

# Terms of Reference

## National Consultant to support research project and Development of National Action Plan on Inclusive Education

**Contract modality:** Consultant contract

**Section:** Education

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

**Duration:** 85 working days, from 01 April 2023 to 31 December 2023

### 1. Background

Cambodia has made significant progress in education in a short span of time. The Ministry of Education, Youth and Sport's (MoEYS) Education Strategic Plan (ESP) 2019-2023 aims to develop a quality, equitable and inclusive education system for all children including children with disabilities. Adoption of a National Policy on Inclusive Education 2018 was one of the efforts to ensure equal opportunities for every child, especially children and young adults with disabilities to access quality education. The policy then informed the development of an operational plan on Inclusive Education for 2019-2023, which resulted in establishment of the Special Education Department (SED) and the National Institute for Special Education (NISE) under MoEYS to deliver inclusive education services and produce qualified teachers to teach children with disabilities. These efforts have so far benefitted 12,271 children and youths with disabilities to access education in inclusive schools and specialized schools, of whom 5,493 are girls<sup>1</sup>.

The National Population Census of Cambodia 2019 indicates that 4.9 percent of the total population aged 5 years and above have disabilities. The recent data from 2019/2020 Cambodian Socio-Economic Survey (CSES) shows that more than 60% of school-aged children with disabilities are out of school. The primary school completion rate is as low as 23 percent among children with disabilities, compared to 81 percent among children without disabilities. This results in low literacy rate among people with disabilities in the country.

Access to inclusive education services for children with disabilities is very limited in Cambodia and barriers hindering access to quality education are numerous. Children with intellectual disabilities are particularly disadvantaged and vulnerable, with few available special education services<sup>2</sup>.

In realizing MoEYS' vision of developing an inclusive education system to guarantee quality education to all children with disabilities, there is a need for more qualitative data and evidence to get insights on challenges faced by children with disabilities in accessing learning opportunities, and what is needed to make education systems more disability-friendly and inclusive. Such data and evidence will also feed into the development of the next Education Strategic Plan (ESP) 2024-2028 and the National Action Plan on Inclusive Education (NAP-IE) for 2024-2028.

To support this, the Ministry of Education Youth and Sport (MoEYS) with pooled technical support from UNICEF and financial support from the Capacity Development Partnership Fund, phase III (CDPF-III) will undertake:

1) Research which will be carried out with support from the UNICEF Office of Research- Innocenti through desk review of policies and frameworks relating to inclusive education for children with disabilities, analysis of existing data on children with disabilities, and analysis of qualitative data collected with support from UNICEF regional office and Cambodia country office in collaboration with MoEYS. The study aims to increase the generation and use of country-level data and evidence on learning for children with disabilities and in conjunction with a number of selected countries to ensure education systems are inclusive and catered for

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<sup>1</sup> MoEYS' EMIS data for school year 2020/21

<sup>2</sup> Carter Jennifer, A Cooperative Approach to Service Provision for Children with Intellectual Disabilities in Cambodia

the needs of children with disabilities in various contexts, including Cambodia. Key findings and recommendations will be available by the end of June 2023, the time that is expected for the ESP formulation and consultation processes.

2) Development of the National Action Plan on Inclusive Education (NAP-IE) 2024-2028 which will be done through a small research study to identify success, barriers and bottlenecks that have enabled or prevented participation of children with disabilities in quality inclusive education. In addition, development of NAP-IE will be done through fully participatory process, involving key stakeholders from the national and sub-national levels, schools, communities, parents and children with and without disabilities as well as state and non-state service providers active in the area of disability inclusion, inclusive education and other services.

The work above will require high quality technical expertise from national and international individuals and institution. Therefore, there is a need for a national consultant to join with a research team from UNICEF country office (CO), UNICEF East Asia and Pacific Regional Office (EAPRO) and the UNICEF Office of Research (Innocenti) to undertake this research project and support the ministry on the development of NAP-IE. The consultancy is funded by the Capacity Development Partnership Fund, phase III (CDPF-III).

## 2. Purpose

The purpose of this consultancy is to provide high quality technical support and coordination to a research team from UNICEF Cambodia (CO), UNICEF regional office, Innocenti and MoEYS in carrying out following activities.

