

Consultant: M&E tools
development(CDPF and GPE
COVID19 Accelerated Funding)

Prepared 17 November 2020



UNICEF Cambodia

1. Introduction

Background on the Capacity Development Partnership Fund

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 is to support the realization of two policy priorities identified in the Ministry of Education Youth and Sports' (MoEYS) Education Strategic Plan including: (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 Master Plan on Capacity Development (CDMP) 2019-2023 (currently being developed).

CDPF Phase III (2018- mid-2023) will continue to support the realization of the strategic priorities as articulated in MoEYS' Education Strategic Plan 2019-2023 and the Ministry's Master Plan on Capacity Development 2019-2023 (currently being developed). Support from the CDPF will continue to be operationalized through the Annual Operational Plans prepared at national and sub-national levels. Under CDPF Phase III there is a strong focus on promoting the sustainability of past, current and future investments in capacity building, particularly as this is likely the last phase of the programme; and is planned to be the longest of all prior phases.

Efforts are underway to build on lessons learned in previous phases, particularly lessons relating to measuring program impact. As part of this work, there is need to fully implement the Monitoring and Evaluation (M&E) plan for the programme, which was developed in 2019/2020 and is currently being implemented. The M&E plan will assist central and sub-national education authorities to systematize and improve the quality of data collection and progress reporting, and to ultimately contribute to measuring the impact of capacity development investments made under CDPF Phase III. Being able to draw on a credible body of evidence that demonstrates impact of capacity development investments will also be a highly influential factor in MoEYS' ability to successfully negotiate budget resources from the Ministry of Economy and Finance for government-financed capacity building in the future (during and post CDPF Phase III).

Background on the Global Partnership for Education Accelerated Funding

Cambodia's application for Global Partnership for Education (GPE) COVID19 Accelerated Funding was recently approved; and Cambodia's country allocation of US\$7 million to implement this response and recovery programme confirmed and released.

As Grant Agent, UNICEF Cambodia, is responsible for leading the implementation of the programme in partnership with MoEYS and education sector partners. The implementation timeline for the GPE-funded COVID19 response and recovery programme is 18 months, with most of the key elements of the programme due to be implemented within the first 12 months (from October 2020 onwards).

The programme will focus on delivering much needed education support to the most vulnerable children. Response and recovery efforts under this programme will focus on enabling learning to continue and for the education system to recover from school closures. The implementation of the programme will be undertaken in accordance with the approved programme design document (including costed implementation plan) and an overarching publicly available COVID19 national response plan.

Cambodia's GPE COVID19 Accelerated Funding programme has the overall objective to: ensure girls and boys receive relevant, quality and continuous learning in safe, protective and inclusive learning environments to minimize the impact of the COVID-19 pandemic. The programme is structured around four strategic components, each with a specific objective, key interventions and expected result:

Strategic component 1: Keep children learning: with the objective to keep girls and boys learning by providing good quality, relevant and inclusive continuous learning programmes.

Strategic component 2: Children are ready for a safe return to school: with the objective to ensure girls and boys, including the most vulnerable, their parents and school communities are ready for a safe return to school.

Strategic component 3: Schools are hygienic, safe, protective and adaptive learning environments: with the objective to ensure schools are hygienic, safe, protective and adaptive learning environments, able to meet the learning needs of the most vulnerable girls and boys.

Strategic component 4: Build stronger and more resilient learning environments: with the objective to build stronger and more resilient learning environments for girls and boys, to enable them to attend and complete school.

As Grant Agent, UNICEF will provide technical support to assist with the implementation of the programmes, as well as facilitating monitoring and evaluation of programme activities and results, alongside MoEYS. As more efforts and resources are being invested into UNICEF COVID-19 response, better monitoring and reporting of UNICEF's contributions to government- and UN-led COVID-19 response are required.

2. Objectives

The overall objective of this assignment is for an international consultant to support UNICEF to plan and develop tools to support data collection, reporting and management related to two major programmes within the UNICEF Cambodia country office's education section – the CDPF Phase III and Cambodia's GPE-funded COVID-19 Response and Recovery programme.

