

TERMS OF REFERENCE

Individual Contractor: Strengthening EMIS and use of data to support policy and planning (FULL TIME)

Duty Station: New Delhi

Contract Duration: 07 months (full-time)

Closing Date: 19th May 2022

1. BACKGROUND / RATIONALE

The Integrated Scheme on School Education (Samagra Shiksha) of Government of India, envisages education as continuum and has developed an overarching programme for the school education sector from pre-school to senior secondary to improve quality of education for all children in the country. The vision of the scheme is to ensure inclusive and equitable quality education from pre-school to senior secondary level and in alignment with the Sustainable Development Goal (SDG) of Education. Education Management Information System (EMIS) plays an important role in the effective planning and monitoring of the Samagra Shiksha and Unified System for School Education Plus (UDISE+) is the management information system of school education covering more than 1.5 million schools, 9.4 million teachers and 248 million children for effective policy and planning in the country.

UNICEF continues to provide technical assistance to Government of India and State governments in strengthening data management systems, building capacity of education functionaries to support planning, implementation, and monitoring of the education programme. Therefore, this consultancy support is required to help strengthening systemic capacity in the use of data and evidence to support planning and implementation of the education programme.

2. PURPOSE OF ASSIGNMENT

The purpose of consultancy is to:

- i. To improve use of data and evidence in education sector planning and monitoring
- ii. To develop policy briefs on key thematic areas related to access, learning and budgets to inform education sector policy and planning

The support encompasses both direct programmes work with government functionaries as well support UNICEF teams working in 17 states to support policy planning and monitoring of education programme.

3. OBJECTIVE/S

Specific objectives of the consultancy are as follows:

- Improved use of data and evidence in education sector planning and monitoring
- Development of policy briefs on key thematic areas and documentation of good practices

4. MAJOR TASKS TO BE ACCOMPLISHED

Major tasks will primarily include the following:

1. Improved use of data and evidence in education sector planning and monitoring

- 1.1. Analyze U-DISE + data to assess status of access, infrastructure, teachers, retention and RTE related key indicators and support in dissemination at the national and state level
- 1.2. Develop analytical profiles based on U-DISE+ and other secondary data (Including PAB meeting minutes and perspective plan) at the national level and 17 states (Andhra Pradesh, Assam, Chhattisgarh, Bihar, Gujarat, Jharkhand, J & K, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Odisha, Rajasthan, Tamil Nadu, Telangana, Uttar Pradesh, and West Bengal)

1.3. Provide profile for SDG 4 National Indicators

2. Development of three policy briefs on key thematic areas

2.1 Related to access, retention, and learning (based on U-DISE+ and secondary data)
Union budget/ fund flow and governance, Samagra Shiksha

3. Documentation of three good practices

3.1 Key thematic areas- School safety and security, Climate change/resilient programming, especially related to inter-departmental and inter-ministerial convergence

5. DELIVERABLES AND DEADLINES:

The key deliverables would include:

- i. 17 state level and one national analytical presentation
- ii. 17 state level and one national analytical profile
- iii. 3 Policy briefs
- iv. 3 best practice documentation
- v. 1 SDG profile

S. No.	Major Task	Deliverable	Specific delivery date/deadline for completion of deliverable
1	<ul style="list-style-type: none">Analyse U-DISE + data to assess status of access, infrastructure, teachers, retention and RTE related key indicators and support in dissemination at the national and state levelDevelop analytical profiles based on U-DISE+ and other secondary data	Two analytical presentations Two Analytical profiles	30 June 2022
2	<ul style="list-style-type: none">Analyse U-DISE + data to assess status of access, infrastructure, teachers, retention and RTE related key indicators and support in dissemination at the national and state levelDevelop analytical profiles based on U-DISE+ and other secondary data	Three analytical presentations Three analytical profiles	31 July 2022
3	<ul style="list-style-type: none">Analyse U-DISE + data to assess status of access, infrastructure, teachers, retention and RTE related key indicators and support in dissemination at the national and state levelDevelop analytical profiles based on U-DISE+ and other secondary dataPolicy briefs on access and retention	Two analytical presentations Two Analytical profiles One Policy brief	31 August 2022
4	<ul style="list-style-type: none">Analyse U-DISE + data to assess status of access, infrastructure, teachers, retention and RTE related key indicators and support in dissemination at the national and state levelDevelop analytical profiles based on U-DISE+ and other secondary dataDocumentation of best practices on School safety and security	Three analytical presentations Three analytical profiles One Documentation of best practices	30 September 2022
5	<ul style="list-style-type: none">Analyse U-DISE + data to assess status of access, infrastructure, teachers, retention and	Two analytical presentations	31 October 2022

	RTE related key indicators and support in dissemination at the national and state level <ul style="list-style-type: none"> Develop analytical profiles based on U-DISE+ and other secondary data SDG 4.1 national profile 	Two Analytical profile SDG profile	
6	<ul style="list-style-type: none"> Analyse U-DISE + data to assess status of access, infrastructure, teachers, retention and RTE related key indicators and support in dissemination at the national and state level Develop analytical profiles based on U-DISE+ and other secondary data Documentation of best practice on climate change 	Three analytical presentations Three analytical profile One One documentation on best practice	30 November 2022
7	<ul style="list-style-type: none"> Analyse U-DISE + data to assess status of access, infrastructure, teachers, retention and RTE related key indicators and support in dissemination at the national and state level Develop analytical profiles based on U-DISE+ and other secondary data National profile Policy briefs on learning and budget 	Two analytical presentations Two Analytical profiles One National profile Two Policy briefs on learning and budget	31 December 2022

6. DUTY STATION

New Delhi, India

7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

No travel is envisaged

8. ESTIMATED DURATION OF CONTRACT (FULL TIME)

The assignment will be for 7 months (full time), starting from June 2022.

9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Education

- Master's degree in education or social sciences or any related areas discipline from a reputed university.

Minimum technical Knowledge and Experience

- Three (3) to eight (8) years of professional experience of working in education sector or social sciences
- Experience of analysing data and handling raw data of EMIS and other secondary sources
- Good presentation and writing skills to differential audience and stakeholders
- Comprehension of software like MS Excel, SPSS
- Basic Understanding of SQL and experience with data visualization tools

Project Management and Interpersonal Skills

- Ability to manage multiple tasks within tight deadlines and prioritize effectively, while delivering high quality work
- Solution oriented with a high sense of quality, attention to detail, accuracy, efficiency, and meeting tight deadlines
- Team player who is also able to work independently and handle conflicting priorities while maintaining consistent, quality performance standards

- Proven analytical, report writing and organizational skills
- Fluency in English is required and Fluency in Hindi and /or any other Indian regional languages will be an advantage.

10. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

S. No.	Criteria	Maximum Marks	Minimum Marks
Stage-I	(1) Language and content of cover letter - suitability for position, analytical skills, working with government or UN/UNICEF	5	3
	(2) Relevant Education Qualifications	10	7
	(3) Relevant work experience	20	14
	(4) Sample work related to EMIS data analysis and policy briefs (at least two samples to be submitted, one on data analysis and one on any policy brief)	15	11
	Candidates who score overall 35 marks and above as well as the minimum marks in each of the criteria (1), (2) (3) and 4 will be shortlisted for an Interview		
Stage-II	Interview	30	21
	Total technical score (A)	80	56
Stage-III	Financial (B)	20	

Minimum overall qualifying score for technical evaluation is kept as 56/80. Weightage of technical evaluation and financial proposal assigned in the final evaluation would be 80:20 respectively.

11. PAYMENT SCHEDULE

Monthly fee to be paid against receipt and acceptance of monthly progress report.

HOW TO APPLY:

The application to be submitted through the online portal and should contain four separate attachments:

- A Cover letter explaining suitability for position **(to be uploaded online under “Cover Letter” tab)**
- Curriculum Vitae (CV) **(to be uploaded online under “Resume” tab)**
- Minimum of two work samples related to EMIS data analysis and policy briefs (one on data analysis and one on any policy brief) **(to be uploaded online under “Other – Applicant” as a single document containing 2 work samples)**
- A financial proposal indicating all-inclusive monthly professional fee, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab).**

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 4 documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.

- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.
- 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.

For any clarifications, please contact:

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