

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title of consultancy: Individual National Consultancy to support Development of Education Management Information System (EMIS)	Funding Code WBS 4360/A0/06/884/002/005-Distance Learning and Digital Education. Grant: SC189904 (Education thematic)	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Ashgabat, Turkmenistan
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: 			
Supervisor: Education Specialist	Start Date: 1 May, 2022	End Date: 20 November, 2022	Number of Days (working) 75 days

Background

An Education Management Information System (EMIS) is an indispensable component of any modern education system. The purpose of an EMIS is collection, maintenance, analysis, dissemination, and utilization of data in an education system. In Turkmenistan, Article 35(20) of the Law of Turkmenistan on Education (2021) refers to “creation and integration of electronic database system for education and works for ensuring its availability” among the competencies of the executive body for governing education sphere. The Concept of Turkmenistan on Transitioning to 12-year General Secondary Education specifies that establishment of digital management systems must improve management, accountability, and preparation of respective documents. The Concept of Turkmenistan for Developing Digital Education System adopted in 2017 also emphasizes the importance of informatization of education management system and creating digital school management systems. In the Presidential Program of Socio-Economic Development of Turkmenistan for the period 2019-2025, EMIS is listed among the works to be carried out: Creating education management information system to provide the Ministry of Education of Turkmenistan and other educational organizations with information and knowledge to make information-based decisions and gradually transitioning to it. In the National Plan of Action for Realization of Children’s Rights in Turkmenistan for 2018-2022 the activity on “Development of national data collection and analysis system to ensure monitoring and assessment of learning achievements in line with international standards” refers to EMIS.

The current education management information system in Turkmenistan requires upgrading to increase the scope, disaggregation, timeliness, and responsiveness of the data collected from the education system. The Ministry of Education of Turkmenistan and UNICEF is working together to develop a sustainable EMIS in Turkmenistan as part of

national efforts to continuously modernize the national education system in line with the national development strategy, the Concept of Turkmenistan for Developing Digital Education System, and international best-practices. EMIS will be developed as a sustainable system that can evolve in response to changing education data needs of the government and technological developments in the field.

The Ministry of Education in cooperation with UNICEF aims to develop an EMIS pilot in 2022. EMIS pilot development consists of planning, technical development, software development, documentation, and training activities. These activities will be coordinated by the EMIS Working Group (the WG) the core membership of which includes specialists from the Ministry of Education, Innovation Information Centre of the Ministry of Education, and UNICEF. The WG decided that EMIS development starts from determining technical requirements for EMIS and action plan for the period 2022-2025. This work will be accompanied by introductory EMIS trainings that serve as basis for development of comprehensive EMIS capacity-building framework. With this ToR, UNICEF is seeking a national consultant to support the Ministry of Education in developing Terms of Reference for EMIS, Action Plan for EMIS Development, and training selected education personnel on EMIS.

Objective of the Assignment

The consultant will provide research, planning, communications, and training support to the Ministry of Education by developing Terms of References for EMIS, Action Plan for EMIS Development, and training selected education personnel on EMIS under the guidance of UNICEF Education Specialist.

Scope of Work

1. Review the national education data collection system, previous assessments, and the relevant legal framework in place, international best-practices, including conducting field visits to identify opportunities and challenges.
2. Develop the Terms of Reference for a sustainable EMIS in Turkmenistan considering requirements of the national legislation, national development strategy and SDG commitments, trends and innovations in education and technologies, UNICEF and UNESCO best practices.
3. Develop the Action Plan for EMIS development in Turkmenistan for the period 2022-2025.
4. Prepare user manuals for EMIS users, develop EMIS training materials, and deliver trainings for selected education personnel.
5. Study relevant legislative and regulatory documents to ensure full compliance of all EMIS documentation with national requirements.
6. Work with the WG to draft EMIS advocacy and communication materials.
7. Prepare presentations for and participate in the meetings of the WG.
8. Document and share materials used in the development of Terms of Reference, Action Plan, training package with UNICEF and the WG using technical means specified by UNICEF.
9. Communicate with UNICEF Education Specialist, the WG and receive supervision, guidance, and feedback to ensure the inputs of EMIS stakeholders are integrated in the deliverables.
10. Submit periodic activity reports in accordance with the timeline and in the format specified by UNICEF Education Specialist.

Workplan and deliverables

The national consultant will perform the following tasks and produce the respective deliverables to achieve the objectives of the assignment:

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline:	Days

<p>1. Conduct a readiness assessment</p> <ul style="list-style-type: none"> - Conduct a readiness assessment by reviewing the existing education data collection system, previous assessments, the relevant legal framework in place, international best-practices, identifying opportunities and challenges - Develop work plan of consultancy and present in the inception meeting 	<p>EMIS readiness assessment, Work Plan of Consultancy, Inception meeting presentation</p>	<p>1 May – 30 May</p>	<p>10 days</p>
<p>2. Develop Terms of Reference (ToR) and Action Plan for EMIS</p> <ul style="list-style-type: none"> - Draft the ToR for EMIS, present the draft ToR to stakeholders and finalize ToR based on feedback - Draft the Action Plan for EMIS development in Turkmenistan (2022-2025) with narrative including results from readiness assessment, recommendations for legislative and institutional changes, and explanation of action sequence - Present the draft Action Plan to stakeholders and finalize ToR based on feedback - Develop short and long brochures for nationwide EMIS advocacy 	<p>EMIS ToR, Action Plan presentation meeting, Finalized ToR, Finalized Action Plan Short (1 page) and long (3 page) EMIS brochures</p>	<p>1 June – 30 July</p>	<p>30 days</p>
<p>3. Develop and deliver EMIS training</p> <ul style="list-style-type: none"> - Draft EMIS user manual and finalize them based on user feedback - Develop EMIS training package for selected education personnel including plan of action, digital safety, system architecture, indicators, reporting, import-export of data - Deliver training for selected education personnel using interactive, learner-centred, competency-based teaching methods 	<p>User manual, EMIS Training package (General plan of training, Session plans, Training slides PowerPoint, Teaching handouts) Trainings conducted (six two-hour sessions)</p>	<p>1 August – 30 October</p>	<p>30 days</p>
<p>4. Provide a final report with recommendations for further steps to develop EMIS in Turkmenistan</p> <ul style="list-style-type: none"> - Develop final report including major findings, lessons learned from the work performed and recommendations - Finalize report with incorporated feedback from the WG 	<p>Final report with recommendations for further steps in EMIS development in Turkmenistan</p>	<p>1 November – 15 November</p>	<p>5 days</p>

