

Terms of Reference

International Consultant to develop climate change materials to be incorporated into local life skills education programme

Contract modality: Consultant contract or Individual Contractor

Section: Education

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

Duration: [fifty-five working days over five months, February to June 2022]

1. Background

Local life skills (LLS) education is one of the core subjects in the 2016 Cambodia School Curriculum Framework. To further develop this new core subject, UNICEF has supported the Ministry of Education, Youth and Sports (MoEYS) Department of Curriculum Development (DCD) and Vocational Orientation Department (VOD), to develop syllabus, standards, and implementation guidelines, as well as sample teaching plans, and then piloted them in primary (grades 4-6) and secondary (grades 7-9) schools in five target provinces, namely: Takeo, Kampot, Battambang, Siem Reap, and Stung Treng. The pilot aims to empower schools to run their own LLS education that responds to learners' needs based on real world problems and opportunities in the community – climate change is one of possible topics. The pilot also employs an inquiry-based and 6-step problem-based learning approach where classroom teachers and local experts co-facilitate the learning when classroom teachers do not have expertise on specific topics. There are some schools that successfully implement the programme while others face a lot of challenges because appropriate and adequate content knowledge is not available on certain topics. Students are, instead, encouraged to obtain content related knowledge from different sources including locally relevant and experienced people and online resources as well. Learning from this experience, MoEYS plans to develop materials for certain topics such as climate change and mental health with support from content experts.

The Ministry of Environment (MoE) has supported the DCD since 2018 to develop climate change materials to be integrated in secondary school curricula from Grade 7-12 and piloted them in target secondary schools in several target provinces. The MoE is now supporting DCD to develop climate change materials for primary schools Grade 4-6.

This consultancy aims to support MoEYS' DCD and VOD to develop climate change focused life skills education materials including sample lesson plans that adopt the 6-step problem-based learning process. The consultant is required to closely work with MoEYS-DCD and VOD as well as with MoEYS-Department of Policy (DoPo) that simultaneously leads a review of the local life skills education programme.

2. Purpose

The purpose of the consultancy is to develop climate change materials including sample lesson plans that will be used for the local life skills education programme. The consultant will work closely with DCD and VOD to review the national curriculum and work supported by MoE to identify climate change related topics, and to develop additional materials including lesson plans for primary school students of grades 4-6 and secondary school students of grades 7-9. The consultant will also work with DoPo to ensure that climate change materials and lesson plans are appropriate for the local life skills education programme.

3. Work Assignment

Under the supervision of UNICEF Education Specialist, the Consultant will:

- **Review the national curriculum and textbooks in relation to climate change** - working closely with DCD and VOD, the consultant will thoroughly review what climate change related topics already exist in the national curriculum, textbook and work supported by MoE, and come up with recommendations on how these contents can be expanded and link with the LLS education programme. The consultant is also required to coordinate with DoPo on how climate change topics can be incorporated into the local life skills education programme.
- **Develop climate change materials and lesson plans** - the consultant will review climate change materials developed by UNICEF and other agencies including the work supported by MoE to extract relevant contents and then contextualize them for appropriately used by Cambodian primary school students of grades 4-6 and secondary school students of grades 7-9. Based on the curriculum and material reviews above, the consultant will support DCD and VOD to develop two samples of lesson plans focused on climate change topics based on the LLS approach: one for primary and one for secondary schools.
- **Coordinate with DoPo to propose meaningful engagement of student councils in the climate-change focused local life skills education programme** - the consultant will coordinate with DoPo and draw technical inputs from DCD and VOD to propose meaningful engagement of student councils (adolescents and youth) in the climate change focused local life skills education programme.
- **Develop recommendations to further strengthen the implementation of the LLS programme with adaptation of climate change and possible scale up.** The consultant will prepare a concise report which includes practical recommendations on how to further incorporate climate change issues into the local life skills programme and scale up the programme nationwide.

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

- a. **Education.** An advanced university degree (Master's degree or equivalent, or PhD) in education, international development, public policy or similar.
- b. **Work Experience.** At least 8 years' experience in planning, implementing, managing programmes, preferably in education for sustainable development and climate change.
- c. **Knowledge and skills.**
 - Familiarity with the education sector in Cambodia and MoEYS policies and programmes, including curriculum development and school-based management strongly preferred.
 - Ability to analyze issues technically and contribute to high-level policy dialogue with the government.
 - In-depth knowledge of the UN's human rights, climate change and youth engagement.
 - Good track record in leadership and management, as well as excellent interpersonal and communication skills to help ensure that the climate change adaptation is understood and used.
 - Previous experience of working in South East Asian context is desirable, together with contemporary understanding of Cambodia's education context and cultural dynamics.
 - Commitment and willingness to work independently, with limited regular supervision
 - Demonstrated adaptability and flexibility, client orientation, proven ethical practice, initiative, concern for accuracy and quality.
 - Strong commitment to delivering timely and high-quality results against deadlines.
- d. **Languages.** S/he must have the ability to concisely and clearly express ideas and concepts in English in written and oral form, including the ability to communicate effectively with a range of stakeholders.

6. Location

The Consultant is expected to work in-Phnom Penh with MoEYS (DCD, VOD and DoPo) including 10 days maximum field missions in Takeo and Siem Reap provinces. The consultant is responsible for transportation to the field. Cost to be included in the proposal.

7. Duration

The assignment considers 55 working days between 1 February and 30 June 2022. The preferred schedule is indicated under section 8. Deliverables, and any delays/deviations will be discussed with the supervisor of the assignment.