1) Research project on Learning is For Everyone (LiFE): “Exploring Cambodia’s education system from an inclusive lens” that will be carried out in Cambodia, with the support from Innocenti in partnership with the UNICEF Regional Office, UNICEF Cambodia CO and MoEYS

2) Development of National Action Plan on Inclusive Education (NAP-IE) through carrying out a small scale-qualitative research and consultations with relevant stakeholders including parents and children with disabilities

## 3. Work Assignment

The consultant is expected to perform following tasks in line with the workplan and timelines agreed with the research team, UNICEF country office and MoEYS:

### **Task #1: Provide supports and coordination throughout the research project on Learning is For Everyone (LiFE): “Exploring Cambodia’s education system from an inclusive lens” and development of NAP-IE 2024-2028**

- In consultation with the research team and MoEYS, develop a workplan to support the implementation of the research project, and development of NAP-IE 2024-28.
- Coordinate with MoEYS and UNICEF on the implementation of the plan in carrying out the below tasks (**Task #2 and Task #3**).
- Facilitate stakeholder consultation with relevant ministries, MoEYS’s departments, NGOs, public and private schools, communities, parents, and children with disabilities who ever enrolled/ never enrolled in school, and other where relevant.
- Coordinate and facilitate in-country face-to-face consultation workshops as per the agreed workplan and/or virtual workshops where appropriate.
- Provide support; coordinate on logistics and translation throughout the research process and NAP-IE as per the agreed workplan.
- Prepare and submit final consultancy report to UNICEF country office.

**Task #2: Provide technical supports for the research project on Learning is For Everyone (LiFE): “Exploring Cambodia’s education system from an inclusive lens” “Exploring Cambodia’s education system from an inclusive lens”**

- With the research team, support the implementation of the research project by participating in weekly or bi-weekly team meetings to develop plan for the research, share updates, challenges and brainstorm solutions.
- Conduct, facilitate data collection in the community as well as arrangements for the stakeholder interviews
- Coordinate with MoEYS and other governmental agencies to obtain the necessary data for the research project, including Education Management Information Systems (EMIS) data or data from national household surveys, and other relevant reports.
- Review draft reports summarized from the desk review, field data collection and stakeholder consultation to ensure accuracy, consistencies, and technical sound by collaborating and discussing with the MOEYS for finalization of the research report.
- Work with the research team, draft strategic action plan for disability-inclusive education (or policy brief) that can feed into NAP-IE and ESP.
- Coordinate supports for the dissemination workshop and finalise the strategic action plan for disability-inclusive education (or policy brief).

**Task #3: Provide technical support and coordination for the development of National Action Plan on Inclusive Education (NAP-IE)**

- Work with MoEYS, UNICEF team to develop a workplan for development of the NAP-IE.
- Support in obtaining any relevant ethical clearances for the small-scale qualitative research for the NAP-IE.
- Conduct small-scale qualitative research including interviews and focus group discussions, with key informants using questionnaires and based on agreed methodology.
- Deliver the transcripts from interviews and 3 to 5 pages summary report from focus group discussions in English
- Provide support during the workshop by gathering information from group discussions and capturing it workshop summary document
- Support the MoEYS’ relevant departments to develop NAP-IE based on the findings from the small-scale qualitative research, IE-ESA, and policy brief from the research.
- Together with MoEYS, organize consultative workshop to finalise NAP-IE.
- Finalise NAP-IE in Khmer and in English.

**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

### Qualifications and Experience

#### Education:

- At least a Masters' degree in education and/or other relevant field of studies

#### Experience:

- Minimum 5 years of experience working in project management and coordination at the national and/or school/community level
- Experience in policy, national and strategic plan development
- Experience in carrying out qualitative community-level research, particularly interviews and focus groups
- Experience in education of children with disabilities /working with children with disabilities and/or their families is a plus
- Experience about services and programs for children with disabilities in Cambodia is a plus
- Prior experience in working with MoEYS is a plus

#### Knowledge and Skills:

- Knowledge in project coordination at the school/community level
- Background knowledge and experience in education of children with disabilities/working with children with disabilities and/or their families
- Background knowledge about services and programs for children with disabilities in Cambodia and in the region, especially Inclusive Education
- Sound knowledge about policy development processes and other initiatives in the development of master/action plans
- Background knowledge on qualitative community-level research, particularly interviews and focus groups, and/or programme assessment
- Strong communication and coordination skills, including listening and flexibility.
- Fluency in Khmer and English is required

## 6. Location

The consultant will work from his/her home and will liaise with the research team in UNICEF via email communication or other means. The consultant will work at or visits to UNICEF Cambodia country office as per agreed workplan or on demand, in consultation with the supervisor.

