**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| Title of consultancy: Individual International Consultancy to provide methodological support to the Ministry of Education of Turkmenistan in Capacity Development for Pre-service Training in Climate Change Adaptation  | **Funding Code**CCA and DRR-4360/A0/06/884/002/002 SC189906 | **Type of engagement** [x]  Consultant [ ]  Individual Contractor Part-Time[ ]  Individual Contractor Full-Time | **Duty Station:** Ashgabat, Turkmenistan |

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| **Consultant sourcing:**[ ]  National [x]  International [ ]  Both**Consultant selection method:** [ ]  Competitive Selection (Roster)[x]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[x]  New SSA – Individual Contract[ ]  Extension/ Amendment |
| **If Extension, Justification for extension:**N/A |
| **Supervisor:** | **Start Date:** | **End Date:** | **Number of Days (working)** |
| *Nazar Mammedov, Education Specialist* | *14/09/2021* | *23/11/2021* | *30* |

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| **Purpose of Activity/Assignment:** The United Nations recognizes the Climate Change as one of the most important global issues today. Addressing the challenges of environmental sustainability is imperative for UNICEF to fulfil its mandate and protect the world’s most vulnerable children. Unless we act forcefully to stem the climate crisis now, the danger will only escalate. Climate change and environmental degradation undermine the rights of every child and become a direct threat to a child’s ability to survive, grow, and thrive. Children are the most vulnerable to diseases that will become more widespread as a result of climate change, such as malaria and dengue fever. For children who are already disadvantaged, the stakes are even higher. As climate change makes crises more common and recovering from them becomes harder the actions must begin with knowledge and understanding and educating children to adapt to the immediate challenges of climate change – and to understand the role that they will be called on to play. Therefore, education is considered as an essential component and a catalyst for responding to global climate change. Article 6 of the UN Framework Convention on Climate Change (UNFCCC) encourages Parties to promote, develop and implement educational, training and public awareness programmes on climate change and its effects. Article 12 of the Paris Agreement on Climate Change also stimulates Parties to cooperate in enhancing climate change education, training, public awareness, public participation and public access to information. In line with the Sustainable Development Goals (SDGs) agenda, specifically SDGs 4 and 13, Turkmenistan is committed to ensuring integration of the Climate Change Agenda into the education sector strengthening resilience of the children of Turkmenistan towards the climate change impacts. To further support the efforts of the Government of Turkmenistan on Climate Change and Environment (CCEE), UNICEF CO and the Ministry of Education of Turkmenistan developed and introduced the Climate Change, Environment and Energy Curriculum that was incorporated into 5 environment related subjects in 2019. The Teacher Training Manuals were also elaborated jointly with the specialists of the Ministry of Education and the National Institute of Education of Turkmenistan ensuring methodological support and introduction of the interactive methods of teaching and strengthening the teaching/learning practices of the Climate Change, Environment and Energy Curriculum. To upgrade knowledge and strengthen the capacities of the schoolteachers on the advanced interactive teaching methodology of the CCEE Curriculum the Climate Change Adaptation in-service training course was jointly developed with support of the specialists of the education sector of Turkmenistan.To ensure consistency and further incorporation of the Climate Change Adaptation agenda into the education system of Turkmenistan the Pre-service Climate Change Adaptation training course will be elaborated equipping the primary and secondary education schoolteachers with the innovative teaching methods and tools. It is within these initiatives that UNICEF is seeking an international consultant to provide technical assistance to the Ministry of Education of Turkmenistan in Capacity Development for Pre-service Climate Change Adaptation training and methodological support. It is envisaged that consultant will design and introduce the pre-service training course on Climate Change Adaptation for Children that will be complementing the Climate Change, Environment and Energy curriculum and the Teacher Training Manuals developed and introduced to the Government of Turkmenistan in 2018 and 2019. |
| **Scope of Work:**Specific Tasks * Facilitate the online meeting with the national partners to explore the state of affairs in pre-service CCA education discussing the gaps and conducting the needs assessment;
* Provide a comprehensive analysis of the existing curriculum or training materials of higher education identifying the gaps in methodology and practices of interactive teaching/learning of the Climate Change, Environment and Energy topics in pre-service education and training;
* Develop the training course for Capacity Development for Pre-service training with the focus on the best practices and international experience ensuring the CCA topics are an integral part of the higher educational institutions curriculum;
* Facilitate the online meeting engaging the local partners to discuss the drafted training materials to collect their feedbacks and align the drafted training materials with the provided comments;
* To proceed with the online piloting of the In-service and Pre-service CCA training courses to strengthen the capacities of the national education specialists in Climate Change Adaptation engaging the specialists of the Ministry of Education, the National Institute of Education, the Methodological-training Centers and relevant Higher Educational Institutions. It is envisaged that the consultant will proceed with the visual presentation of the innovative methods of interactive teaching and learning of the Climate Change Adaptation training courses.
* Develop and submit the Final Report complemented by all developed materials.

