

United Nations Children's Fund

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title: National consultant to support Early Grade Learning activities</b>	<b>Funding Code:</b> n/a	<b>Duty Station:</b> Phnom Penh (home-based)
<p><b>Purpose of Activity/Assignment:</b></p> <p>To address low foundational learning (proven evidence in both national, regional, and global assessments), and help students overcome some of the learning loss, the Primary Education Department (PED) of the Ministry of Education, Youth and Sport (MoEYS) has developed a comprehensive strategy to support Early Grade Learning (EGL) and its expansion across the country by 2025. Building on the distribution of learning materials in 2021, the CDPF Steering Committee in early 2022 agreed to pivot activities to finance the largest scale-up to date of EGL in the country. The program, led and coordinated by PED, follows the methods and pedagogical approaches already designed and agreed upon with other partners and targets eight provinces for Early Grade Reading (EGR) for Grade 1 roll-out, and four provinces for Early Grade Math (EGM) roll-out for Grade 2. Overall, the CDPF-supported roll-out has reached approximately 113,228 students, 3,437 teachers, 2,473 school directors, and other relevant stakeholders in the 2022-2023 school year. 1,582 primary schools are covered by EGR and a further 891 by EGM.</p> <p>The program provides comprehensive support to schools, including materials for children and classrooms, training for G1 and G2 teachers, and further mentoring support from both school and master mentors to consolidate capacity development and ensure the sustainability of the approach. Training for teachers also includes further pedagogical training on facilitation skills, classroom management, and gender-responsive pedagogy. A baseline assessment was conducted in February 2023, and learning will be assessed at the end of school year 2022-2023.</p> <p>For the upcoming school year 2023-2024, the CDPF will continue its support to roll out the Early Grade Reading to all grade 2 classes in the already supported eight provinces. Given the complexity and importance of this work, UNICEF on behalf of the Capacity Development Partnership Fund (CDPF) is seeking a qualified individual to provide technical expertise to support the coordination, planning, implementation and monitoring of the program.</p> <p>The consultant will provide technical assistance to the Primary Education Department to properly plan, implement and monitor the roll out of EGR in grade 2 in the eight target provinces.</p>		
<p><b>Scope of Work:</b></p> <p>Under the supervision of the UNICEF Education Specialist (CDPF), the consultant will be responsible for supporting the Primary Education Department to:</p> <ul style="list-style-type: none"> <li>▪ Conduct end-line assessment for EGL implementation in SY 2022-2023 (with the involvement of the Education Quality Assurance Department (EQAD))</li> <li>▪ Create a comprehensive workplan with estimated cost to support the roll out EGR in the eight target provinces in SY 2023-2024</li> <li>▪ Work with PED and UNICEF to plan, facilitate and support the monitoring of the distribution of the EGR learning materials to all target schools</li> <li>▪ Finalise the list of grade 2 teachers for EGR training</li> </ul>		

- Monitor and quality assure the EGR grade 2 training process, including the Training of Trainers, as required in consultation with PED
- Finalise the list of new School-Based Mentors (SBM) and Master Mentors (MM) for mentoring training to support grade 2 teachers
- Review the list of trained G1 teachers and SBM and MM in SY 2022-2023 for the refresher EGR training
- Monitoring and quality assure the mentoring training and implementation
- Support the integration of the KoBo system for mentoring programme into the SBM and MM training and its utilization for monitoring and reporting purposes
- Support PED to utilize and analyze data from KoBo, and produce reports to improve the mentoring program
- Work closely with other relevant partners such as VVOB, RTI and UNESCO to share lessons learnt, understand challenges, and improve the EGL programme

The consultant is expected to work closely with PED with travel to the targeted provinces (Banteay Meanchey, Pailin, Pursat, Kampong Speu, Preah Sihanouk, Koh Kong, Ratanakiri, and Mondulakiri). The consultant is expected to travel to all target provinces at least once on a 3-day mission (expected number of mission days is 24; missions to more than one province may be combined for efficiency in consultation with PED and UNICEF). The Consultant is expected to organize his/her own travel to provinces in close collaboration with relevant MoEYS staff.

**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> 2023-2024	<b>Requesting Section/ Issuing Office:</b> Education, Cambodia	<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

<b>Competitive Selection:</b> <input checked="" type="checkbox"/> <b>Advertisement</b> <input type="checkbox"/> Roster		
<b>Single Source Selection:</b> <input type="checkbox"/> (Emergency - Director's approval)		
<b>If Extension, Justification for extension:</b>		
<b>Supervisor:</b> Education Specialist (CDPF)	<b>Start Date:</b> 1 November 2023	<b>End Date:</b> 30 April 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (% of payment)
Inception report (max 10 pages) outlining a detailed work plan and timeline, with relevant costings, the roll-out of EGR in the target provinces prepared and submitted for review and approval by UNICEF and PED	<b>Deliverable 1:</b> Inception report	<b>1 Dec '23</b> 5 working days	20%
<ul style="list-style-type: none"> <li>Distribution plan of EGR materials for Grade 2 is finalised and shared with relevant stakeholders</li> <li>Monitoring tools for the distribution (Kobo) have been developed, and relevant stakeholders trained on their use</li> <li>Support organization of logistics and delivery of the EGR packages to target provinces</li> <li>Report (max 15 pages) on the distribution (analytical, with identification of challenges and with suggested follow-up actions)</li> </ul>	<b>Deliverable 2:</b> EGR material distribution to target provinces completed	<b>15 Dec '23</b> 15 working days	5%
<ul style="list-style-type: none"> <li>Identify and validate the lists of G2 teachers and relevant mentors in the target provinces</li> <li>Monitor, support and report on the ToT for the EGR G2 trainers</li> </ul>	<b>Deliverable 3:</b> G2 teacher training part 1 and part 2 delivered	<b>31 Jan '24</b> 20 working days	10%