The overall objective of this assignment is to support UNICEF and MoEYS implementing partners to assist the programme team and implementing partners at national and sub-national levels to collect data for results monitoring. Particularly for GPE, the consultant will also be expected to contribute to the scoping and implementation of programme evaluation activities, particularly those linked to the utilization of school block grant.

3. Specific tasks

The international consultant will engage and work closely with UNICEF Cambodia education team to carry out the following specific tasks, in line with the timeline developed by UNICEF:

CDPF-related

- ☐ Based on the existing CDPF M&E framework, develop tools for timely data collection, tracking and analysis of key programme activities to facilitate UNICEF Education Team's planning and reporting requirements;
- ☐ Develop standards and conduct data quality assessments to support efficient collection of high-quality data from implementing partners;
- ☐ Design high-quality data products to communicate results to a variety of audiences, including data products, dashboards and infographics;
- ☐ Design quantitative and/or qualitative M&E tools to measure programme performance and impact of capacity development investments. This may include longitudinal studies, case studies, sample trainee surveys and other evaluation approaches and methods, among other things; and
- ☐ Support and mentor UNICEF staff and MoEYS implementing partners at national and sub-national levels through on-the-job training to implement the newly developed tools and reporting templates.

GPE-related

- ☐ Support MoEYS to finalize the M&E implementation framework for its national COVID-19 response and recovery plan
- ☐ Develop tools to assist with results monitoring and reporting for the GPE COVID19 response and recovery programme, particularly relating to key intervention areas such as continuous learning, the back-to-school campaign, communication for education, school block grants, remedial education, and education resilience and system-building activities;
- ☐ Design surveys or monitoring checklists for outcome level indicators; support with methodology, planning for survey administration, data management, analysis and reporting;
- ☐ Assist relevant MoEYS' technical departments to revise their current data collection forms/templates in order to collect all the necessary data required for reporting against the agreed Results Framework for the GPE COVID19 response and recovery programme;
- ☐ Support MoEYS in developing the COVID-19 national response plan M&E framework and develop tools and data collection methodologies to support implementation by MoEYS.
- ☐ Provide input, and assist the UNICEF education team to coordinate where necessary, the M&E inputs into GPE quarterly reporting and other COVID-19 reporting requirements, including the consolidation of data;
- ☐ In consultation with MoEYS, assist with scoping and implementation of the GPE programme evaluation, including survey design using mobile data collection tools such as Kobo Toolbox, Google Forms, data analysis using SPSS/Stata software, and data visualization using PowerBi or ONA Platform.

4. Expected deliverables

As the M&E consultant will be working in an intensive and ongoing basis with UNICEF Cambodia's education team, deliverables are structured around re-occurring activities, which will be delivered and reported on a monthly basis over the life of the contract.

The consultant will be expected to prepare an inception report with work plan (approximately 5 pages) at the beginning of the assignment; and a short monthly report (approximately 5 pages) on the key tasks achieved on a monthly basis with reference to the work assignments described in section 3 above, as and when they occur. The specific structure of this report will be discussed and agreed with the contract supervisor. A final report (approximately 10 pages) will be prepared by the consultant, detailing overall key achievements for the contract period and recommendations.