Reporting requirements

All reports to UNICEF should be submitted in English. The language (Turkmen or Russian) of other documents and training materials will be decided in discussion with the Ministry of Education and translated by UNICEF, as needed.

Payment schedule

The payment will be made in instalments, according to the following schedule.

Deliverable
1st instalment: 10/06/2022, upon satisfactory implementation of the tasks 1 as per above table. The instalment will include 10 consultancy days.
2nd instalment: 10/08/2022, upon satisfactory implementation of the tasks 2 as per above table. The instalment will include 30 consultancy days.
3rd instalment: 20/11/2022, upon satisfactory implementation of the tasks 3, 4 as per above table. The instalment will include 35 consultancy days.

Work arrangements

Day to day supervision will be provided by the Education Specialist of the UNICEF Turkmenistan Country Office. Additional guidance and lead will be provided by the Deputy Representative and Child Rights Monitoring Specialist. Consultant will work in close collaboration with other consultants working on EMIS project.

UNICEF will regularly communicate with the selected consultant and provide formats for reports, feedback and guidance on performance and all other necessary support so as to achieve objectives of the exercise, as well as remain aware of any upcoming issues related to expert's performance and quality of work. UNICEF will provide logistical support for organisation and coordination of meetings. No travel is required for this consultancy.

General Terms and Conditions

UNICEF's general terms and conditions will apply to the contract awarded to the vendor. Please note that, in the evaluation of the technical merits of each proposal, UNICEF will take into consideration any proposed amendments to the UNICEF General Terms and Conditions. Proposed amendments to the UNICEF general terms and conditions may negatively affect the evaluation of the technical merits of the proposal.

UNICEF retains the right to patent and intellectual rights, as well as copyright and other similar intellectual property rights for any discoveries, inventions, products or works arising specifically from the implementation of the project in cooperation with UNICEF. The right to reproduce or use materials shall be transferred with a written approval of UNICEF based on the consideration of each separate case. Consultant should always refer to UNICEF Turkmenistan support in developing the materials when publishing the results of the research conducted while in Turkmenistan in academic journals, books and websites.

In the event of unsatisfactory performance, UNICEF reserves the right to terminate the Agreement. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the programme objectives, low quality or insufficient depth and/or scope of the assignment completion, UNICEF is entitled to decrease the payment by the range from 30% to 50% of the contract value as decided jointly by the Contract Supervisor and Operations Manager.

<p>Minimum Qualifications required:</p> <p><input checked="" type="checkbox"/> Bachelors</p> <p><input type="checkbox"/> Masters</p> <p><input type="checkbox"/> PhD</p> <p><input type="checkbox"/> Other</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Higher education degree in management information systems, education management, computer science, data science, instructional technologies or other relevant fields / a master’s or PhD. degree in relevant fields will be an advantage • 2 years of work experience in ICT, education management, e-governance sectors; experience in developing management information systems and/or in projects implemented with national education stakeholders will be an advantage • Good knowledge of education system of Turkmenistan and Education Management Information System concepts • Excellent research, teamworking and communication (writing, speaking, presentation) skills • Excellent Microsoft Office (Word, Excel, PowerPoint), Internet (email, teleconferencing, cloud storage), PDF skills • Knowledge of English and Turkmen or Russian languages is required, knowledge of both Turkmen and Russian will be an advantage 																
<p>Technical Proposal</p>	<p>The technical proposal should include</p> <ul style="list-style-type: none"> - A cover letter, including <ul style="list-style-type: none"> o Assessment of suitability vis-à-vis the requirements of this ToR; o A summary of experience in similar assignments; o Links to/attachments of examples of similar work; - CV of the candidate (including qualifications and experience) - References 																
<p>Financial Proposal</p>	<p>Candidates are expected to submit a lump sum financial proposal to complete the entire assignment based on the terms of reference. The lump sum should be broken down to show the detail for the following:</p> <table border="1" data-bbox="566 1254 1452 1512"> <thead> <tr> <th>Items</th> <th>Quantity</th> <th>Unit cost</th> <th>Total in USD</th> </tr> </thead> <tbody> <tr> <td>Number of working days</td> <td>75</td> <td></td> <td></td> </tr> <tr> <td>Other: <i>Specify</i></td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Total in USD</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Items	Quantity	Unit cost	Total in USD	Number of working days	75			Other: <i>Specify</i>	N/A			Total in USD			
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<p>Evaluation criteria</p>	<p>Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects to ensure best value for money. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant candidates. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.</p> <p>A cumulative analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:</p> <p>75 % Technical</p> <p>25 % Financial</p> <p>100 % Total</p>																

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.