Workplan and deliverables The consultancy duration is 30 working days, covering the period of 14 September 2021 – 23 November 2021. The distribution of days by tasks and corresponding deliverables is suggested below. The consultant is expected to work home-based.  |

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| **Work Assignment Overview** |
| **Tasks/Milestone:** | **Deliverables/Outputs:** | **Timeline:** | **Estimate****Budget:** |
| 1. Facilitate the online meeting with the national partners to explore the state of affairs in pre-service CCA education discussing and identifying the gaps and conducting the needs assessment;
 | Meeting Agenda;  | **14 – 17 September 2021**1 working days (home based) | $ 10,500 USD (30 working days, home based) |
| 1. Provide a comprehensive analysis of the existing higher educational institutions curriculum or training materials on CCA identifying the gaps in methodology and practices of interactive teaching/learning of the Climate Change, Environment and Energy topics in pre-service education and training;
 | Desk review report; | **20 – 23 September 2021**3 working days (home based)**23 September 2021** Submission of the report |
| 1. Develop the training course for Capacity Development for Pre-service education and training in Climate Change Adaptation with the focus on the best practices and international experience;
 | Drafted training course; | **27 September – 22 October 2021** 20 working day (home based)**25 October 2021** Submission of the drafted document; |
| 1. Prepare and facilitate the online meeting engaging the local partners to discuss the drafted training materials, to collect their feedbacks and aligning the drafted training materials with the provided comments;
 | Final draft of the training course for Capacity Development for Pre-service Training in CCA; | **08 – 11 November 2021** 2 working day (home based) |
| 1. Testing the In-service CCA training course to strengthen the capacities of the national education sector specialists in Climate Change Adaptation;
 | Online training to demonstrate the innovative practices of interactive teaching and learning; | **12 – 18 November 2021**2 workingdays (home-based) |
| 1. Testing the Pre-service CCA training course to strengthen the capacities of the national education sector specialists in Climate Change Adaptation;
 | Online training to demonstrate the innovative practices of interactive teaching and learning; |
| 1. Development and submission of the Final Report complemented by all developed materials;
 | Final Report and training materials; | **19 – 23 November 2021**2 working days**23 November 2021** Submission of the Final Report |

# Reporting requirements

All the reports and documents will be developed in English and translated by UNICEF, as needed. The training materials including the training courses will be developed in Russian and translated by UNICEF, as needed.

# Payment schedule

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

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| **Deliverables** |
| One instalment: 26/11/2021, upon satisfactory implementation of the *tasks 1, 2, 3, 4, 5, 6 and 7 as per above table*. The instalment will include 30 consultancy days. |

# Work arrangements

Day to day supervision will be provided by the Climate Change/DRR Consultant and Education Specialist of the UNICEF Turkmenistan Country Office. Additional guidance and lead will be provided by the Deputy Representative.

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 the in-country trip, such as provision of office space, vehicle for site visits and official meetings, organisation and coordination of meetings, interpretation and translation and support with obtaining visa and registration, once in-country.

The selected consultant will make own arrangements for the travel. Travel costs for the trip in this consultancy should be estimated and included into the proposal (lump sum and break down by budget lines) along with the requested daily fee.[[1]](#footnote-1)

Travel costs not actually incurred due to travel mission cancellation, delays, contract termination or modification are subject to deduction from final contract amount.

Before you leave for Turkmenistan, you need to obtain a valid visa and/or the Letter of Invitation (LoI) - official visa support letter (VSL) approved by the State Migration Service of Turkmenistan to enter the country. Before visiting Turkmenistan, ensure that your national passport is valid for at least six (6) months at the time of applying for a LoI.

The request for the LoI should be sent at least three (3) weeks before planned arrival. It should contain a copy of valid passport with the following details: full name, passport No., citizenship, date of birth (DOB), date of passport issue, date of expiration (DOE), purpose of visit, occupation, and the period of the stay.

The conditions for the registration depend on the type of passport.

# 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.

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| **Minimum Qualifications required:**[ ]  Bachelors [x]  Masters [x]  PhD [ ]  Other  | **Knowledge/Expertise/Skills required:*** Advanced university degree in the area of Education/Environment/Geography or another relevant degree;
* Strong experience in development of Climate Change Adaptation curriculum and methodology of teaching;
* Good technical knowledge and internationally recognized experience in environment/climate change programs;
* Knowledge of the Central Asian region and the related environment/climate change issues;
* Knowledge of the related environment/climate change issues of Turkmenistan will be an asset;
* At least five years of professional work experience in education sector (programme planning, development, implementation, monitoring and evaluation);
* Ability to use information and communication technology as a tool and resource for training programs;
* Familiarity with UNICEF’s mandate and goals; working experience is an advantage;
* Sound verbal and written English and Russian skills;
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| Technical Proposal | The technical proposal should include* A cover letter, including
	+ Assessment of suitability vis-à-vis the requirements of this ToR;
	+ A summary of experience in similar assignments;
	+ Links to/attachments of examples of similar work;
* CV of the candidate (including qualifications and experience)
* References
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| Financial Proposal | 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:

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| **Items** | **Quantity**  | **Unit cost** | **Total in USD** |
| Number of working days | 30 |  |  |
| Other: *Specify* |  |  |  |
| Total in USD |   |   |  |

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| Evaluation criteria | 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.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:75 % Technical25 % Financial100 % Total |
| Please note that i) travel costs shall be calculated based on economy class fare regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed the applicable daily subsistence allowance (DSA) rates, as propagated by the International Civil Service Commission (ICSC). Details can be found at <http://icsc.un.org> |

1. *UNICEF is not covering any travel-related insurance (whether for health, third-party liability, accident or otherwise) nor does it provide any insurance coverage for this consultancy. The consultant is solely and fully responsibly for (and UNICEF will not be liable for) (a) any insurance coverage which may be necessary or desirable for the purposes of travel and (b) any and all liability, costs, expenses and claims arising out of or related to consultancy travel. Consultant must travel on UNICEF-approved airlines.*  [↑](#footnote-ref-1)