No.	Month ¹	Deliverables	Estimated # of working days for deliverables	Deadline for completion
1	January 2021	<p>Deliverable #1: Inception report with proposed work plan & a monthly progress report.</p> <p>The following key tasks are expected to be undertaken during this period, as well as other related tasks as needed:</p> <ul style="list-style-type: none"> ○ Support the finalization of 2021 CDPF M&E targets ○ Review of the Means of Results Verification for the GPE COVID-19 Accelerated funding programme (GPE) ○ Technical input into confirmation of GPE results monitoring arrangements by MoEYS for all key intervention areas ○ Technical input into the MoEYS national response plan M&E framework finalization ○ Necessary preparations for GPE results reporting and reporting linked to the technical level programme management steering committee. ○ Technical input into regular monthly results reporting for MoEYS and UN COVID19 reporting. 	15 days	31 January 2021
2	February 2021	<p>Deliverable #2: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other related tasks as needed:</p> <ul style="list-style-type: none"> ○ Summary update on a monthly basis on deliverables achieved, challenges and/or constraints experienced ○ Stock take on current status of CDPF M&E framework implementation and work plan to achieve CDPF M&E objectives over the duration of the consultancy. ○ Based on CDPF M&E framework, reporting systems and tools reviewed to identify potential for new tools or reinforcement of current tools ○ Review current data analysis and visualization tools to identify 	21 days	28 February 2021

¹ UNICEF calculates that one month is 21 working days.

		<p>innovative approaches to collect, analyze data more efficiently, and communicate CDPF results for decision-making</p> <ul style="list-style-type: none"> ○ Consult with MoEYS implementing partners regarding new suggested tools, templates and their application (e.g. revised DCTs and LQ Report templates, assessment tools, training performance evaluation tools, online/mobile-based training activity report form etc.). ○ Provide high quality and timely support to the CDPF team in the preparation of CDPF M&E sections for relevant steering committee meetings, mid-year and annual reports, and other briefing reports to donors ○ Revise and finalize the short methodology guides/protocols for data collection, assessment and reporting tools for training performance indicators in CDPF. ○ Results monitoring and reporting framework for key intervention areas for GPE grant finalized ○ Data collection formats and templates for GPE partner reporting finalized ○ Monitoring tools for GPE indicator reporting finalized ○ Review and technical input to assist with MoEYS with the finalization of MoEYS' COVID19 national response plan M&E framework ○ High quality M&E inputs to support major reporting milestones for GPE provided, in accordance with agreed reporting schedule under the programme ○ Necessary preparations for GPE results reporting and reporting linked to the technical-level management committee completed ○ Input into regular monthly results reporting for MoEYS and UN COVID19 reporting 		
3	March 2021	<p>Deliverable #3: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p>	21 days	31 March 2021

		<ul style="list-style-type: none"> ○ Summary update on a monthly basis on deliverables achieved, challenges and/or constraints experienced ○ Based on CDPF M&E framework, new reporting systems and tools developed based on the stock take undertaken in previous months ○ Data analysis and visualization tools to collect, analyze data more efficiently, and communicate CDPF results for decision making revised or created based on needs identified in prior months ○ CDPF data quality assessments on information shared by implementing partners completed once a quarter, along with feedback to implementing partners ○ GPE implementing partners trained on utilizing data collection formats ○ GPE implementing partners trained on methodology and use of monitoring tools for outcome level indicator reporting ○ High quality M&E inputs to support major reporting milestones for GPE provided, in accordance with agreed reporting schedule under the programme ○ Necessary preparations for GPE results reporting and reporting linked to the technical-level management committee completed ○ Review and technical input into MoEYS' national response plan M&E framework, including assistance with results-monitoring and reporting ○ Input into regular monthly results reporting for MoEYS and UN COVID19 reporting. 		
4	April 2021	<p>Deliverable #4: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Summary update on a monthly basis on deliverables achieved, challenges and/or constraints experienced ○ Based on CDPF M&E framework, capacities of internal UNICEF staff and implementing partners at national and 	21 days	30 April 2021

