations for improvement provided; at the request of the developers, clarifications provided regarding the methodology and method for developing materials (in the format of business correspondence)	October 2022 – January 2023 (development period);  May-July 2023 (revision period after review and piloting)	6 days
Conducting 2 consultations for experts on diagnostic and instructive-methodological materials for the "mathematical literacy" direction of the Study	Issues related to the review of diagnostic and instructive materials for the "mathematical literacy" direction of the Study discussed with the experts in oral and written form (online); the necessary explanations and recommendations provided (in the format of business correspondence)	February – March 2023	2 days
Preparation of quarterly and final reports; refinement based on feedback from UNICEF and NIE	The report on the results of the activities performed submitted to UNICEF and the NIE and contains the main conclusions and recommendations for improving further cooperation	Quarterly Final report no later than July 10, 2023	4 days
<b>Total</b>			58 days

## **1. SUPERVISION, MANAGEMENT AND WORKING INTERACTION**

The work within the framework of this Terms of Reference is carried out under the guidance of the UNICEF Youth and Adolescent Development, HIV&AIDS Specialist in cooperation with the National Institute of Education (NIE) (M.B. Gorbunova).

UNICEF and the NIE will organize a meeting with the contracted consultant to discuss the cooperation and work performance, including planning, implementation and development of final documents.

The consultant should submit to UNICEF and NIE quarterly reports on the performance of his/her works, as well as an overall report with conclusions and recommendations.

## **2. TRAVEL**

ToR stipulates remote work. In case there is a need for mission travel to Belarus it would be done outside this contract.

## **3. REMUNERATION**

Payment will be made in US dollars by transferring money to the account of the consultant based on submitted invoices to UNICEF providing clear results of the work:

- 20% of the contract amount until September 30, 2022, subject to the completion of all planned work and the submission of a progress report to UNICEF;
- 30% of the contract amount until December 15, 2022, subject to the completion of all planned work and the submission of a progress report to UNICEF;
- 50% of the contract amount until July 15, 2023, subject to the completion of all planned work and the submission of a progress report to UNICEF.

## **4. UNSATISFACTORY PERFORMANCE**

Payment of remuneration under this contract, including each payment or periodic payment (if any), is subject to the fulfillment of obligations in full and a satisfactory assessment of results by UNICEF.

UNICEF reserves the right to withhold all or part of payments if the work is not performed satisfactorily, if the work/results are incomplete or not delivered on time. These terms of reference are an integral part of the contract concluded with the consultant.

## **5. REQUIREMENTS:**

- Higher education (pedagogical background);
- At least 15 years of experience in the field of the monitoring and assessment of the quality of education;
- Experience in developing education development strategies and assessing the quality of education;
- Experience in participating in projects (including international ones) related to scientific and methodological support of education, assessment of the quality of education, assessment of the functional literacy;
- Experience in scientific management of country projects in the field of education quality assessment;
- Track record of publications on the issues of assessing the quality of education, the formation and assessment of the functional literacy of students;
- Awareness of socio-cultural and educational realities of the Republic of Belarus;
- Fluency in Russian;
- Working capacity in English (written and oral);
- Business communication and professional correspondence skills.

## **6. APPLICATION PROCESS:**

**Applications are accepted from individual consultants**

Financial proposal. In the financial proposal, one shall specify the amount of the fee per day, multiplied by the number of working days.

The financial proposal should show the cost of each of the objectives of this TOR.

1. Technical proposal. In the technical proposal, one shall detail the list and time plan of the proposed work.
2. CV.
3. Cover letter (no more than 1 A4 sheet) indicating similar works, if any.

Deadline for applying for the opening: by July 24, 2022, 23:55 (Minsk time).

Additional information on the Terms of Reference is provided by Victoria Lozuyk, YAD and HIV/AIDS Specialist at [vlozuyk@unicef.org](mailto:vlozuyk@unicef.org).