

Terms of Reference
National Technical Assistance
Global Partnership for Education and Education Sector Working Group coordinator

Contract modality: Consultant contract

Section: Education

Duty station: [Phnom Penh, Cambodia] , home-based , or hybrid

Duration: 11 months (1 July 2023 – 29 May 2024)

1. Background

The Education Strategic Plan (ESP) 2019-2023 was developed to support the Ministry of Education, Youth and Sport (MoEYS) to advance the human development goals of the Royal Government of Cambodia's Rectangular Strategy Phase IV. To achieve these priorities, MoEYS embraced two overarching policies:

1. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all; and
2. Ensure effective leadership and management of education officials at all levels.

The ESP is implemented by MoEYS with support from a number of Development Partners (DPs). Despite the delays brought about by the COVID-19 pandemic, significant gains have been made during this ESP implementation. Many of these were highlighted during the Mid-Term Review (MTR) of the ESP, completed in 2022. The MTR also highlighted challenges and identified areas for improvement, including the integration of lessons learned and of new global, regional, and national priorities.

As the ESP comes to an end, the education sector in Cambodia is preparing to develop the next ESP for 2024-2028. This plan will set the direction and guide the work not only of the MoEYS but of all DPs. Active participation in the development and validation of the plan from the DPs will be critical to ensuring that the work over the next few years is ambitious, strategic and well-contextualized.

The DPs in Cambodia meet regularly through various fora to discuss progress, challenges and share good practices and lessons learnt. The Education Sector Working Group (ESWG) meets every two months and consists of DPs and NGOs. The ESWG in turn participates in the Joint Technical Working Group in the Education Sector (JTWG), which meets quarterly; this is chaired by the Minister and co-chaired by the Chair of the ESWG. It includes participants from the Government, DPs and Civil Society. UNICEF is the current Chair of the ESWG. With this role comes the management of the Secretariat for the ESWG, involving close collaboration with MoEYS and the secretariat of the JTWG for education.

As the new ESP is being developed, Cambodia is also currently eligible for a new round of funding from the Global Partnership for Education (GPE). This includes three grants: the System Capacity Grant (SCG, \$2.7m), the System Transformation Grant (STG, \$15.39m) and the multiplier (up to \$30m). UNICEF is currently the Co-ordinating Agency in Cambodia for GPE grants. The funding is expected to be disbursed to Cambodia in phases, with the SCG expected in Q2 and the STG in Q3 or Q4.

UNICEF has been selected as the Grant Agent for the SCG, which is disbursed through the Capacity Development Partnership Fund (CDPF), a pooled funding mechanism between the European Union, USAID, Sida and the GPE. The work under the SCG will concentrate on developing and reviewing key sectoral policy documents, supporting MoEYS financial management processes and the alignment of different Management Information Systems in MoEYS.

Given the importance of the strategic work that will need to be coordinated in the education sector in 2023 and the start of the implementation of the SCG, UNICEF is seeking a qualified individual to provide technical expertise to support coordination and harmonization of DP engagement through the ESWG and the JTWG and the start of SCG implementation.

3. Purpose

The consultant will provide technical assistance to the Chair of the ESWG (the UNICEF Representative), to coordinate the workings of the ESWG, and to coordinate with the JTWG/LEG Secretariat in preparation of the JTWG meetings. The consultant will also support the development and implementation of the SCG, particularly by facilitating coordination with MoEYS and DPs and by ensuring alignment with the Partnership Compact. This work is expected to strengthen the harmonization of development partners in the education sector and their alignment with MoEYS policies, systems and major education reform processes.

4. Work Assignment

Under the supervision of UNICEF's Chief of Education, the GPE/ESWG Coordinator will be responsible for undertaking the following key tasks:

1. Work related to UNICEF's role as Chair of the ESWG

- a. Ensure the efficient and timely sharing of documents relating to bi-monthly ESWG meetings, including the preparation of agenda, talking points and action points – including holding prior meetings with MoEYS and development partners to confirm document content
- b. Support the smooth running of the meetings, including consolidation of presentations, and the minuting of meeting
- c. Share weekly updates to the ESWG of developments, news, and other information
- d. Coordinate and consolidate inputs into sectoral documents, such as the ESP 2024-2028 and the Education Congress report, in a timely and high-quality manner