		<p>sub-national levels developed on new reporting systems and tools developed in previous month</p> <ul style="list-style-type: none"> ○ CDPF data analysis and visualization tools implemented, with regular use to inform input into M&E sections of different meetings notes ,reports, programme documents and communication outputs; ○ GPE implementing partners trained on utilizing data collection formats ○ GPE implementing partners trained on methodology and use of monitoring tools for outcome level indicator reporting ○ High quality M&E inputs to support major reporting milestones for GPE provided, in accordance with agreed reporting schedule under the programme ○ Necessary preparations for GPE results reporting and reporting linked to the technical-level steering committee completed ○ Review and technical input into MoEYS' national response plan M&E framework implementation, results-monitoring and reporting ○ Input into regular monthly results reporting for MoEYS and UN COVID19 reporting. 		
5	May 2021	<p>Deliverable #5: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Summary update on a monthly basis on deliverables achieved, challenges and/or constraints experienced ○ Based on CDPF M&E framework, capacities of internal UNICEF staff and implementing partners at national and sub-national levels developed on new reporting systems and tools developed in previous months, and in-person training of sub-national and central level technical departments conducted ○ CDPF data analysis and visualization tools implemented, with regular use to inform M&E sections of different meeting, programme and communication outputs 	21 days	31 May 2021

		<ul style="list-style-type: none"> ○ Gap analysis on quantitative and/or qualitative M&E measures conducted to check if tools developed are supporting intended data collection, and to strengthen performance measurement on CDPF capacity development ○ Provide high quality and timely support to the CDPF team in the preparation of CDPF M&E sections for relevant steering committee meetings, mid-year and annual reports, and other briefing reports to donors ○ Technical input to the scoping note on Covid-19 GPE programme evaluation provided ○ High quality M&E inputs to support major reporting milestones for GPE provided, in accordance with the agreed reporting schedule under the programme ○ Necessary preparations for GPE results reporting and reporting linked to the technical-level management committee ○ Review and technical input into the MoEYS national response plan M&E framework implementation, results-monitoring and reporting ○ Input into regular monthly results reporting for MoEYS and UN COVID19 reporting. 		
6	June 2021	<p>Deliverable #6: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Summary update on a monthly basis on deliverables achieved, challenges and/or constraints experienced ○ Based on CDPF M&E framework, capacities of internal UNICEF staff and implementing partners at national and sub-national levels developed on new reporting systems and tools developed in previous months ○ Based on gap analysis completed in previous month, complete prioritization of quantitative and/or qualitative M&E measures to strengthen performance measurement on capacity development investments ○ CDPF data analysis and visualization tools implemented, with regular use to inform 	21 days	30 June 2021

		<p>M&E sections of different meeting, programme and communication outputs</p> <ul style="list-style-type: none"> ○ Technical input to the terms of reference on Covid-19 GPE programme evaluation provided ○ High quality M&E inputs to support major reporting milestones for GPE provided, in accordance with agreed reporting schedule under the programme ○ Necessary preparations for GPE results reporting and reporting linked to the technical-level management committee completed ○ Input into regular monthly results reporting for MoEYS and UN COVID19 reporting. 		
7	July 2021	<p>Deliverable #7: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Summary update on a monthly basis on deliverables achieved, challenges and/or constraints experienced ○ Support provided to review and revise 2021 Annual Work Plan results, including review of GPE COVID19 activities ○ Support provided to review and revise 2021 Annual Work Plan results, including M&E indicator results for 2021 ○ Based on CDPF M&E framework, capacities of internal UNICEF staff and implementing partners at national and sub-national levels developed on new reporting systems and tools developed in previous months ○ Based on gap analysis and prioritization completed in previous month, develop quantitative and/or qualitative M&E measures to strengthen performance measurement on capacity development investments ○ CDPF data analysis and visualization tools implemented, with regular use to inform M&E sections of different meeting, programme and communication outputs ○ Technical input provided to finalize the TOR for the Covid-19 GPE programme evaluation ○ High quality M&E inputs to support major reporting milestones for GPE provided, in 	21 days	31 July 2021

