**TERMS OF REFERENCE**

**Purpose of the Assignment:** Provide support to the Education Section on Monitoring and Evaluation of KOICA and other donor-funded programmes

**Section Submitting:** Education

1. **Purpose and Objective:**

In partnership with the Mozambican government, the UNICEF country office in Mozambique supports primary education with a focus on quality education and learning outcomes in basic literacy and numeracy. These interventions are in line with the Mozambican government plans, strategies and priority actions and annually agreed with Ministry of Education and Human Development (MINEDH). The five main outputs in the Annual Work Plan (AWP) are:

1. Promote increased access to early learning and school readiness;
2. Improve quality of primary education and learning outcomes through more competent and better-motivated teachers;
3. Promote increased access for vulnerable children and retention of adolescent girls in primary schools;
4. Build capacity for better planning, management and monitoring at national, sub-national and school level; and
5. Ensure children including adolescents to have access to learning opportunities in a safe and clean learning environment during and after the emergencies.

The monitoring and evaluation (M&E) component of donor funded programmes is getting more and more crucial, requiring more detailed intervention to obtain better outcomes, identify good practices, challenges and lessons learned, as well as intervene on challenges to improve the programme implementation. It is therefore important for UNICEF to equip with highly skilled M&E staff. In this consultancy opportunity, the consultant is expected to support the monitoring and evaluation component of various donor-funded programmes, including programmes funded by the Korean International Cooperation Agency (KOICA) and the Japanese Committee for UNICEF (JCU).

1. **Methodology and Technical Approach:**

***Three major areas of intervention include M&E, coordination, and capacity development on M&E as follows:***

**Monitoring and evaluation**

* Regular monitoring, evaluation, and reporting of the KOICA and other donor-funded programmes;
* Periodic field visits to monitor programme implementation.

**Coordination**

* Coordination with the Education Section’s programme officers and the team lead in the Maputo office;
* Coordination with UNICEF technical staff in the field offices;
* Coordination with central and provincial structures and other educational institutions/organizations that deal with the provision of education services;
* Coordinate with other implementing partners;
* Support coordination with donors, including KOICA Country office.

**Capacity development**

* Enhancing staff capacity on M&E;
* Enhancing capacity of government counterparts on M&E.

The consultant is expected to conduct all above work in close coordination with the relevant education staff in Maputo and field offices as well as relevant sections and government counterparts, under the guidance of the Education Manager based in Maputo.

1. **Activities and Tasks:**

**M&E**

* Develop/improve programme progress sheets for proper M&E of responsible programmes;
* Conduct field monitoring visits, attend stakeholder workshops and meetings to monitor, evaluate,

document and report on implementation of planned activities;

* Ensure the implementation of the KOICA Visibility Plan;
* Liaise with UNICEF communication section to enhance the visibility of funding donors; deliver key programme messages through websites and social media, documentation of best practices and lessons learned, dissemination to relevant partners and stakeholders;
* Draft biannual and annual programme implementation plans and reports, including donor reports and communication and evaluation progress reports; both in narrative and presentation formats;
* Analyse education statistics generated by Government and other partners for the use for UNICEF programme in close collaboration with the Education Officer in charge of M&E for UNICEF’s internal issues and develop infographics and/or presentation for internal and external use.

**Coordination**

* Coordinate with the education section and other relevant section staffs on the planning, implementation, and monitoring of the KOICA- and other donor-funded programmes;
* Coordinate with counterparts (government and other implementing partners) on the planning implementation, and monitoring of the KOICA- and other donor-funded programmes
* Provide technical support on coordination with donors including KOICA.

**Capacity development**

* Provide on-the-job training with colleagues from the education section and other sections through regular M&E interventions;
* Provide technical support to specific trainings and workshops for the section and counterparts as required;
* Support the team lead and the section on any relevant activities as required.
1. **Deliverables and Payments:**

Payments will be processed upon acceptance of the corresponding deliverable and against an invoice that will make reference to the contract reference and deliverable number. Payments will be approved by the respective section chief.

*Deliverable 1:*

Delivery timeframe: End of June

Deliverable/product(s): Monthly report with update on the overall programme progress sheet (including planning, implementation, monitoring and evaluation, and reporting) of donor-funded programmes and other activities.

*Deliverable 2:*

Delivery timeframe: End of July

Deliverable/product(s): Monthly report with update on the overall programme progress sheet (including planning, implementation, monitoring and evaluation, and reporting) of donor-funded programmes and other activities.