<ul style="list-style-type: none"> <li>The 5-day on G2 EGR methodology has been delivered and a detailed, analytical report (max 5 pages) submitted</li> </ul>			
<ul style="list-style-type: none"> <li>Report of the 2022/23 endline for target provinces (four for EGM and eight for EGR) with quality analysis in collaboration with EQAD and PED (max 10 pages)</li> <li>Report of the baseline findings for EGR in 8 provinces with quality analysis with EQAD and PED (max 10 pages)</li> </ul>	<p><b>Deliverable 4:</b> EGL baseline and endline reports</p>	<p><b>31 Jan '24</b> 10 working days</p>	<p>20%</p>
<ul style="list-style-type: none"> <li>Review the 2023 mentoring program and tools and work with relevant MoEYS counterparts and key partners to update tools, methodologies and reporting formats where necessary</li> <li>Work with PED to finalize the list of school-based and master mentors for G2 EGR</li> <li>Ensure Kobo is set-up and prepared with the correct details for mentors</li> <li>Monitor, support and report on the ToT for G2 EGR mentors (must include training on Kobo)</li> <li>Monitor, support and report on the SBM and MM training (must include training on Kobo)</li> </ul>	<p><b>Deliverable 5:</b> EGR mentoring training completed</p>	<p><b>29 Feb '24</b> 25 working days</p>	<p>10%</p>
<ul style="list-style-type: none"> <li>Update G1 teacher and mentors' lists (including in Kobo)</li> <li>Analyze data from Kobo on the success and challenges of the cluster-based funding mechanisms and propose improvements</li> </ul>	<p><b>Deliverable 6:</b> EGR G1 refresher courses/modalities designed</p>	<p><b>30 March '24</b> 25 working days</p>	<p>10%</p>

<ul style="list-style-type: none"> <li>• Support PED and partners to design a blended approach to refresher trainings for G1 EGR (both teachers and mentors)</li> <li>• Detailed report (max 10 pages), including with methodology, materials and course content validated by PED and UNICEF</li> </ul>			
<ul style="list-style-type: none"> <li>• Develop and agree on a monitoring schedule with PED and UNICEF (each province must be visited at least once during the assignment period)</li> <li>• Visits must include: discussions with the POE, selected DOEs, school directors, teachers, and mentors (both SBMs and MMs) as well as verification of material distribution and Kobo utilization</li> <li>• For each province, a detailed trip report is produced and validated (max 5 pages per report)</li> <li>• For at least four provinces (to be agreed with UNICEF), a Human Interest Story/detailed case study must be produced (max 2 pages per HIS)</li> <li>• Functionality of Kobo is checked. Data is generated.</li> </ul>	<p><b>Deliverable 7:</b> EGR implementation monitored in all 8 provinces (1 report per provinces)</p>	<p><b>30 April '24</b> 30 working days</p>	<p>15%</p>
<ul style="list-style-type: none"> <li>• Final consultancy report prepared and submitted (with challenges, progress and recommendations) (max 15 pages)</li> </ul>	<p><b>Deliverable 8:</b> Final consultancy report</p>	<p><b>30 April '24</b> 5 working days</p>	<p>10%</p>
		<p><b>135 working days</b></p>	

<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>            Advanced university degree in education, social sciences, international development, or related technical field</p>	<p><b>Knowledge/Expertise/Skills required *:</b></p> <ul style="list-style-type: none"> <li>• At least three years of professional experience working on education programming and coordination,</li> <li>• Experience working with Cambodian Government counterparts providing technical support, in particularly, on Early Grade Learning initiatives and mentoring,</li> <li>• Experience in organizing multi-stakeholder meetings, writing reports and minutes, and following up on actions,</li> <li>• Experience working with UN or other international or national development organizations is an advantage,</li> <li>• Sound knowledge of the education sector in Cambodia and MoEYS policies and processes,</li> <li>• Strong interpersonal skills are desired,</li> <li>• Excellent project management, planning and coordination skills,</li> <li>• Languages: Fluency in written and spoken English and Khmer</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\$), Travel cost for 24 days to targeted provinces (Banteay Meanchey, Pailin, Pursat, Kampong Speu, Preah Sihanouk, Koh Kong, Ratanakiri, and Monduliri) and medical insurance cost as per work assignment.</li> </ul>	
<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>▪ Education (10 points)</li> <li>▪ Relevant working experience (30 points)</li> <li>▪ Knowledge and Skills (30 points)</li> <li>▪ Quality of reference or example of past work (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 70 points in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</i></p>	

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

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

<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.