		<p>accordance with agreed reporting schedule under the programme</p> <ul style="list-style-type: none"> ○ Necessary preparations for GPE results reporting and reporting linked to the technical-level steering committee completed ○ Input into regular monthly results reporting for MoEYS and UN COVID19 reporting. 		
8	August 2021	<p>Deliverable #8: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Summary update on a monthly basis on deliverables achieved, challenges and/or constraints experienced ○ Support provided to review and revise 2021 Annual Work Plan results, including review of GPE COVID19 activities ○ Support provided to review and revise 2021 Annual Work Plan results, including M&E targets for 2021 ○ Based on CDPF M&E framework, capacities of internal UNICEF staff and implementing partners at national and sub-national levels developed on new reporting systems and tools developed in previous months ○ Based on gap analysis and prioritization completed in previous month, develop quantitative and/or qualitative M&E measures to strengthen performance measurement on capacity development investments ○ CDPF data analysis and visualization tools implemented, with regular use to inform M&E sections of different meeting, programme and communication outputs ○ High quality M&E inputs to support major reporting milestones for GPE provided, in accordance with agreed reporting schedule under the programme ○ Necessary preparations for GPE results reporting and reporting linked to the technical-level steering committee completed ○ Input into regular monthly results reporting for MoEYS and UN COVID19 reporting. 	21 days	31 August 2021

9	September 2021	<p>Deliverable #9: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Summary update on a monthly basis on deliverables achieved, challenges and/or constraints experienced ○ Based on CDPF M&E framework, capacities of internal UNICEF staff and implementing partners at national and sub-national levels developed on new reporting systems and tools developed in previous months ○ Implementation of quantitative and/or qualitative M&E measures developed to strengthen performance measurement on capacity development investments ○ CDPF data analysis and visualization tools implemented, with regular use to inform M&E sections of different meeting, programme and communication outputs ○ Provide high quality and timely support to the CDPF team in the preparation of CDPF M&E sections for relevant steering committee meetings, mid-year and annual reports, and other briefing reports to donors ○ CDPF Annual Self-Assessment workshop for System Performance Indicators - support organize and conduct the self-assessment workshop and writing of the report related to the workshop in close collaboration with MOEYS counterparts ○ High quality M&E inputs to support major reporting milestones for GPE provided, in accordance with agreed reporting schedule under the programme ○ Necessary preparations for GPE results reporting and reporting linked to the technical-level steering committee completed ○ Input into regular monthly results reporting for MoEYS and UN COVID19 reporting. 	21 days	30 September 2021
10	October 2021	<p>Deliverable #10: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p>	21 days	31 October 2021

		<ul style="list-style-type: none"> ○ Summary update on a monthly basis on deliverables achieved, challenges and/or constraints experienced ○ Based on CDPF M&E framework, capacities of internal UNICEF staff and implementing partners at national and sub-national levels developed on new reporting systems and tools developed in previous months ○ Implementation of quantitative and/or qualitative M&E measures developed to strengthen performance measurement on capacity development investments ○ CDPF data analysis and visualization tools implemented, with regular use to inform M&E sections of different meeting, programme and communication outputs ○ Provide support to design and plan for an in-depth mixed methods post-training evaluation on capacity development activities/ investments in line with the outcome level training performance indicators and produce a training performance summary report to be annexed to the annual reporting ○ High quality M&E inputs to support major reporting milestones for GPE provided, in accordance with agreed reporting schedule under the programme ○ Necessary preparations for GPE results reporting and reporting linked to the technical-level steering committee completed ○ Review and technical input into the MoEYS national response plan M&E framework implementation, results-monitoring and reporting ○ Input into regular monthly results reporting for MoEYS and UN COVID19 reporting. 		
11	November 2021	<p>Deliverable #11: Monthly report of consultancy with achievements and other updates.</p> <p>The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Summary update on a monthly basis on deliverables achieved, challenges and/or constraints experienced ○ Based on CDPF M&E framework, capacities of internal UNICEF staff and implementing partners at national and sub-national levels 	21 days	30 November 2021

