

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Recruitment of a national consultant to conduct a baseline survey on primary education in Nsele commune, Kinshasa Province, DRC	KOICA grant	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	Kinshasa
<p><b>Purpose of Activity/Assignment:</b></p> <p>The Democratic Republic of the Congo (DRC) has been striving to improve the access to primary education by making the free education policy effective since 2019. Notwithstanding the government's efforts, basic education in the DRC is experiencing unintended consequences such as a high student-teacher ratio and shortage of classrooms, lack of learning and teaching materials, declining education quality, low achievement in mathematics and language skills at the end of primary school, and teachers' low competences and motivation. These education issues are persistent at national and provincial levels. Especially, in Kinshasa, despite being the capital city and its large economy, ensuring access to and quality of education for all children remains a big challenge.</p> <p>According to the Multiple Indicator Cluster Survey (MICS) 2018, the net attendance rate of primary school-aged children in the DRC is 78.2% (girls 77.5%; boys 78.9%). The primary completion rate is 66.7% (girls 66.3%; boys 67.1%) which is low compared with a global average of 90%. Besides, PASEC 2019 shows that the literacy rate of students in the last grade of primary education at the national level is only 27.1%. This is significantly below the Sub-Saharan African average of 47.9%, and Kinshasa has a literacy rate of 28.9%, similar to the national average. Also, the national average numeracy rate is 18.4%, but Kinshasa is 12%, which is much lower than the average. Moreover, at the sub-provincial level, the number of students per classroom and the number of students per teacher exceeded 50 in Nsele 1 and Nsele 2 education subdivisions. Among them, the number of students per classroom in some primary schools even reaches 80-90 or more and some other schools offer double-shift classes because there are too many students per class.</p> <p>To improve the current situation, UNICEF is implementing a project entitled "Improving Access and Quality of Primary Education in Kinshasa, DRC" with the support of the Korea International Cooperation Agency (KOICA). The project aims to contribute to the improvement of learning outcomes of children and ensure equitable and quality primary education in Nsele 1 and 2 education subdivisions of Kinshasa Province by providing an environment conducive to learning and improving the quality of primary education.</p> <p>The project has the following outcomes and outputs:</p> <ul style="list-style-type: none"> <li>• Outcome 1: Access to primary education for public school students is improved in a gender-responsive way in Nsele 1 and Nsele 2 education subdivisions in Kinshasa province             <ul style="list-style-type: none"> <li>○ Output 1.1 Improved school facilities</li> <li>○ Output 1.2 Improved learning and teaching materials</li> </ul> </li> <li>• Outcome 2: Quality of primary education for public school students is improved in Nsele 1 and Nsele 2 education subdivisions in Kinshasa Province             <ul style="list-style-type: none"> <li>○ Output 2.1 Enhanced literacy and numeracy achievement and children's rights</li> <li>○ Output 2.2 Strengthened education management skills and teaching methodology</li> </ul> </li> </ul> <p>The project is expected to directly benefit 50,965 persons including 49,542 Students, 975 teachers, 108 school directors, 16 inspectors, and 324 Parent Teachers Associations in Nsele1 and 2 education subdivisions, and indirectly benefit the communities in these target areas.</p> <p>In order to measure project achievements, data and information on the current status is required before project implementation begins. Therefore, UNICEF's education section is looking for a national consultant to collect baseline data for all indicators and review the target numbers.</p>			

**Scope of Work:**

The work will consist of (i) submitting a work plan, (ii) collecting baseline data for key indicators from all the primary schools in Nsele 1 and Nsele 2 education subdivisions (108 schools and reviewing and setting targets for indicators through discussions with stakeholders (UNICEF, KOICA, KOICA M&E Project Management Consulting (PMC), Ministry of Education and local education authorities (EPST,)) (iii) submitting baseline survey report and baseline data set.

I. Submission of the work plan

The Consultant is expected to submit to UNICEF a proposal for a work plan, including a detailed schedule/ school visit plan and meetings with partners to review targets as well as a template for questionnaires where needed.

II. Collection of baseline data and review of targets

The Consultant is expected to collect the baseline data in 108 primary schools, using the attached Project Design Matrix (PDM) excel file (sheet 4. Detailed indicators template) and review the proposed target numbers for all indicators as well as set new targets for the indicators that currently do not have the target numbers, together with the provincial EPST and PMC, using the PDM (sheet 2. Result Tracking Sheet).

III. Submission of baseline report

The Consultant is expected to submit the baseline report based on the data collected from the schools as well as data in excel format and recommendations generated during the consultancy work. The report will be reviewed by UNICEF before finalization.

**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 immediate physical proximity, with limited supervision by a more senior member of personnel:

No direct contact with children

**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):

The consultant will collect the information at the school level (aggregated data) the data is not personally identifiable.

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
2023	Education/Kinshasa	<i>This consultation requires a dedicated commitment (collecting data from 108 schools) that UNICEF staff will not be able to</i>

		<i>combine with the execution of their regular tasks.</i>	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA  <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b>  Arpana Pandey, Education Manager	<b>Start Date:</b>  01 Fevrier 2023	<b>End Date:</b>  28 Fevrier 2023	<b>Number of Days (working)</b>  20 jours
<b>Work Assignment Overview</b>			
Tasks/Milestone:	Deliverables/Outputs:	Timeline (cumulative)	Estimate Budget
The work plan includes a detailed schedule of school visit plan and meetings with partners	<u>Work plan</u>	5 jours	15%
The PDM excel file is filled out with the data collected and processed from the field survey and the recommendations on the target numbers.	<u>PDM</u>	10 jours	50%
The report contains a summary of the data collected from the field survey and suggestions generated during the consultancy work. The report will be reviewed by UNICEF before finalization	<u>Baseline report</u>	5 jours	35%
<b>Total estimated consultancy costs<sup>1</sup></b>			
<b>Minimum Qualifications required:</b> <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Enter Disciplines Bachelor degree in statistics or social sciences		<b>Knowledge/Expertise/Skills required:</b> <b>Competency</b> <ul style="list-style-type: none"> <li>➤ Knowledge of the education system of the DRC;</li> <li>➤ Excellent interpersonal, facilitation and communication skills;</li> <li>➤ Flexibility and ability to adapt to changes;</li> <li>➤ Full professional proficiency in written and spoken French and Lingala;</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Advanced skills for Microsoft Office (Word, Excel and Power Point).</li> </ul> <p><b>Work experience</b></p> <ul style="list-style-type: none"> <li>➤ Have working experience (at least 2 years) and knowledge in the education sector in the DRC;</li> <li>➤ Have work experience in M&amp;E and programme management;</li> <li>➤ Have experience in data collection and managing data sets;</li> <li>➤ Have experience in writing reports and recommendations for an action plan at the political and operational level is desired.</li> </ul>
<p><b>Administrative details:</b>          Visa assistance required: <input type="checkbox"/>          Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:          If office based, seating arrangement identified: <input type="checkbox"/>          IT and Communication equipment required: <input type="checkbox"/>          Internet access required: <input type="checkbox"/></p>
<p><b>Request Authorised by Section Head</b></p>	<p><b>Request Verified by HR:</b></p>
<p><i>Approval of Deputy Representative Operations (if Operations) / Approval of Deputy Representative Programme (if Program)</i></p> <p>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>	

<sup>i</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant