

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>International consultant</b> <b>“Monitoring, Evaluation and Reporting for the Capacity Development Partnership Fund”</b>	<b>Funding Code:</b> n/a	<b>Duty Station:</b> Remote
<p><b>Purpose of Activity/Assignment:</b></p> <p>The Education Capacity Development Partnership Fund (CDPF) is a long-running partnership between the Royal Government of Cambodia, the European Union, the Swedish International Development Agency (SIDA) and UNICEF. In 2018, the United States Agency for International Development (USAID) and the Global Partnership for Education (GPE) joined the partnership. The purpose of the CDPF, now in Phase III, is to support the realization of the two policy priorities identified in the Ministry of Education, Youth and Sport's (MoEYS) Education Strategic Plan (ESP): (i) to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all; and (ii) to ensure effective leadership and management of education staff at all levels. To realize these two policy priorities, the CDPF provides support to capacity development priorities for the education sector as articulated in the Ministry's Capacity Development Master Plan (CDMP) 2020-2024.</p> <p>The CDPF has recently been extended to 2026, with additional contributions from partners including the assimilation of a portion of Cambodia's next set of GPE grants. In order to capture the lessons learnt, both from previous phases and the current phase, a strong monitoring and evaluation (M&amp;E) framework is needed to track progress, identify challenges and capture lessons learnt. The M&amp;E plan assists MoEYS to systematize and improve the quality of data collection, in particular on the implementation of training, and ultimately helps to understand the impact of development investments made under the CDPF III. This work remains crucial to building a credible body of evidence, including to shape future interventions.</p> <p>As the Secretariat of the CDPF, UNICEF is looking for a strong individual to support the implementation of the M&amp;E framework, the analysis of results, and the effective reporting of CDPF achievements.</p>		
<p><b>Scope of Work:</b></p> <p>The consultant will be responsible for the following tasks:</p> <ul style="list-style-type: none"> <li>▪ Support the implementation of the CDPF III M&amp;E framework, including linkages to budget expenditure and beneficiary tracking</li> <li>▪ Support the development and integration of the GPE V M&amp;E framework into the CDPF M&amp;E processes</li> <li>▪ Support reporting on CDPF III work, in particular through the annual report and the integration of M&amp;E data into the report</li> <li>▪ Support the development of Human-Interest Stories and qualitative evidence of the CDPFs achievements</li> <li>▪ Support the M&amp;E around the Early Grade Learning intervention</li> <li>▪ Support the prioritization, monitoring and reporting on the CDMP 2020-2024</li> <li>▪ Support quality assurance of produced reports and concept notes</li> <li>▪ Contribute to presentations, including CDPF quarterly Steering Committee meetings</li> <li>▪ Support capacity building in M&amp;E and report writing to relevant MoEYS counterparts and UNICEF staff</li> </ul>		

The consultant may be based in Phnom Penh or abroad. If abroad, the consultant should plan to be present in Cambodia for at least 20 days to support data collection and verification exercises (including interviews, HIS development and the CDMP review process).

**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):

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

<b>Budget year:</b> 2023	<b>Requesting Office:</b> Education, Cambodia	<b>Section/ Issuing</b>	<b>Reasons why consultancy cannot be done by staff:</b> The assignment requires dedicated time and expertise not currently available inhouse
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**Included in Annual/Rolling Workplan:**  Yes  No, please justify:

