

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

National consultant to support Early Grade Learning activities	Funding Code: N/A	Duty Station: Phnom Penh (50% at the office and 50% at home/PED)
<p>Purpose of Activity/Assignment:</p> <p>To address low foundational learning (proven evidence in both national, regional, and global assessments), and help students overcome some of the learning loss, the Primary Education Department (PED) of the Ministry of Education, Youth and Sport (MoEYS) has developed a comprehensive strategy to support Early Grade Learning (EGL) and its expansion across the country by 2025. Building on the distribution of learning materials in 2021, the CDPF Steering Committee in early 2022 agreed to pivot activities to finance the largest scale-up to date of EGL in the country. The program, led and coordinated by PED, follows the methods and pedagogical approaches already designed and agreed upon with other partners and targets eight provinces for Early Grade Reading (EGR) for Grade 1 roll-out, and four provinces for Early Grade Math (EGM) roll-out for Grade 2. Overall, the CDPF-supported roll-out has reached approximately 113,228 students, 3,437 teachers, 2,473 school directors, and other relevant stakeholders in the 2022-2023 school year. 1,582 primary schools are covered by EGR and a further 891 by EGM.</p> <p>The program provides comprehensive support to schools, including materials for children and classrooms, training for G1 and G2 teachers, and further mentoring support from both school and master mentors to consolidate capacity development and ensure the sustainability of the approach. Training for teachers also includes further pedagogical training on facilitation skills, classroom management, and gender-responsive pedagogy.</p> <p>The CDPF will continue its support to roll out the Early Grade Math to all grade 1 and 2 classes in 3 provinces¹ and to strengthen the mentoring system in 11 provinces² in the following school years. Given the complexity and importance of this work, UNICEF on behalf of the Capacity Development Partnership Fund (CDPF) is seeking a qualified individual to provide technical expertise to support the coordination, planning, implementation and monitoring of the program.</p> <p>The consultant will provide technical assistance to the Primary Education Department to properly plan, implement and monitor the roll out of EGM in grade 1 and 2 in the three target provinces, and to strengthen the mentoring system in eleven provinces.</p>		
<p>Scope of Work:</p> <p>Under the supervision of the UNICEF Education Specialist, the consultant will be responsible for supporting the Primary Education Department to:</p> <ul style="list-style-type: none"> - Procure and distribute the EGL learning materials to the target provinces. - Roll out the EGM ToT and EGM Grade 1 & 2 teacher trainings in 3 provinces. - Develop and roll out blended refresher training for EGR and EGM Grade 1 & 2 teachers and mentors. - Collaborate with other partners to strengthen the mentor recruitment and monitoring process, including through a revision of mentoring manual, guidelines, and processes. - Collaborate closely with other partners to ensure harmonization of models and approaches, including on the use of Kobo forms and the dashboard for data generation and reporting purposes. - Review the list of trained teachers, SBM and MM in the previous school years and confirm their CPD credits. - Review the list of teachers and mentors before the EGM Grade 1 & 2 and mentoring program are roll-out. - Provide technical and logistics support to PED to conduct training for School Based Mentors (SBMs) and Master Mentors (MMs) in the eleven provinces. 		

¹ EGM in 3 provinces: Mondolkiri, Kampong Chhnang and Preah Sihanouk.

² 11 PoEs for mentoring system strengthening are Koh Kong, Pailin, Kg. Speu, Mondolkiri, Kg. Chhnang, Kratie, Preah Vihear, Siem Reap, Oddar Meanchey, Preah Sihanouk and Stung Treng.

- Conduct monitoring visits to EGM grade 1 & 2 training as well as mentor training; and document successes and challenges.
- Conduct school visits to observe the application of EGM teaching and monitor mentoring activities conducted by SBMs and MMs in the 11 target provinces.
- Work with PED technical team and leadership to ensure mentoring programme is effectively implemented in the target provinces.
- Work closely with other relevant partners such as VVOB, RTI, World Education, UNESCO etc. to document and share lessons learnt challenges and propose strategies to strengthen the EGL programme which aims to improve learning outcome in early grades.
- Assess the feasibility and effectiveness of the mentoring system.

