UNICEF Country Office in Turkmenistan

Terms of Reference

Individual International Consultancy for Technical Assistance to the Ministry of Education for

foundational capacity development on competency-based approach in education in Turkmenistan.

**Duration:** 15/05/2021 – 30/11/2021 (88 days)

**Location:** Out-of-country with one (potential) visit to Turkmenistan

# Background

Turkmenistan’s on-going education sector reform, aimed at continuity and enhanced quality of education in line with the international standards and SDG 4 commitments, is a key state priority.

In support of the above priority, the Government of Turkmenistan – UNICEF partnership programme for 2021-2025 prioritizes strengthening continuity and quality of education in line with the international standards which also includes a specific emphasis on promoting competency-based approach in education. One of the important tasks is the curriculum transformation with focus on development of core competencies for a life-long learning process which enhances social inclusion, active citizenship, and personal development of the learners. These core competencies will also support self-sustainability, as well as competitiveness and employability of the learners as they enhance their ability to perform a job’s specific tasks.

Importantly, UNICEF technical support to the Ministry of Education (MoE) for a comprehensive review of the existing curricula and teaching methods in primary and secondary education in 2020 resulted in elaboration of a set of agreed recommendations towards development of competency-based education system in Turkmenistan. These recommendations propose specific actions to reform quality aspects in education including state education standards and curriculum, instructional materials, inclusive teaching and learning methodologies as well as learning outcome measurement system towards the best international standards and benchmarks.

In follow up to the above recommendations UNICEF is seeking an international expert to provide technical assistance to the MoE for foundational capacity development for the key education stakeholders and core group of education professionals to further lead the work on the competency-based curriculum in the country.

# Purpose of the assignment

Provide technical assistance to the MoE for foundational capacity development for the key education stakeholders and professionals to further lead the work on the competency-based curriculum in the country.

# Specific Tasks

* Conduct a desk review of relevant education policy curriculum related documents.
* Develop a profile for a dedicated group of professionals from the Ministry of Education and relevant education stakeholders to lead the work on the competency-based curriculum in the country.
* Facilitate a series of on-line professional development workshops for the newly created group. The workshops must have a module structure and deal with all the key areas of curriculum development. Each module should include the theoretical background, examples of international best practice and practical assignments that will help the team adapt the ideas for the context of Turkmenistan.
* Facilitate the selection of 3 pilot schools and, if possible, undertake a visit to Turkmenistan to review the teaching methods and use of instructional materials in schools in Turkmenistan through on-site discussions, observation, data collection and analysis, and overall evidence-based practice. Or facilitate an on-line review of the teaching methods and use of instructional materials in schools in Turkmenistan.
* Facilitate a series of on-line workshops for the teachers and leadership in the above 3 pilot schools to familiarise them with the key ideas of the competency-based approach.
* Provide a draft final report with recommendations for further steps in competency-based curriculum and education development. Finalize the report based on the comments from UNICEF and MoE.

# Workplan and deliverables

The consultancy duration is 88 working days, covering the period of 15 May 2021 – 30 Nov 2021. The distribution of days by tasks and corresponding deliverables is suggested below. The consultant is expected to work home-based most of the time (70 days home-based) undertaking one country visit (18 working days in-country) during the consultancy period. In case, the above planned visit is not feasible due to the on-going COVID related limitations, the relevant tasks and deliverables under the visit will be ensured by the distance modality. The below timeline provides the estimated deadlines for completing the deliverables, considering the period that will be needed for translation, sharing of document and receipt of feedback. Depending on the progress and needs, more than 2 reviews of the documents reviewed/revised/developed may be required, which may affect the timelines.

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| Tasks | Days | Deliverables and target delivery dates  *specific delivery dates and details as to how the work must be delivered (e.g. electronic submission, hard copy), subdivided into “milestones” where appropriate* |
| 1. Conduct a desk review of relevant education policy curriculum related documents.  Hold skype call(s) with UNICEF and appropriate stakeholders as required. | 3 days (home based) | **20 May 2021**  Desk review report |
| 2. Develop a profile for a dedicated group of professionals from the Ministry of Education and relevant education stakeholders to lead the work on the competency-based curriculum in the country  Facilitate a skype call to discuss feedback and inputs from UNICEF, the Ministry of Education and other education stakeholders to further finalize the draft profile | 2 days (home-based) | **25 May 2021**  Draft profile  **30 May 2021**  Finalized profile |
| 3. Facilitate a series of 8 on-line professional development workshops (5 half-days per workshop module) for the newly created group. This will include preparatory work, development of training programmes and materials, provision of feedback to colleagues, and running the training sessions.  The workshops must have a module structure and deal with all the key areas of curriculum development. Each module should include the theoretical background, examples of international best practice and practical assignments that will help the team adapt the ideas for the context of Turkmenistan. A preliminary list of modules is as follows:  Module 1. Structure of a modern curriculum  Module 2. Cross-curricular competencies.  Module 3. Subject competencies and their connection to cross-curricular competencies.  Module 4. Learning outcomes: benchmarks and achievement levels.  Module 5. Examples of subject curriculum: language arts  Module 6. Examples of subject curriculum: mathematics  Module 7. Types of assessment and their presentation in the curriculum  Module 8. Inclusive education and differentiated learning.  Hold skype call(s) with UNICEF and appropriate stakeholders as required. | 40 days (home-based) | **1 June-15 September 2021**  Workshop programme, materials; Workshops delivered, workshop report |
| 4. Facilitate the selection of 3 pilot schools and, if possible, undertake a visit to Turkmenistan to review the teaching methods and use of instructional materials in schools in Turkmenistan through on-site discussions, observation, data collection and analysis, and overall evidence-based practice.  Subjects to be studied: mathematics and language arts for grades 5-9.  OR  Facilitate the on-line review of the teaching methods and use of instructional materials in schools in Turkmenistan. | 18 days (in-country)  OR  18 days (home-based) | **3-24 October 2021**  Meetings, visits to the selected school in Ashgabat and Akhal velayat, interviews, focus group discussions, report on the deliverables |
| 5. Facilitate a series of 4 on-line workshops (5 days per workshop module) for the teachers and leadership in the above 3 pilot schools to familiarise them with the key ideas of the competency-based approach.  The workshops should aim at helping the teachers to improve the quality of the learning process and include the following modules:  1. Lessons types and structure in competency-based education. Role of teachers and pupils in a modern classroom  2. Use of different types of assessment  3. Modern instructional materials  4. Continuous professional development for teachers  Each workshop should include specific assignments to help teachers improve their practice and share examples with colleagues across the country.  Subjects to target: mathematics and language arts for grades 5-9  Hold skype call(s) with UNICEF and appropriate stakeholders as required. | 20 days (home-based) | **26 October-19 November 2021**  Workshop programme, materials; Workshops delivered, examples of “good practice, workshop report |
| 6. Provide a draft final report with recommendations for further steps in competency-based curriculum and education development.  Finalize the report based on the comments from UNICEF and MoE. | 3 days (home-based)  2 days (home-based) | **23 November 2021**  Draft final report with recommendations for further steps in competency-based curriculum and education development.  **28 November 2021**  Finalized final report based on the comments from UNICEF and MoE. |

# Reporting requirements

All the reports and documents will be developed in English and translated by UNICEF, as needed.

# Payment schedule

The payment will be made in instalments, according to the following schedule.

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| **Deliverable** |
| * First installment: 22/09/2021, upon satisfactory provision of the *desk review report, finalized profile, 8 professional development workshops and workshops’ report (tasks 1, 2 and 3)*. The installment will include 45 consultancy days. |
| * Final installment: 30/11/2021, upon satisfactory provision of *the deliverables under the planned visit to the country or on-line review of the teaching methods and use of instructional materials in schools in Turkmenistan, 4 on-line workshops for the teachers and leadership in the above 3 pilot schools, examples of “good practice’ and the final report with agreed recommendations (tasks 4, 5 and 6).* The installment will include 43 consultancy days + costs of the trip to Turkmenistan (if fulfilled) as per agreed budget. |

# Work arrangements

Day to day supervision will be provided by the Education Specialist of the UNICEF Turkmenistan Country Office. Additional guidance and lead will be provided by the Deputy Representative.

UNICEF will regularly communicate with the selected consultant and provide formats for reports, feedback and guidance on performance and all other necessary support so as to achieve objectives of the exercise, as well as remain aware of any upcoming issues related to expert’s performance and quality of work. UNICEF will provide logistical support for the in-country trip, such as provision of office space, vehicle for site visits and official meetings, organisation and coordination of meetings, interpretation and translation and support with obtaining visa and registration, once in-country.