**Consultant sourcing:**  National  International  Both

**Competitive Selection:**  Advertisement  Roster

**Single Source Selection:**  (Emergency - Director’s approval)

**If Extension, Justification for extension:**

<b>Supervisor:</b> Education Specialist	<b>Start Date:</b> 13 November 2023	<b>End Date:</b> 31 August 2024
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Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
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			(% of payment)
Collect and quality assure the M&E inputs in the CDPF donor report	<b>Deliverable 1:</b> Finalized M&E sections in the CDPF report, including qualitative analysis of progress of key indicators	<b>1 Dec '23</b> 15 working days	9%
Work with MoEYS and partners to finalize the EGL baseline/endline reports and data analysis and update Kobo for 2024 implementation	<b>Deliverable 2:</b> Quality assured report on the EGL baseline and endline (including cleaned databases) Kobo set up for 2023/24 implementation	<b>12 Jan '24</b> 20 working days	12%
Support MoEYS to conduct the CDMP annual review	<b>Deliverable 3:</b> Report of the CDMP progress for 2023 and priorities for 2024	<b>31 Jan '24</b> 15 working days	9%
Collect and quality assure the M&E inputs in the CDPF annual report	<b>Deliverable 4:</b> Finalized M&E sections in the CDPF report, including on beneficiaries	<b>16 Feb '24</b> 15 working days	9%
Support the development, updating and utilization of the EGL M&E systems	<b>Deliverable 5:</b> Analytical report of the EGL progress to date, including with recommended next steps	<b>12 Apr '24</b> 20 working days	12%
Support the development and finalization of the GPE Multiplier M&E framework	<b>Deliverable 6:</b> Finalized GPE Multiplier M&E framework	<b>31 May '24</b> 25 working days	15%
Support the development of a CDPF 2024-2026 M&E framework and plan, including with baselines and clear linkages to ESP 2024-2028	<b>Deliverable 7:</b> Concise report and dashboards with GPE V and CDPF 2024-2026 baselines established/updated Clear monitoring plan for indicator monitoring	<b>28 June '24</b> 20 working days	12%
Support reporting to the CDPF Steering Committee (mid-year progress)	<b>Deliverable 8:</b> 2-3 slides on M&E indicators, framework and progress	<b>19 July '24</b> 10 working days	7%
Support the planning, collecting and writing of Human Interest Stories and generate qualitative evidence of the CDPFs impact	<b>Deliverable 9:</b> 5 HIS produced and approved by the contract manager 5 documentations of CDPF best practices (3-5 pages per example) Final consultancy report	<b>23 Aug '24</b> 25 working days	15%
		<b>165 working days</b>	

<p><b>Minimum Qualifications required*:</b>  <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p><b>Enter Disciplines:</b>  An advanced university degree (Master’s or Doctoral degree) in education, international development, public policy, M&amp;ER or similar.</p>	<p><b>Knowledge/Expertise/Skills required*:</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years of experience in programme M&amp;E development and implementation or similar relevant work</li> <li>• Strong analytical and data utilization skills, including ability to explain to diverse audiences</li> <li>• Strong planning and facilitation skills to deliver timely and high-quality results against deadlines.</li> <li>• Demonstrated adaptability and flexibility, client orientation, proven ethical practice, initiative, concern for accuracy and quality.</li> <li>• Computer literacy and presentation skills, including with data analysis programmes (e.g. Kobo, SPSS etc)</li> <li>• Familiarity with the education sector in Cambodia and MoEYS policies and programmes, including the past and current GPE-funded programmes</li> <li>• Excellent written and spoken English language skills</li> </ul>
<p><b>Submission of applications in the e-recruitment platform:</b></p> <ul style="list-style-type: none"> <li>• Letter of Interest (cover letter), highlighting suitability and expertise for this assignment</li> <li>• CV or Resume</li> <li>• Performance evaluation reports or references of similar consultancy assignments</li> <li>• Financial proposal: All-inclusive lump-sum cost including consultant daily fee (in US\$), International travel fee to Cambodia (estimated around 20 working days) and medical insurance cost as per work assignment.</li> </ul> <p>The consultant is expected to be home-based. If not based in Phnom Penh, at least one trip to Cambodia is expected (timing to be agreed with UNICEF)</p>	
<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>A) Technical Evaluation (100 points) weight: 70%</p> <ul style="list-style-type: none"> <li>▪ Quality and completeness of the technical proposal (cover letter): 30 points</li> <li>▪ Qualifications: 20 points</li> <li>▪ Samples of previous work: 20 points</li> <li>▪ Adequacy of the applicant’s experience to the requirements of the assignment: 30 points</li> </ul> <p>B) Financial Proposal (100 points) weight: 30%</p> <p><i>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 of</i></p>	

70 points in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based  <input type="checkbox"/> Office Based</p>	<p><b>If office based</b>, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Email/O365 access: <input checked="" type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/> when in the office</p>
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<sup>1</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

**Text to be added to all TORs:**

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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose

your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.