2. Work related to UNICEF's role as co-Chair of the JTWG

- a. Support the efficient and timely sharing of documents relating to quarterly JTWG meetings, including the preparation of agenda, talking points and action points – including holding prior meetings with MoEYS and development partners to confirm document content
- b. Coordinate the preparation of DP participation and inputs to the annual education congress (including to facilitate the ESWG Chair's representation at the congress), in coordination with the JTWG Secretariat and other relevant MoEYS counterparts and development partners
- c. Coordinate arrangements for the annual JTWG Retreat with ESWG members and the JTWG Secretariat, ensuring timely preparation of retreat presentations and logistical arrangements

3. Work related to UNICEF's role as GPE CA and SCG GA

- a. Support the management of the relationship with MoEYS Department of Planning on GPE SCG grant preparation, implementation, monitoring and reporting
- b. Support the management of the implementation of the SCG related to areas of financial management

4. Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO

If YES, check all that apply:

- **Direct contact role** YES NO

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:

- **Child data role** YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

5. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

- Advanced university degree in education, social sciences, international development or related technical field,
- At least two years of professional work experience at national or sub-national level on education programming, coordination or policy support,
- Experience of working with Cambodian Government counterparts providing technical support or implementing programmes in relation to the national Education Strategic Plan/education planning and management,
- Experience in organising multi-stakeholder meetings, developing minutes and following up on actions, and
- Experience of working with UN or other international or national development organizations is an advantage.

Competencies, Knowledge and Skills

- Sound knowledge of the education sector in Cambodia and MoEYS policies and processes.
- Strong interpersonal skills are desired.
- Excellent project management, planning and coordination skills
- Languages: Fluency in written and spoken English and Khmer

6. Location

The consultant will be based in Phnom Penh. Access to UNICEF offices and workspace would be allowed in consultation with the UNICEF office and if space permits.

7. Duration

The Consultant will be contracted for a period of 231 working days, between 1 July 2023 and 31 May 2024.

8. Deliverables

Deliverable	Reporting Requirements	Estimated number of working days	Deliverable Completion Time Frame
#1: Prepare and support the management of the 4th ESWG meeting	<ul style="list-style-type: none"> - Prepare and minute the 4th bi-monthly ESWG, including briefing notes for the Chair - Organize and manage presentations and materials in advance of the meeting and during the meeting to ensure a smooth meeting - Input into the STG application in line with the Partnership Compact 	21	31 July 2023

Deliverable	Reporting Requirements	Estimated number of working days	Deliverable Completion Time Frame
	<ul style="list-style-type: none"> - Coordinate ESWG and DP inputs into relevant sectoral documents - Report highlighting progress on deliverables 		
#2: Prepare and support the management of the 3rd JTWG meeting	<ul style="list-style-type: none"> - Prepare and minute the 3rd quarterly JTWG, including briefing notes for the co- Chair - Organize and manage presentations and materials in advance of the meeting and during the meeting to ensure a smooth meeting, in collaboration with MoEYS/DoP - Input into the STG application in line with the Partnership Compact and respond to GPE feedback - Coordinate ESWG and DP inputs into relevant sectoral documents - Report highlighting progress on deliverables 	21	31 August 2023
#3: Coordinate ESWG inputs in the ESP development process (ESA)	<ul style="list-style-type: none"> - Coordinate ESWG participation in the ESP development process, including organizing ad-hoc meetings to gather ESWG inputs - Consolidate ESWG comments and inputs into the ESA process and drafts - Integrate COFOG report findings into GPE next steps - Coordinate ESWG and DP inputs into relevant sectoral documents - Report highlighting progress on deliverables 	21	30 September 2023
#4: Prepare and support the management of 5th ESWG	<ul style="list-style-type: none"> - Prepare and minute the 5th bi-monthly ESWG , including briefing notes for the Chair - Organize and manage presentations and materials in advance of the meeting and during the meeting to ensure a smooth meeting - Develop budgeted implementation plan for activities related to SCG financial management activities - Coordinate ESWG and DP inputs into relevant sectoral documents - Report highlighting progress on deliverables 	21	31 October 2023
#5: Coordinate ESWG inputs in the ESP development process (SDG4 report)	<ul style="list-style-type: none"> - Coordinate ESWG participation in the ESP development process, including organizing ad-hoc meetings to gather ESWG inputs - Solicit and consolidate ESWG comments and inputs into the SDG4 report - Coordinate ESWG and DP inputs into relevant sectoral documents - Report highlighting progress on deliverables 	21	30 November 2023