The selected consultant will make own arrangements for the travel. Travel costs for the trip in this consultancy should be estimated and included into the proposal (lump sum and break down by budget lines) along with the requested daily fee.[[1]](#footnote-1)

Travel costs not actually incurred due to travel mission cancellation, delays, contract termination or modification are subject to deduction from final contract amount.

Before you leave for Turkmenistan, you need to obtain a valid visa and/or the Letter of Invitation (LoI) - official visa support letter (VSL) approved by the State Migration Service of Turkmenistan to enter the country. Before visiting Turkmenistan, ensure that your national passport is valid for at least six (6) months at the time of applying for a LoI.

The request for the LoI should be sent at least three (3) weeks before planned arrival. It should contain a copy of valid passport with the following details: full name, passport No., citizenship, date of birth (DOB), date of passport issue, date of expiration (DOE), purpose of visit, occupation, and the period of the stay.

The conditions for the registration depend on the type of passport.

# General Terms and Conditions

UNICEF’s general terms and conditions will apply to the contract awarded to the vendor. Please note that, in the evaluation of the technical merits of each proposal, UNICEF will take into consideration any proposed amendments to the UNICEF General Terms and Conditions. Proposed amendments to the UNICEF general terms and conditions may negatively affect the evaluation of the technical merits of the proposal.

UNICEF retains the right to patent and intellectual rights, as well as copyright and other similar intellectual property rights for any discoveries, inventions, products or works arising specifically from the implementation of the project in cooperation with UNICEF. The right to reproduce or use materials shall be transferred with a written approval of UNICEF based on the consideration of each separate case. Consultant should always refer to UNICEF Turkmenistan support in developing the materials when publishing the results of the research conducted while in Turkmenistan in academic journals, books and websites.

In the event of unsatisfactory performance, UNICEF reserves the right to terminate the Agreement. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the programme objectives, low quality or insufficient depth and/or scope of the assignment completion, UNICEF is entitled to decrease the payment by the range from 30% to 50% of the contract value as decided jointly by the Contract Supervisor and Operations Manager.

# Qualifications and Skills Required

* Advanced university degree in Education, Pedagogy, Psychology, Sociology, Curriculum Development, Social Sciences or relevant disciplines;
* Demonstrated extensive professional work experience in the area of national curricula development and curricula reviews/ assessments;
* Knowledge of and excellent writing skills in English;
* Knowledge of Russian and/or of one of the Turkic languages would be an asset;
* Knowledge of UNICEF priorities in education and previous experience of working with UNICEF would be an advantage;
* Knowledge of the regional (Central Asia) and national education sector and previous experience of working in Turkmenistan would be an advantage;

# Technical Proposal

The technical proposal should include

* A cover letter, including
  + Assessment of suitability vis-à-vis the requirements of this ToR;
  + A summary of experience in similar assignments;
  + Links to/attachments of examples of similar work;
* Comments and suggestions on the ToR and proposed workplan and deliverables
* CV of the candidate (including qualifications and experience)
* References

# Financial Proposal

Candidates are expected to submit a lump sum financial proposal to complete the entire assignment based on the terms of reference. The lump sum should be broken down to show the detail for the following:

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| **Items** | **Quantity** | **Unit cost** | **Total in USD** |
| Number of working days | 88 |  |  |
| Return ticket cost to and from Ashgabat | 1 |  |  |
| Living costs  (per diem for approx. 22 calendar days in Turkmenistan) |  |  |  |
| Other: *Specify* |  |  |  |
| Total in USD |  |  |  |

Please note that i) travel costs shall be calculated based on economy class fare regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed the applicable daily subsistence allowance (DSA) rates, as propagated by the International Civil Service Commission (ICSC). Details can be found at <http://icsc.un.org>

# Evaluation criteria

Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects to ensure best value for money. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant candidates. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

A cumulative analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

75 % Technical

25 % Financial

100 % Total

1. *UNICEF is not covering any travel-related insurance (whether for health, third-party liability, accident or otherwise) nor does it provide any insurance coverage for this consultancy. The consultant is solely and fully responsibly for (and UNICEF will not be liable for) (a) any insurance coverage which may be necessary or desirable for the purposes of travel and (b) any and all liability, costs, expenses and claims arising out of or related to consultancy travel. Consultant must travel on UNICEF-approved airlines.*  [↑](#footnote-ref-1)