The consultant is expected to work closely with PED with travel to the targeted provinces. The consultant is expected to travel to all target provinces, with focus to the most challenging provinces, at least once (expected number of mission days is 60; missions to more than one province may be combined for efficiency in consultation with PED and UNICEF). The Consultant is expected to organize his/her own travel to provinces in close collaboration with relevant MoEYS staff.

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):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget year:	Requesting Section/ Issuing Office:	Reasons why consultancy cannot be done by staff:
2025-2026	Education, Cambodia	The assignment requires dedicated time and technical expertise that is not currently available inhouse

Included in Annual/Rolling Workplan: Yes No, please justify:

Consultant sourcing: National International Both

Competitive Selection: Advertisement Roster

Single Source Selection: (Emergency - Director’s approval)

Supervisor: Channra CHUM, Education Specialist	Start Date: 01 November 2024	End Date: 31 October 2026
--	--	-------------------------------------

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated % of payment
<p>Inception report (max 10 pages) outlining a detailed work plan and timeline, with relevant costings, of the continued roll-out of EGM and strengthening the mentoring program in the target provinces prepared and submitted for review and approval by UNICEF.</p>	<p>Deliverable 1: Inception report with a detailed work plan and timeline timely submitted to UNICEF for review.</p>	<p>5 working days</p>	<p>3%</p>
<p>Support PED to work collaboratively with DPs supporting the EGL implementation to:</p> <ol style="list-style-type: none"> 1. Harmonize/integrate the use of Kobo forms and the dashboard for data generation and reporting purposes into the revised mentoring manual; and 2. Finalize the revision of the Mentoring Manual. 	<p>Deliverable 2: EGL mentoring manual revised and timely submitted to UNICEF for review.</p>	<p>15 working days</p>	<p>5%</p>
<ul style="list-style-type: none"> • Support PED to strengthen mentor recruitment in the target provinces and develop an official list of mentors in them. • Support PED to prepare DCT request for training of mentors (SBM and MM) on the revised mentoring manual; and to liquidate the fund. • Training of mentors are effectively organized in the 11 target provinces. • Monitor, support, and report on the trainings of mentors. 	<p>Deliverable 3:</p> <ol style="list-style-type: none"> 1. Official list of mentors is developed/finalized before the training organized. 2. DCT request and liquidation reports for mentor training prepared and timely submitted to UNICEF for review. 3. Training for mentors is effectively organized in the target provinces. 4. Report on training of mentors submitted to UNICEF for review. 	<p>34 working days</p>	<p>8%</p>
<ul style="list-style-type: none"> • Work with PED technical team and leadership to ensure mentoring program is effectively implemented in the target provinces. • Support PED to prepare DCT request for Cluster Fund to supporting the mentoring program in 11 provinces for SY 2024-2025. • Monitor, support, and report on the implementation of mentoring program to document the success, challenges, and recommendations. 	<p>Deliverable 4:</p> <ol style="list-style-type: none"> 1. DCT request for mentoring activities approved. 2. Liquidation report is submitted to UNICEF 3. Report on the implementation of mentoring program timely submitted to UNICEF for review. 	<p>25 working days</p>	<p>8%</p>
<ul style="list-style-type: none"> • Work with PED team and make sure the distribution of the EGR and EGM G1&G2 learning materials to reach the target provinces on time. 	<p>Deliverable 5: EGL materials for students and teachers distributed to target provinces prior to the teachers' training.</p>	<p>5 working days</p>	<p>3%</p>

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated % of payment
<ul style="list-style-type: none"> Review list of G1 teachers in the 3 EGM target provinces. Support PED to prepare DCT request for EGM G1 ToT and teachers' trainings (phase 1); and to liquidate the fund. Roll out the EGM ToT and EGM G1 teacher trainings. Monitor, support, and report on the EGM G1 ToT and teachers' trainings (phase 1). 	<p>Deliverable 6: EGM G1 teacher training phase 1</p> <ol style="list-style-type: none"> Lists of G1 teachers are finalized prior to the trainings for teachers. DCT requests and liquidation report for ToT and teacher training submitted to UNICEF timely. ToT and teachers' trainings organized as planned. Progress report on monitoring of ToT and teacher training submitted timely with quality. 	15 working days	5%
<ul style="list-style-type: none"> Develop and agree on a monitoring schedule with PED and UNICEF. Each target province should be visited at least once per school year. Visits must include discussions with the POEs, selected DOEs, school directors, teachers, and mentors (both SBMs and MMs) as well as verification of material distribution and Kobo utilization. The visits should include the joint monitoring visits between UNICEF and PED 	<p>Deliverable 7:</p> <ol style="list-style-type: none"> A monitoring schedule developed and timely submitted to UNICEF. Detailed monitoring report on EGL implementation (max 10 pages), excluding annexes, produced, and submitted to UNICEF for review. 	20 working days	6%
<ul style="list-style-type: none"> Support PED to prepare DCT request for EGM G1 ToT and teachers' trainings (phase 2); and to liquidate the fund. Roll out the EGM ToT and EGM Grade 1 teacher trainings. Monitor, support, and report on the EGM G1 ToT and teachers' trainings (phase 2). 	<p>Deliverable 8: EGM G1 teacher training phase 2</p> <ol style="list-style-type: none"> CT requests and liquidation report for ToT and teacher training submitted to UNICEF timely. DCT requests and liquidation report for ToT and teacher training submitted to UNICEF timely. ToT and teachers' trainings organized as planned. Progress report on monitoring of ToT and teacher training submitted timely with quality. 	15 working days	5%
<ul style="list-style-type: none"> Review the list of trained G1 teachers and mentors in the target provinces to confirm their credits registration. 	<p>Deliverable 9: List of trained teachers, MMs and SBMs,</p>	5 working days	3%

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated % of payment
	prepared, finalized and submitted to UNICEF and PED.		
<ul style="list-style-type: none"> Support PED to request for procurement of EGL teaching and learning materials for SY 2025-2026. Follow up the distribution of the EGM G2 learning materials to the target provinces. 	Deliverable 10: <ol style="list-style-type: none"> Request for procurement of EGL teaching and learning materials submitted to UNICEF. EGL materials for students and teachers delivered/distributed to target provinces prior to the teachers' trainings. 	7 working days	3%
<ul style="list-style-type: none"> Work with PED technical team and leadership to ensure mentoring program is effectively implemented in the target provinces. Support PED to prepare DCT request for Cluster Fund to supporting the mentoring program in 11 provinces for SY 2025-2026. Monitor, support, and report on the implementation of mentoring program to document the success, challenges, and recommendations. 	Deliverable 11: <ol style="list-style-type: none"> DCT request and liquidation report for mentoring activities prepared and timely submitted to UNICEF for review. Consultancy report on the implementation of mentoring program timely submitted to UNICEF for review. 	25 working days	8%
<ul style="list-style-type: none"> Review list of G2 teachers in the 3 target provinces Support PED to prepare DCT request for EGM G2 ToT and teachers' trainings (phase 1); and to liquidate the fund. Roll out the EGM ToT and EGM Grade 2 teacher trainings. Monitor, support, and report on the EGM G2 ToT and teachers' trainings (phase 1). 	Deliverable 12: EGM G2 teacher training phase 1 <ol style="list-style-type: none"> Lists of G2 teachers prepared, finalized, and submitted to UNICEF prior to the trainings. DCT requests and liquidation report for trainings prepared and timely submitted to UNICEF for review. ToT and teachers' trainings organized as planned. Progress report on monitoring of ToT and teacher training prepared and submitted to UNICEF timely with quality. 	15 working days	5%
<ul style="list-style-type: none"> Develop and agree on a monitoring schedule with PED and UNICEF. Each target province should be visited at least once per school year. Visits must include discussions with the POEs, selected DOEs, school directors, 	Deliverable 13: <ol style="list-style-type: none"> A monitoring schedule is developed and timely submitted to UNICEF for review and approval. 	20 working days	6%

