



United Nations Children's Fund (UNICEF)

Vientiane, Lao PDR

Individual National Consultancy: Support the Ministry of Education and Sports COVID-19 response coordination and implementation

Terms of Reference

1. Background:

The novel corona virus, COVID-19, is a new strain of coronavirus that, since it was first detected in Wuhan, China in late 2019, has developed into a pandemic that continues to take a massive toll not just on people's health, but on many parts of life in countries around the globe. During March 2020, the first cases of coronavirus were confirmed in Lao PDR, adding to the concern that the virus may spread across the country.

The Government of Lao PDR (GoL), under the leadership of the National Taskforce Committee for COVID-19 Prevention and Control is closely monitoring the situation and has been taking a wide range of measures to prevent the spread and the impact of the virus. These measures include the temporary closing of all schools. As of 19 March 2020, all education institutions in Lao PDR have been closed.

The Ministry of Education and Sports (MoES), with the support of development partners, is taking a range of measures to offer children alternative learning opportunities, promote COVID-19 safety messages for teachers, children and their parents and enhance its capacity for planning and monitoring the emergency response. UNICEF, as co-lead of the Education Cluster with MoES and Save the Children, has supported MoES with consolidating these measures in a coherent *COVID-19 Response Plan* and is playing a key role in strengthening the Ministry's capacity to implement this plan and monitor its implementation.

In addition, UNICEF has been selected as Grant Agent for the Global Partnership for Education (GPE) COVID-19 Accelerated Funding, which will require development of a proposal to GPE in coordination with MoES and Development Partners. UNICEF Laos, via UNICEF Headquarters, has also received funding from GPE to support COVID education response.

2. Purpose:

The purpose of this assignment is to support the Ministry of Education and Sports with the coordination, implementation, monitoring and reporting of its COVID response, including interventions supported by Development Partners. The MoES COVID response is being coordinated under the Cabinet Office – Office of the Permanent Secretary. The GPE COVID-19 Proposal Development is being coordinated by the MoES Department of Planning. This consultancy forms part of UNICEF's support to strengthen and scale-up COVID education response, including coordination with relevant sectors and Development Partners.

3. Work Assignments:

3.1 Support day-to-day coordination within MoES and externally in relation to the implementation of the Education COVID response, including development of funding proposals

This will include support to:

- Organization of meetings and preparation of meeting minutes
- Follow-up with respective MoES departments/bodies, Provincial and District Offices, and Development Partners to get inputs/key information needed to support the design and implementation of Education COVID related interventions
- Provision of translation support during meetings and relevant documents

Output: Meetings organized and relevant information/data collected related to support the design and implementation of COVID education response interventions, including GPE proposal preparation.

3.2 Provide technical inputs to relevant documents in Lao and English

This includes inputs to reports, directives, powerpoint presentations that are related to the Education COVID response, in Lao and English.

Output: Relevant documents with technical inputs from consultant

3.3 Participate in meetings, monitoring visits, and advocacy and other related events

The consultant will participate in meetings related to the coordination and implementation of the Education COVID response, including internal MoES meetings, inter-sectoral meetings, Education Cluster meeting, Education Sector Working Group (ESWG) meetings, etc. The consultant will also join monitoring visits as well as advocacy and other related events. The consultant will also support data collection including for the GIS-enabled monitoring platform for the Education COVID-19 response. As needed, the consultant will prepare brief updates/key points from the meetings and monitoring visits.

Output: Participation in relevant meetings, events and monitoring visits, and brief updates from the meetings and monitoring visits.

3.4 Support MoES and UNICEF in the preparation and finalization of regular reports to the GPE Secretariat for the COVID Accelerated Funding

The consultant will support MoES provide timely inputs as part of reporting requirements for COVID-related funding. This includes follow-up with relevant MoES departments and Development Partners/Education Cluster members to get the most updated information for the preparation of regular update reports to UNICEF and the GPE Secretariat. The consultant will also liaise closely with MoES ESSC/EMIS Unit and ICT Department to get the most updated information from the online GIS-enabled platform for the monitoring and planning of the COVID response.

Output: Timely inputs and data/information provided for regular reports

3.5 Support MoES to prepare and process funding and supply requests to UNICEF in line with the Harmonized Approach to Cash Transfers (HACT)

UNICEF will provide direct funding support and supplies to MoES for COVID-related interventions. Processing these requests will follow HACT procedures and would require for the consultant to work closely with relevant MoES departments, and Provincial and District Offices to prepare funding and supply requests, liquidation reports and other relevant information.

Outputs: Funding and supply requests and liquidation reports for UNICEF processed on time

4. Qualifications or Specialized Knowledge/Experience Required:

The consultant is expected to hold a degree in education/international development or any related field. S/he must have at least five years of experience working in the education sector, including in

supporting an emergency response. S/he must be familiar with the education development context in Lao PDR, including MoES structure and functions, and education development partners. S/he must be fluent in both English and Lao language with excellent verbal and writing skills in both languages. S/he must have an excellent knowledge of Lao culture and language. S/he should be adaptable and flexible in their working approach.

5. Location:

The consultant will be based in the Ministry of Education and Sports. Agreement to work remotely/at home for certain days has to be agreed upon with MoES, based on government guidelines on mitigation efforts for COVID-19. Regular communication with UNICEF is also required as well as meetings.

6. Duration:

July 2020 to December 2021

7. Deliverables:

Deliverables	Timeframe
1: Meetings organized and relevant information/data collected related to support the design and implementation of COVID education response interventions	Throughout consultancy period
2: Relevant documents with technical inputs from consultant	Throughout consultancy period
3. Participation in relevant meetings, events and monitoring visits, and brief updates from the meetings and monitoring visits	Throughout consultancy period
4. Timely inputs and data/information provided for regular reports	Throughout consultancy period
5. Funding and supply requests and liquidation reports for UNICEF processed on time	Throughout consultancy period

8. Reporting Requirements:

The consultant is expected to prepare a brief monthly report identifying key tasks and deliverables completed. This report will be submitted to UNICEF along with the deliverables for the specific reporting period.

9. Payment Schedule linked to deliverables:

** 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.*

<i>Deliverables</i>	<i>Payment must be directly linked with satisfactory deliverables</i>	<i>Reporting Requirements for each deliverable</i>

Monthly report and deliverables linked to Outputs 1-5	Payment 1	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 2	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 3	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 4	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 5	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 6	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 7	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 8	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 9	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 10	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 11	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 12	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 13	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 14	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 15	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 16	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 17	Agreed Monthly Activity Plan Monthly status report
Monthly report and deliverables linked to Outputs 1-5	Payment 18	Agreed Monthly Activity Plan Monthly status report

10. Administrative Issues:

The consultants are expected to use their own office equipment (laptop computers, printers etc.) and consult with UNICEF staff via email/online conferencing during the period of COVID lockdown.

In-country travel may be required as part of this consultancy. If the consultant needs to travel, a daily subsistence allowance will be provided based on approved UN rates at the time of travel.

Copyright of all the deliverables to be produced through this assignment will rest with the MoES and UNICEF.

11. Contract supervisor:

The consultant will be supervised by and work closely with an Education Specialist and an Education Officer within the UNICEF Lao PDR office, under the guidance of the Chief of Education.

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 Lao PDR.

13. Submission of applications:

Interested candidates are kindly requested to submit applications electronically and include 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 as per the work assignment.

14. Assessment Criteria:

As part of the evaluation and selection, a Cumulative Analysis Method (weight combined score method) shall be used for this recruitment. This involves assessment of

a) Technical Qualification (max. 100 points) weight 70 %

- Relevant education/degree (30 points)
- Experience working in the education sector in Lao PDR (40 points)
- Fluency in both English and Lao languages (30 points)

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical 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 the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview, if required.

15. Programme Area, Outputs and Specific Key Results Areas in the Rolling Work Plan:

Section Request: Education

Programme Area: Output 3

Milestone 5: Strengthened Sector Disaster and Climate Change Resilience, Emergency

Included in approved AWP: ☒ Yes ☐ No