## 7. Duration

The duration of this consultancy is for a total of 85 working days between 01 April 2023 and 31 December 2023. The consultant is expected to undertake travel missions within the country for 15 days.

## 8. Deliverables

<b><i>Deliverables and descriptions</i></b>	<b><i>Estimated number of working days</i></b>	<b><i>Due date</i></b>
<b>Deliverable 1:</b> Submission of an inception report (maximum of seven pages) that includes a workplan, methodologies and process in providing support to the research project and development of NAP-IE 2024-28, which is done in consultation and agreement with the research team and MoEYS	7 days	By End of April
<b>Deliverable 2:</b> Final validation report of Inclusive Education Sector Analysis (IE-ESA)	4 days	By End of April
<b>Deliverable 3:</b> Completion of field data collection and stakeholder interview. (Research project on LiFE and the small-scale qualitative research for NAP-IE)	15 days	By End of May
<b>Deliverable 4:</b> Completion of the small-qualitative research and a draft report submitted to UNICEF and shared with Innocenti to support development of policy brief under deliverable 5	7 days	By End of June
<b>Deliverable 5:</b> Draft report of the research project including policy brief based on key findings and recommendations	7 days	By End of June
<b>Deliverable 6:</b> Submission of first draft NAP-IE in Khmer and English that is developed based on consultation with stakeholders, recommended strategies developed based on the findings from LiFE Research project (policy brief), small-scale qualitative research, and validated education sector analysis (IE-ESA)	30 days	By End of October
<b>Deliverable 7:</b> Submission of final draft of NAP-IE in Khmer and English	12 days	By End of November
<b>Deliverable 8:</b> Submission of final consultancy report	3 days	By Mid December

## 9. Reporting Requirements

- Inception Report
- Mission Reports (field mission)
- Validated report on Inclusive Education Sector Analysis (IE-ESA)
- Report of the small scale-qualitative research and recommended strategies necessary for development of NAP-IE.
- Policy brief on Inclusive Education based on key findings and recommendation from the research.
- Final draft NAP-IE in Khmer and English
- Final consultancy report

## 10. Payment Schedule linked to deliverables

<b>Tranche</b>	<b>Deliverable</b>	<b>Payment schedule</b>	<b>% Payment</b>
1	Satisfactory completion of deliverables 1 & 2 & 3	End of May	20%
2	Satisfactory completion of deliverables 4 & 5	End of June	20%
3	Satisfactory completion of deliverable 6	End of October	30%

Tranche	Deliverable	Payment schedule	% Payment
4	Satisfactory completion of deliverables 7 & 8 (Final Payment)	End of December	30%

## 11. Administrative Issues

The consultant will use his/her own laptop, equipment and workspace. Access to the UNICEF Country Office will be arranged based on workplan and/or on need, and in consultation with the supervisor of the consultancy depending on space availability. The consultant is expected to undertake travel to provinces for a maximum of 15 days (fifteen days), for which the cost shall be reflected in the financial proposal. The consultant shall be responsible for undertaking suitable insurance for the contract period and taxes on this contract, as necessary.

## 12. Contract supervisor

The consultant will be directly supervised by Education Officer who will be responsible for the final review of the deliverables and the certification of payments to the consultant. The consultant will work closely with the research team from UNICEF Innocenti, UNICEF EAPRO, UNICEF Cambodia country office and Development of Special Education at MoEYS. The consultant will communicate regularly with the supervisor and MoEYS counterparts.

## 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 in [\[link\]](#) and upload the following documents:

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including:
  - Consultancy daily/monthly fee
  - International travel to/from Cambodia (if applicable). The travel cost shall be based on the most direct and economy fare
  - In-country travel for 15 days, per-diem to cover lodging, meals and any other cost associated to take over the full assignment
  - Medical insurance (health and accidental death, medical evacuation) for the entire duration of the contract.

## 15. Assessment Criteria

A two-stage procedure shall be utilised in evaluating proposals, where the evaluation of the technical proposal will be completed prior to any price proposal being reviewed and compared. 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 Cumulative Analysis Method (weight combined score method) will be used for evaluation and selection in this process.

a) Technical Qualification (max. 100 points): weight 70 %

Degree Education (30 points)

Experience (30 points)

Knowledge and skills (20 points)

Quality of past work (e.g. understanding, methodology) (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 opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.