

Terms of Reference

International Technical Assistance

Monitoring, Evaluation and Reporting

Contract modality: Consultant contract or Individual Contractor

Section: Education

Duty station: [Phnom Penh, Cambodia] , home-based , or hybrid

Duration: 10 months (1 October 2022 – 30 June 2023)

1. Background

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. In order to capture the lessons learnt, both from previous phases and the current phase, a strong monitoring and evaluation (M&E) framework is needed. This has recently been revised to reflect the re-prioritization of CDPF activities. The M&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.

As the Secretariat of the CDPF, UNICEF is looking for a strong individual to support the implementation of the M&E framework, the analysis of results, and the effective reporting of CDPF achievements.

2. Purpose

The purpose of this consultancy is to support the CDPF with the implementation, analysis and reporting of the CDPF M&E framework, and to contribute to overall quality reporting.

3. Work Assignment

To achieve the objectives of the consultancy, the consultant will undertake the following tasks:

- Support the implementation of the CDPF III M&E framework, including linkages to budget expenditure and beneficiary tracking
- Support the prioritization, monitoring and reporting on the CDMP 2020-2024
- Support reporting on CDPF III work, in particular through the annual report and the integration of M&E data into the report
- Support quality assurance of produced reports and concept notes
- Contribute to presentations, including CDPF quarterly Steering Committee meetings
- Support the CDPF 2022 assessment
- Support capacity building in M&E and reports writing to relevant MoEYS counterparts and UNICEF staff

4. 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):

5. Qualifications or Specialized Knowledge/Experience Required

- **Education:** University degree in education or a relevant social science;
- **Work experience:** At least three years of professional experience working on M&E and reporting, preferably with UN or government organizations;
- **Knowledge and skills:**
 - A strong ability to concisely and clearly express ideas and concepts in English, both in writing and orally;
 - Demonstrated experience in working in a participatory and inclusive manner, including for capacity building of colleagues and counterparts;
 - Excellent interpersonal skills with various stakeholders; and
 - Proven ability to work in a multi-cultural environment and establish harmonious and effective working relationships at all levels.

6. Location

The consultant will be based in Phnom Penh, with access to UNICEF offices and workspace in consultation with the UNICEF office.

The consultant may be expected to conduct field work outside Phnom Penh for a maximum of 15 days. The exact field work locations will be determined during the inception phase jointly by the consultant, MoEYS, the CDPF partners and UNICEF. However, travel to provinces for approximately 3 or 4 days is likely and probable.

The consultant will be responsible for his/her own transportation during any missions.

7. Duration

The Consultant will be contracted for a period of 189 working days, between 1 October 2022 and 30 June 2023

8. Deliverables

Deliverable	Reporting Requirements	Deliverable Completion Time Frame
#1 Workplan for the duration of the consultancy	<ul style="list-style-type: none">- Workplan for the duration of the consultancy, incl.- Inputs into the CDPF mid-term assessment- Monthly report highlighting progress on deliverables 1 - 9	31 Oct 2022

#2: Contributions to the CDPF Q3 Steering Committee (M&E aspects)	- Contributions to the CDPF Q3 Steering Committee (M&E aspects), incl. monthly report highlighting progress on deliverables 1 - 9	30 Nov 2022
#3: Review of the CDMP for 2022	- Review of the CDMP for 2022, incl. monthly report highlighting progress on deliverables 1 - 9	31 Dec 2022
#4: -Beneficiary tracking for the CDPF 2022 annual report	- Beneficiary tracking for the CDPF 2022 annual report, incl. monthly report highlighting progress on deliverables 1 - 9	31 Jan 2023
#5: Quality assurance of the 2022 CDPF annual report	- Contributions to the 2023 CDPF workplan (M&E aspects) - Quality assurance of the 2022 CDPF annual report, incl. monthly report highlighting progress on deliverables 1 - 9	28 Feb 2023
#6: Contributions to the CDPF Q1 Steering Committee	- Contributions to the CDPF Q1 Steering Committee, incl. monthly report highlighting progress on deliverables 1 - 9	31 Mar 2023
#7: Review and inputs into the CDPF mid-term assessment	- Review and inputs into the CDPF mid-term assessment, incl. monthly report highlighting progress on deliverables 1 - 9	30 Apr 2023
#8: Plan for CDMP mid-term review 2023	- Plan for CDMP mid-term review 2023, incl. monthly report highlighting progress on deliverables 1 - 9	31 May 2023
#9: Inputs into the CDPF Q2 Steering Committee Final report with recommendations on next steps	- Inputs into the CDPF Q2 Steering Committee - Final report with recommendations on next steps, incl. monthly report highlighting progress on deliverables 1 - 9	30 June 2023
Total number of working days		

9. Payment Schedule linked to deliverables

Upon satisfactory receipt of deliverables verified by UNICEF, payments will be made in accordance with the payment schedule below:

- 10% payment upon satisfactory completion of deliverable 1
- 10% payment upon satisfactory completion of deliverable 2
- 15% payment upon satisfactory completion of deliverable 3
- 10% payment upon satisfactory completion of deliverable 4
- 10% payment upon satisfactory completion of deliverable 5
- 10% payment upon satisfactory completion of deliverable 6
- 10% payment upon satisfactory completion of deliverable 7
- 10% payment upon satisfactory completion of deliverable 8
- 15% payment upon satisfactory completion of deliverable 9

** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

10. Administrative Issues

Consultants are required to include the cost of travel in the financial proposal.

The consultant will be based at UNICEF. UNICEF will provide a desk, resources, and other necessary facilities, such as access to a printer and the internet, if space permits. The Consultant is expected to organize his/her own travel to and around Cambodia.

11. The Paid Time Off (PTO)

The Paid Time Off (PTO) benefits apply to individual contractor and consultants who work on time-based contracts on an ongoing and full-time basis with a minimum contract duration of one calendar month (hereafter the "individual Contract").

Entitlement: The individual contractor will receive PTO credit at the rate of one-and half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month, and up to 17 days for a maximum of 11.5 months contract.

Utilization: PTO may be taken in units of days and half days. In calculating the PTO to be charged, any absence of more than two hours but less than four hours (excluding lunch hour) is counted as half days; similarly, any absence of more than four hours (excluding lunch hour) is counted as one day.

Unused Paid Time Off: PTO is a benefit that must be used during the time of the contract. Any unused PTO cannot be carried to future contract and any accumulated PTO will be forfeited at the end of the contract.

12. Contract supervisor

The consultant will report directly to UNICEF Education Specialist (CDPF), who – on behalf of the CDPF – will be responsible for the final review of the deliverables and the certification of payments to the Consultant.

13. Nature of 'Penalty Clause' to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

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

14. 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 and availability
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. Example/s of applicant's Performance evaluation reports or references of similar consultancy assignments or other references of similar consultancy assignments
4. The applicants should provide medical insurance covering medical evacuation for the whole duration of the assignment as part of the financial proposal submission
5. Your fee proposal or price proposal by indicating daily/monthly rate (in US\$) to undertake the terms of reference above, including travel costs and accommodation related to the 15 days-travel to the provinces in Cambodia. Applications submitted without a daily/monthly rate will not be considered.

15. Assessment Criteria

A two-stage procedure shall be utilized in evaluating technical assessment being completed prior to any price proposal being compared. The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores. For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment. The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

- a) Technical Qualification: **max. 100 points**, weight (70 %)
- Education (**20 points**)
 - Relevant working experience (**35 points**)
 - Knowledge and Skills (**25 points**)
 - Quality of past work (e.g. applicant's written Standard Operational Procedures or other relevance written 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.