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated % of payment
<p>teachers, and mentors (both SBMs and MMs) as well as verification of material distribution and Kobo utilization.</p> <ul style="list-style-type: none"> The visits should include the joint monitoring visits between UNICEF and PED 	<ol style="list-style-type: none"> 2. Consultancy monitoring report on EGL implementation (max 10 pages), excluding annexes, timely produced, and submitted to UNICEF for review. 		
<ul style="list-style-type: none"> Support PED to prepare DCT request for EGM G2 ToT and teachers' trainings (phase 2); and to liquidate the fund. Roll out the EGM ToT and EGM Grade 2 teacher trainings. Monitor, support, and report on the EGM G2 ToT and teachers' trainings (phase 2). 	<p>Deliverable 14: EGM G2 teacher training phase 2</p> <ol style="list-style-type: none"> 1. DCT requests and liquidation report for trainings prepared and timely submitted to UNICEF for review. 2. ToT and teachers' trainings organized as planned. 3. Progress report on monitoring of ToT and teacher training prepared and submitted to UNICEF timely with quality. 	15 working days	5%
<p>Review the list of G2 trained teachers in the target provinces to confirm their credits registration.</p>	<p>Deliverable 15:</p> <ol style="list-style-type: none"> 1. List of trained teachers, MMs and SBMs finalized and submitted to UNICEF and PED. 2. Consultancy progress report submitted to UNICEF for review 	5 working days	3%
<p>Assist PED to collaborate with other DPs to develop the</p> <ol style="list-style-type: none"> 1. Blended EGR and EGM refresher training for Grade 1 & 2 teachers 2. Blended refresher training for mentors. 	<p>Deliverable 16:</p> <ol style="list-style-type: none"> 1. G1 and 2 EGL blended refresher training manual and materials for teachers developed, finalized and submitted to UNICEF for review. 2. Blended refresher training manual and materials for mentors developed and submitted to UNICEF for review. 	30 working days	8%
<p>Assist PED to digitalize the EGL blended courses and roll-out.</p>	<p>Deliverable 17:</p> <ol style="list-style-type: none"> 1. All EGL blended courses for teachers and mentors digitalized and uploaded to 	30 working days	8%

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated % of payment
	the MoEYS Capacity Development Platform. 2. EGL blended courses rolled-out in the CDPF target provinces and other provinces. 3. Consultancy report on the digitalized blended courses submitted to UNICEF for review.		
Conduct monitoring visits to the target provinces to observe the implementation of EGM and mentoring program; and document successes and challenges.	Deliverable 18: Field monitoring report timely submitted to UNICEF for review.	20 working days	6%
Final consultancy report prepared and submitted (with challenges, progress, and recommendations) (max 15 pages)	Deliverable 19: Final consultancy report prepared and timely submitted to UNICEF for review.	4 working days	2%
Total number of working days		310 working days	100%

<p>Minimum Qualifications required:</p> <p><input checked="" type="checkbox"/> Bachelor's <input type="checkbox"/> Masters' <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Bachelor's degree in education, social sciences, international development, or related technical field</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • At least two years of professional experience working on education programming and coordination, • Experience working with Cambodian Government counterparts providing technical support, in particularly, on Early Grade Learning initiatives and mentoring is an asset, • Experience in organizing multi-stakeholder meetings, writing reports and minutes, and following up on actions, • Experience working with UN or other international or national development organizations is an advantage, • Sound knowledge of the education sector in Cambodia and MoEYS policies and processes, • Strong interpersonal skills are desired, • Excellent project management, planning and coordination skills, • Languages: Fluency in written and spoken English and Khmer
<p>Submission of applications in the e-recruitment platform:</p> <ul style="list-style-type: none"> • Letter of Interest (cover letter), highlighting suitability and expertise for this assignment 	

- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments
- Financial proposal: All-inclusive lump-sum cost including consultant fee (in US\$), Travel and communication cost for 60 days to targeted provinces and medical insurance cost as per work assignment.

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

- A) Technical Evaluation (100 points) weight: 70%
- Education (10 points)
 - Relevant working experience (30 points)
 - Knowledge and Skills (30 points)
 - Quality of reference or example of past work (30 points)

B) Financial Proposal (100 points) weight: 30%

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum of 70 points 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.

Administrative details:

Visa assistance required:

Home Based (50%)

Office Based (50%)

If office based, seating arrangement identified:

IT and Communication equipment required:

Email/O365 access:

Internet access required: when in the office

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Text to be added to all TORs:

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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-

endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.