		<p>developed on new reporting systems and tools developed in previous months</p> <ul style="list-style-type: none"> ○ Implementation of quantitative and/or qualitative M&E measures developed to strengthen performance measurement on capacity development investments ○ CDPF data analysis and visualization tools implemented, with regular use to inform M&E sections of different meeting, programme and communication outputs ○ High quality M&E inputs to support major reporting milestones for GPE provided, in accordance with agreed reporting schedule under the programme ○ Necessary preparations for GPE results reporting and reporting linked to the technical-level steering committee completed ○ Input into regular monthly results reporting for MoEYS and UN COVID19 reporting. 		
12	December 2021	<p>Deliverable #12: Final report of consultancy with overall achievements and other updates. The following tasks may be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> ○ Summary update on a monthly basis on deliverables achieved, challenges and/or constraints experienced ○ Based on CDPF M&E framework, capacities of internal UNICEF staff and implementing partners at national and sub-national levels developed on new reporting systems and tools developed in previous months ○ Implementation of quantitative and/or qualitative M&E measures developed to strengthen performance measurement on capacity development investments ○ CDPF data analysis and visualization tools implemented, with regular use to inform M&E sections of different meeting, programme and communication outputs ○ Provide high quality and timely support to the CDPF team in the preparation of CDPF M&E sections for relevant steering committee meetings, mid-year and annual reports, and other briefing reports to donors ○ Support provided to develop M&E sections of the 2021 annual report for both CDPF and GPE reports 	15 days	31 December 2021

		<ul style="list-style-type: none"> ○ High quality M&E inputs to support major reporting milestones for GPE provided, in accordance with agreed reporting schedule under the programme ○ Necessary preparations for GPE results reporting and reporting linked to the technical-level steering committee completed ○ Input into regular monthly results reporting for MoEYS and UN COVID19 reporting. 		
	Total days		240 days	

5. Payment schedule linked to satisfactory deliverables

Upon satisfactory receipt of deliverables verified by UNICEF and upon certification of monthly progress reports, payments will be made in accordance with the payment schedule below:

Month ²	Deliverables	Deadline for completion	Payment
1	Deliverable #1: Inception report with proposed work plan & a monthly progress report.	31 January 2021	5%
2	Deliverable #2: Monthly progress report with achievements and other updates.	28 February 2021	10%
3	Deliverable #3: Monthly progress report with achievements and other updates.	31 March 2021	10%
4	Deliverable #4: Monthly progress report with achievements and other updates.	30 April 2021	10%
5	Deliverable #5: Monthly progress report with achievements and other updates.	31 May 2021	5%
6	Deliverable #6: Monthly progress report with achievements and other updates.	30 June 2021	10%
7	Deliverable #7: Monthly progress report with achievements and other updates.	31 July 2021	10%
8	Deliverable #8: Monthly progress report with achievements and other updates.	31 August 2021	10%
9	Deliverable #9: Monthly progress report with achievements and other updates.	30 September 2021	5%
10	Deliverable #10: Monthly progress report with achievements and other updates.	31 October 2021	10%
11	Deliverable #11: Monthly progress report with achievements and other updates.	30 November 2021	5%
12	Deliverable #12: Final report of consultancy with main achievements and recommendations.	31 December 2021	10%

² UNICEF calculates that one month is 21 working days.

*No additional fees shall be paid outside of the consultancy contract. Payment should be directly linked with satisfactory deliverables at specific time intervals and as certified by the contract supervisor.

6. Contract Supervision

The consultant shall work be under the direct supervision of UNICEF Cambodia's Education Specialist – System Strengthening, and under the overall guidance of the Chief of Education. S/he will collaborate closely with the UNICEF Cambodia education country team, and the technical consultant recruited to support the overall GPE grant implementation.

7. Duration and location

Duration of this assignment is expected to be for two hundred and forty days (240) (or equivalent to 11.5 working months) between 1 January 2021 to 31 December 2021. The consultant will undertake this consultancy from the UNICEF Cambodia Country Office in Phnom Penh. The consultant is expected to undertake a maximum of 30 days of field-based travel.

While the preferred modality of undertaking this assignment is in-person in the Cambodia country office, UNICEF understands the current restrictions that are in place for international travel. In the application, the Consultant can elaborate on any travel restrictions that he/she may face in starting the assignment in Cambodia. UNICEF will remain flexible for the Consultant to undertake this consultancy remotely until end of February 2021.