8. Deliverables

Deliverable#1: Develop an inception report, including a detailed work plan of 10 pages for completing all deliverables within the allocated period based on consultations with government, key partners and programme staff and including field visits if needed.

Deliverable#2: Review the national curriculum and textbooks in relation to climate change -Based on the thorough review of the national curriculum, textbooks and work supported by MoE, the consultant will prepare a concise report (15 pages excluding annexes) indicating where and what climate change related topics are available and recommending how they could be linked up with the LLS education programme.

Deliverable#3: Develop climate change materials and lesson plans - The consultant will extract and contextually develop climate change contents that are appropriate and relevant for Cambodian primary

school (grades 4-6) and secondary school students (grades 7-9). The consultant will also work with DCD and VOD to develop two samples of lesson plans focused on climate change topics based on the LLS approach: one for primary and one for secondary schools.

Deliverable#4: Coordinate with DoPo to propose meaningful engagement of student councils in the climate change focused local life skills education programme - The consultant will produce a concise report (15 pages excluding annexes) summarizing recommendations on how to engage student councils in the implementation of the climate change focused local life skills education programme.

Deliverable#5: Develop recommendations to further strengthen the implementation of the LLS programme with adaptation of climate change and possible scale up – The consultant will produce a final report (15 pages excluding annexes) summarizing practical recommendations on how to further incorporate climate change issues into the local life skills programme and scale up the programme nationwide.

<i>Deliverables and descriptions</i>	<i>Number of working days</i>	<i>Estimated due date</i>
Deliverable#1: Develop an inception report, including a detailed work plan	10 days	2 weeks after signing the contract
Deliverable#2: Review the national curriculum and textbooks in relation to climate change	10 days	2 weeks after completion of deliverable #1
Deliverable#3: Develop climate change materials and lesson plans	20 days	4 weeks after completion of deliverable #2
Deliverable#4: Coordinate with DoPo to propose meaningful engagement of student councils in the climate change focused local life skills education programme	10 days	2 weeks after completion of deliverable #3
Deliverable#5: Develop recommendations to further strengthen the implementation of the LLS programme with adaptation of climate change and possible scale up	5 days	2 weeks after completion of deliverable #4
Total # days	55 days	

9. Reporting Requirements

- Inception report including a detailed work plan of 10 pages for completing all deliverables including field report if done 2 weeks after signing the contract.
- A concise report describes climate change related topics in the school curriculum and the link up with the LLS education programme 4 weeks after signing the contract.
- A twenty-page long climate change material appropriated for students and two samples of lesson plans developed 8 weeks after signing the contract.
- A concise report describes student councils (adolescents and youth) engaged in climate change focused local life skills education programme 10 weeks after signing the contract.
- A final report summarizes practical recommendations of climate change focused local life skills education and scale up nationwide 12 weeks after signing the contract.

10. Payment Schedule linked to deliverables

15% upon satisfactory completion of deliverable 1
30% upon satisfactory completion of deliverable 2
30% upon satisfactory completion of deliverable 3
15% upon satisfactory completion of deliverable 4
10% upon satisfactory completion of deliverable 5

** 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.*

11. Administrative Issues

The assignment is expected to be carried out by international consultant. The international consultant may require to hire a national counterpart to support the process in delivering all of the deliverables. The cost of the national counterpart shall be included as part of the financial proposal and UNICEF will be not be responsible for any additional payment related to the national counterpart or liable for any costs incurred. The support from UNICEF is limited to providing relevant available documents as listed in the ToR. The consultant is responsible for arranging virtual meetings or face-to-face meetings based on contact provided with support from DVO-MoEYS. UNICEF may assist to a certain extent when there are challenges in accessing relevant documents and persons.

The consultant shall work from his or her own premises. The consultant may request to access UNICEF premise and facility such as working desk, access to internet and electricity, which may be granted based on availability; however, the consultant will be required to follow safety measures for prevention of COVID-19 infection.

12. Contract supervisor

The consultant will report to the Education Specialist, UNICEF Cambodia Country Office, who will be responsible for final review of all deliverables and certify payments to the Consultant. The consultant will also work in close collaboration with UNICEF's Education Officer for Life Skills, and with the Curriculum Development Department, Vocational Orientation Department, POEs, schools and development partners.

13. 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.

14. Submission of applications

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

- 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:
 - Consultancy daily/monthly fee
 - International travel to/from Cambodia (if applicable). The travel cost shall be based on the most direct and economy fare
 - In-country travel for xx days, per-diem to cover lodging, meals and any other cost associated to take over the full assignment
 - Medical insurance (health and accidental death, medical evacuation) for the entire duration of the contract.

15. Assessment Criteria

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

Applications shall therefore contain the following required documentation:

- a. Technical Proposal: A cover letter, updated CV or resume, and copies of 2 relevant performance evaluation reports or references of similar consultancy assignments conducted by the consultant. No financial information should be contained in the technical proposal.
- b. Financial Proposal: Lump-sum offer with the cost breakdown, including consultancy and any other cost required for this consultancy.

For evaluation and selection, the Cumulative Analysis Method (weight combined score method) shall be used for this selection process. The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technically qualified candidates who have attained a minimum 70 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 a candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

- a) Technical Qualification (max. 100 points) weight 70 %
 - Education (20 points)
 - Knowledge of climate change (30 points)
 - Experience in curriculum and materials development (30 points)
 - Quality of past work (e.g. climate change adaptation and materials development) (20 points)
- b) Financial Proposal (max. 100 points) weight 30 %