*Deliverable 3:*

Delivery timeframe: End of August

Deliverable/product(s): Monthly report with update on the overall programme progress sheet (including planning, implementation, monitoring and evaluation, and reporting) of donor-funded programmes and other activities

*Deliverable 4:*

Delivery timeframe: End of September

Deliverable/product(s): Monthly report with update on the overall programme progress sheet (including planning, implementation, monitoring and evaluation, and reporting) of donor-funded programmes and other activities

*Deliverable 5:*

Delivery timeframe: End of October

Deliverable/product(s): Monthly report with update on the overall programme progress sheet (including planning, implementation, monitoring and evaluation, and reporting) of donor-funded programmes and other activities

*Deliverable 6:*

Delivery timeframe: End of November

Deliverable/product(s): Monthly report with update on the overall programme progress sheet (including planning, implementation, monitoring and evaluation, and reporting) of donor-funded programmes and other activities.

Deliverable 7:

Delivery timeframe: End of December

Deliverable/product(s): Monthly report with update on the overall programme progress sheet (including planning, implementation, monitoring and evaluation, and reporting) of donor-funded programmes and other activities

*Deliverable 8:*

Delivery timeframe: End of January 2022

Deliverable/product(s): Monthly report with update on the overall programme progress sheet (including planning, implementation, monitoring and evaluation, and reporting) of donor-funded programmes and other activities

*Deliverable 9:*

Delivery timeframe: End of February 2022

Deliverable/product(s): Monthly report with update on the overall programme progress sheet (including planning, implementation, monitoring and evaluation, and reporting) of donor-funded programmes and other activities

*Deliverable 10:*

Delivery timeframe: End of March 2022

Deliverable/product(s): Monthly report with update on the overall programme progress sheet (including planning, implementation, monitoring and evaluation, and reporting) of donor-funded programmes and other activities.

*Deliverable 11:*

Delivery timeframe: Mid May of 2022

Deliverable/product(s): Month a half report with update on the overall programme progress sheet (including planning, implementation, monitoring and evaluation, and reporting) of donor-funded programmes and other activities

1. **Management and Supervision:**

The consultant will work in the UNICEF country office in Maputo with occasional trips to the field (mainly in Nampula and Zambézia provinces) under the supervision of the Education Manager. The consultant will interact regularly with the UNICEF Maputo office (Education and other relevant sections) and field offices as well as counterparts (Government and other partners as required)

1. **Qualifications and Specialized Knowledge:**

**Academic qualifications:**

* Minimum Master degree in M&E, programme management or relevant social discipline, preferably education

**Work experience:**

* At least five years of relevant work experience. Previous experience in M&E and programme management in developing countries is an asset;
* At least five years of experience in education statistics is an asset;
* Working experience in education sector in Mozambique is an asset.

**Specific knowledge, competencies, and skills required:**

* Previous engagement in support for educational monitoring, implementation and evaluation;
* Ability on education data management and/or statistical analysis skills;
* Familiarity with the educational challenges in developing countries.

**Language skills:**

* Korean (Mandatory) – Level: Fluent
* English (Mandatory) – Level: Fluent
* Portuguese (Optional) – Level: Working Knowledge (Ability to work in a Latin-based language is strongly recommended)
1. **Conditions of Work:**

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| **Items** | **Provided by UNICEF** | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | x |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | x |  |
| In-country travel | x |  |  |
| Office Space | x |  |  |
| Computer in office premises | x |  |  |
| Access to printer in the office premises | x |  |  |
| Airtime |  | x |  |

1. **In-country Travel.**

Approved travel within Mozambique will be covered/reimbursed by UNICEF as follows:

Option a. Air tickets to be purchased by the consultant from approved airlines and reimbursed by UNICEF; per diem at 75% of the applicable UN Mozambique DSA rate (for the whole night spent outside the place of assignment), on a reimbursable basis; taxi/transport costs to and from the airport, on a reimbursable basis supported by the submission of original invoice/bill/receipt. All reimbursables to be included in their respective invoices.

Option b. Travel organised by UNICEF through a Travel Authorisation per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

1. **Evaluation Criteria**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. The office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time. The technical evaluation criteria are stipulated below.

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| **Item** | **Technical Criteria/Qualifications**  | **Max. Points** |
| **1** | **Education**  | **15** |
| **1.1** | Degree in M&E, programme management or relevant social discipline, preferably education | 15 |
| **2** | **Work Experience**  | **45** |
| **2.1** | At least five years of experience providing support for educational monitoring, implementation and evaluation with evidence | 15 |
| **2.2** | Previous experience in programme management in developing countries with evidence | 15 |
| **2.3** | Ability on education data management and/or statistical analysis skills with evidence | 15 |
| **3** | **Technical Skills and Knowledge**  | **45** |
| **3.1** | Technical skills on M&E – sharing samples of previous programme monitoring  | 15 |
| **3.2** | Visual effects competencies (ex. infographic) – sending samples about 4 education challenges based on statistics in Mozambique | 15 |
| **3.3** | Language skills  | 15 |
|  | ecblank**Total Technical Score** | **100** |
|  | **Minimum Technical for pass to financial assessment** | **70**  |

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| **Child Safeguarding** Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?        [ ]    YES    [x]    NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[ ]  YES     [x]   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:

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 **Child data role**[ ]  YES    [x]   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):

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More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)   |