

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title of consultancy: Individual International Consultancy to Support Introduction of Competency-Based Education in Turkmenistan	Funding Code WBS 4360/A0/06/884/002/004-Competency-based Education. Grant: SC189904 (Education thematic)	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Ashgabat, Turkmenistan
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Education Specialist	Start Date: 15 May 2022	End Date: 20 November 2022	Number of Days (working) 34 days

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. The revised Law of Turkmenistan on Education (2021) defines learning as the process of purposeful mastery of knowledge, skills, and competences, development of abilities, acquisition of experience in applying knowledge in everyday life and the formation of a person's deep motivation to receive education and improve professional qualifications throughout life. It also states that general education programs are aimed at acquiring knowledge, abilities, skills, and competences that contribute to the formation of a general culture of the individual, her/his adaptation to life in society, continuing education at the subsequent level of education, creating conditions for a conscious choice of professional educational programs. Furthermore, UNICEF Education Strategy 2019-2030 defines improved learning and skills development as a strategic goal. The strategic intersection of national and UNICEF goals provides a unique opportunity to improve learning inputs for children of Turkmenistan.

In support of the above priority, the Government of Turkmenistan – UNICEF country programme document 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 education (CBE) approach in education. UNICEF's 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 recommendations towards development of competency-based education system in Turkmenistan. The recommendations proposed 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 2021, in the framework of the competency-based education roadmap UNICEF provided technical support to the Ministry of Education, the National Institute of Education, pedagogical institutes and colleges of Turkmenistan to deliver 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.

In 2022 UNICEF is planning to continue the implementation of the CBE roadmap which includes pilot curriculum development, piloting CBE-based lesson plans and teaching materials and assessing teacher-training programs in Turkmenistan. International and national expertise will be mobilized to conduct these activities.

With this ToR, UNICEF is seeking international expertise to support the Ministry of Education and UNICEF in pilot curriculum development for secondary school subjects for grades 5-12 (“Mathematics”, “English language”, “Turkmen language”) and assessment of pre-service and in-service teacher training programs in Turkmenistan applying the competency-based education approach.

Objective of the Assignment

This assignment has two main objectives. First, it will provide support to drafting of competency-based education curricula and development of classroom teaching materials for selected lessons in “Mathematics”, “Turkmen language”, and “English language” subjects for grades 5-12 in secondary schools. The developed materials will be piloted in schools selected by MoE and serve as foundation for scaling up of curriculum development based on CBE.

Second, the consultancy will support assessment of pre-service and in-service teacher training programs and preparing recommendations for development of pre-service and in-service teacher training programs based on competency-based education principles. The results of the assessment will serve as foundation for development of teacher training programs based on CBE.

The international consultant will work in a Working Group consisting of specialists of the Ministry of Education, UNICEF Education Specialist, national consultants, and provide quality-assurance, guidance, and lead expertise support to the Working Group to ensure that the developed materials meet content, structure, and quality requirements of CBE in accordance with international best practices.

Scope of Work

1. Provide lead expertise support and feedback to draft pilot curricula in the selected subjects and teaching materials for piloting the drafted curriculum in pilot schools.
2. Provide oral and written guidance, inputs, and feedback to the Working Group and schoolteachers piloting the curricula in selected schools.
3. Provide guidance and feedback on the development of an assessment framework (methodology) to assess pre-service and in-service teacher training programs and processes in Turkmenistan from the perspective of competency-based education approach and international best-practices.
4. Provide guidance and feedback to assess teacher training programs and processes in Turkmenistan based on the assessment framework developed and data collected.
5. Provide inputs and feedback to a final report of the Working Group with recommendations for further steps in implementing competency-based education in school curricula and teacher training in Turkmenistan.
6. Participate in the meetings of the competency-based education working group.
7. Prepare presentations for and facilitate discussions of the competency-based education working group.
8. Receive guidance from UNICEF Education Specialist to ensure that inclusive education, gender-responsive pedagogy, climate change adaptation and disaster risk reduction, ICT for education concepts are incorporated in the curricula.
9. Communicate with UNICEF Education Specialist and working group members to support close collaboration and teamwork of the working group through phone, email, and ad hoc in-person or online meetings and keep UNICEF informed about work progress and emerging issues if any.