8. Remuneration and other administrative issues

The Consultant will be paid according to the financial proposal submitted and approved by UNICEF Cambodia. Consultant shall be responsible for undertaking suitable insurance for the contract period and taxes on this contract, as necessary.

The Consultant will be provided a working space in the UNICEF Cambodia country office in Phnom Penh and a laptop during his/her time in the office.

The exact location for field-missions will have to be identified between the contract supervisor and the consultant based on needs identified. For budget estimation, the consultant can include budgetary expenses related to travelling to Siem Reap, Ratanakiri, Koh Kong and other remote provinces in Cambodia.

In completing the application and price proposal for this position, the consultant must review the latest travel requirements to Cambodia during COVID-19. All visa and COVID-19 related compliance procedures will have to be undertaken by the Consultant, and all associated costs also have to be factored into the financial proposal and borne by the Consultant.

9. Qualifications of successful candidate

- ☐ A Post Graduate degree in education, statistics, monitoring and evaluation, human resource development, international development or another related field;
- ☐ At least five years of relevant work experience in monitoring and evaluation of multi-sectoral programs, including emergency response programs, human resource development or other related areas of work;
- ☐ At least 3 years of practical experience in working with statistical packages like STATA/SPSS is an asset.
- ☐ At least 3 years of experience in design and planning monitoring and evaluation framework, logframes, TOC of programmes, particularly those linked to social sectors, evaluation, survey implementation, advanced statistical research.
- ☐ Field work experience in developing countries is required; and experience working in SE Asia and/or in Cambodia considered an asset.

- ☐ A least 3 years of practical experience in survey design using quantitative and qualitative methods, survey administration, analysis and reporting would be an asset.
- ☐ Excellent inter-personal, mentoring, facilitation and communication skills.
- ☐ Proficiency in using MS Office package including Excel, Word, PowerPoint, Access database etc. and data visualization software such as PowerBI, or ONA platform.
- ☐ Experience designing online forms and surveys using mobile data collection tools such as KOBO Toolbox.
- ☐ Excellent English language written and spoken skills are required.
- ☐ Able to work to meet deadlines.

10. Penalties for underperformance

Payment of fees to the consultant under this contractor, including each instalment or periodic payment (if any), is subject to the consultant's full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF's satisfaction, and UNICEF's certification to that effect.

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

11. Termination of contract

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the consultant) in the case of contracts for a total period of less than two (2) months and fourteen (14) business days (in the UNICEF office engaging the consultant) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the consultant (including but not limited to breach by the consultant of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice.

12. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to:

<http://www.unicef.org/about/employ/>

1. Letter of Interest (cover letter) with indication of applicant's ability, availability and start date
2. CV or Resume with explaining how your background and experience are relevant to the consultancy work assignment and the qualifications, competencies, knowledge and skills
3. Your fee proposal or price proposal by indicating daily rate (in US\$) to undertake the terms of reference above, as well as travel costs and accommodation and other related costs. Applications submitted without a daily fee rate will not be considered.
4. One sample of previous written work of relevance to this consultancy.
5. If the consultant wishes to telework outside of Phnom Penh, details will have to be included in the application (e.g. – from where, until when the applicant wants to telework etc.)
6. The contact details of three referees.

Deadline for applications is: 30 November 2020

13. Assessment criteria

The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores.

NOTE:

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

- a) Technical Qualification: **max. 100 points**, weight (70%)
 - ☐ Education (**20 points**)
 - ☐ Relevant working experience (**40 points**)
 - ☐ Knowledge and Skills (**20 points**)
 - ☐ Quality of past work (**20 points**)

- b) Financial Proposal: **max. 100 points** weight (30%)
 - ☐ The maximum number of points shall be allotted to the lowest Financial Proposal that is evaluated and compared among those technical qualified candidates who have attained a minimum 60 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 candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

The maximum number of points shall be allotted to the lowest Financial Proposal that is compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.