Deliverable	Reporting Requirements	Estimated number of working days	Deliverable Completion Time Frame
#6: Prepare and support the management of the 4th ESWG meeting	<ul style="list-style-type: none"> - Prepare and minute the final bi-monthly ESWG, including briefing notes for the Chair - Organize and manage presentations and materials in advance of the meeting and during the meeting to ensure a smooth meeting - Coordinate DP involvement in the mid-term review of the CDMP - Coordinate ESWG and DP inputs into relevant sectoral documents - Report highlighting progress on deliverables 	21	31 December 2023
#7: Coordinate and support the management of of EWSG inputs into the new ESP (review of draft documents)	<ul style="list-style-type: none"> - Solicit and consolidate inputs into the ESP 2024-2028 draft document - Monitor progress on AOP and BSP development for 2024 and consolidate UNICEF and DP inputs - Provide inputs to the CDPF annual report regarding SCG and STG development and implementation relating to areas of responsibility - Coordinate ESWG and DP inputs into relevant sectoral documents - Report highlighting progress on deliverables 	21	31 January 2024
#8: Prepare and support the management of the 1st ESWG meeting	<ul style="list-style-type: none"> - Prepare and minute the 1st bi-monthly ESWG, including briefing notes for the Chair - Coordinate DP involvement in the ESP financial simulation modelling - Monitor progress on AOP and BSP development for 2024 and consolidate UNICEF and DP inputs - Organize and manage presentations and materials in advance of the meeting and during the meeting to ensure a smooth meeting - Coordinate ESWG and DP inputs into relevant sectoral documents - Report highlighting progress on deliverables 	21	28 February 2024
#9: Coordinate and support the management of of EWSG inputs into the new ESP (validation of final plan)	<ul style="list-style-type: none"> - Report highlighting progress on deliverables - Solicit and consolidate inputs into the ESP 2024-2028 and support the validation process - Coordinate ESWG and DP inputs into relevant sectoral documents 	21	31 March 2024
#10: Prepare and support the management of	<ul style="list-style-type: none"> - Prepare and minute the 2nd bi-monthly ESWG and the 1st quarterly JTWG, including briefing notes for the Chair 	21	30 April 2024

Deliverable	Reporting Requirements	Estimated number of working days	Deliverable Completion Time Frame
the 6th ESWG and the 4th JTWG	<ul style="list-style-type: none"> - Prepare and coordinate update on the implementation and progress of SCG for the ESWG/JTWG - Organize and manage presentations and materials in advance of the meeting and during the meeting to ensure a smooth meeting - Coordinate ESWG and DP inputs into relevant sectoral documents - Report highlighting progress on deliverables 		
#11: Coordinate and support the management of ESWG participation at the JTWG retreat	<ul style="list-style-type: none"> - Coordinate Development Partner participation in the JTWG retreat - Coordinate logistics with MoEYS/DoP on the preparation and management of the retreat - Prepare and minute JTWG meetings before, during and after the retreat, including with briefing notes for the co-Chair - Coordinate ESWG inputs into the Education Congress - Coordinate ESWG and DP inputs into relevant sectoral documents - Final consultancy report with next steps and clear handover notes 	21	31 May 2024
Total number of working days		231	

9. Payment Schedule linked to deliverables

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

- 9% payment upon satisfactory completion of deliverable 1
- 9% payment upon satisfactory completion of deliverable 2
- 9% payment upon satisfactory completion of deliverable 3
- 9% payment upon satisfactory completion of deliverable 4
- 9% payment upon satisfactory completion of deliverable 5
- 9% payment upon satisfactory completion of deliverable 6
- 9% payment upon satisfactory completion of deliverable 7
- 9% payment upon satisfactory completion of deliverable 8
- 9% payment upon satisfactory completion of deliverable 9
- 9% payment upon satisfactory completion of deliverable 10
- 10% payment upon satisfactory completion of deliverable 11

** 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. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

10. Administrative Issues

Consultants are required to include the cost of travel in the financial proposal, along with any other costs that may be incurred for this assignment.

The consultant may be expected to conduct field work outside Phnom Penh for a maximum of ten days. The exact field work locations will be determined during the inception phase jointly by the consultant, MoEYS, and UNICEF. However, travel to provinces for approximately ten days is likely and probable in conjunction with the JTWG retreat and different ESP development consultations with stakeholders. The consultant will be responsible for his/her own transportation during any missions.

The consultant will be responsible for his/her own laptop, internet connection, and other tools required to deliver on this assignment.

11. Contract supervisor

The consultant will report directly to UNICEF Chief of Education, who will be responsible for the final review of the deliverables and the certification of payments to the Consultant.

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: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

13. 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
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.

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

- 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 - an example (max 3 pages, may be an excerpt) of a report submitted/drafted by the consultant previously or other relevance written work should be linked or submitted (**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.