10. Document and share educational materials used in the development of draft curricula, teaching materials and assessment of teacher training programs with UNICEF and the Working Group using technical means specified by UNICEF.
11. Submit periodic activity reports in accordance with the timeline and in the format specified by UNICEF Education Specialist.

Workplan and deliverables

It is expected that, in the given timeframe, the consultant will perform the following tasks and deliverables to achieve the objectives of the assignment:

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline:	Days
1. Provide support to the national consultants drafting curricula for selected subjects - Participate in the inception meeting and deliver a training session on core requirements for a CBE-based curriculum - Provide feedback to the workplan of the national consultant and inputs on the structure and format of the CBE-based curriculum - Produce written feedback to the draft curricula, provide oral feedback in the review meeting of the working group	Inception meeting and training session, Written and oral feedback for three draft curricula, Review meeting	15 May – 30 June	10 days
2. Provide support to the development of lesson plans and teaching materials based on the pilot curricula - Deliver a training session for lesson plan and teaching materials development according to CBE principles - Deliver a training session on CBE-based textbook development and recommendations for authors - Deliver a training session for conducting lessons and teaching analysis according to CBE principles - Provide written and oral feedback to selected lesson plans and teaching materials developed by the working group	Three two-hour online training sessions with presentations, 1-2 page written feedback to each of selected 6 lesson plans, Participation and feedback in the lesson plan review meeting with summary presentation	1 July – 15 August	10 days

3. Support to assessment of pre-service and in-service teacher training in Turkmenistan and development of recommendations <ul style="list-style-type: none"> - Deliver a training session on core requirements for a CBE-based national teacher training system - Review and provide feedback to the draft methodological framework developed by the national consultants to assess in-service teacher training programs and processes in Turkmenistan - Review and provide feedback to the draft assessment report developed by the national consultants with recommendations for further steps to develop national teacher training system based on the CBE approach 	Training session, 1-2 page written review of the assessment framework and participation in the assessment planning meeting, 1-2 page written review of the assessment report and participation in the report presentation meeting	15 August – 1 October	5 days
4. Workshops for the national consultants and teachers at pilot schools on assessment of piloting lesson plans <ul style="list-style-type: none"> - Conduct online workshop sessions to assess piloting of developed lesson plans at pilot schools 	Six two-hour online workshop sessions on piloting of selected lesson plans at pilot schools	1 September – 15 November	6 days
5. Provide inputs and feedback to a final report of the Working Group <ul style="list-style-type: none"> - Provide feedback in the final report recommendations for further steps in implementing competency-based education in school curricula and teacher training in Turkmenistan - Participate in the concluding meeting of the CBE Working Group and presentation of results and next steps 	Written feedback to the final report, Participation in the concluding meeting of the Working Group	15 – 20 November	3 days

Reporting requirements

All reports to UNICEF should be submitted in English. The languages (Turkmen or Russian) of other documents and training materials will be decided in discussion with the Ministry of Education and translated by UNICEF, as needed.

Payment schedule

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

Deliverable
1st instalment: 20/08/2022, upon satisfactory implementation of the tasks 1, 2 as per above table. The instalment will include 20 consultancy days.
2nd instalment: 20/11/2022, upon satisfactory implementation of the tasks 3,4,5 as per above table. The instalment will include 14 consultancy days.

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. International Consultant will work in close collaboration with national consultants working on competency-based curriculum development and piloting.

UNICEF will regularly communicate with the selected consultant and provide formats for reports, feedback and guidance on performance and all other necessary support 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 organisation and coordination of meetings. The consultant will work remotely. Meetings and trainings with the participation of the international consultant will be conducted online. No travel is required for this consultancy.

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.

Minimum Qualifications required: <ul style="list-style-type: none"> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input checked="" type="checkbox"/> PhD <input type="checkbox"/> Other 	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • Advanced university degree in Education, Pedagogy, Curriculum Development, Social Sciences, or relevant disciplines / A PhD degree in relevant fields will be an asset. (20 pts) • At least 10 years of professional international work experience in education curricula, teacher training, course development and curricula reviews/assessments. (20 pts) • Knowledge of and excellent communication skills in English; knowledge of Russian and/or Turkmen will be an asset. (15 pts) • Knowledge of UNICEF priorities in education; previous experience of working with UNICEF will be an asset. (15 pts)
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	<ul style="list-style-type: none">Knowledge of the regional (Central Asia) and national education sector; previous experience of working in Turkmenistan will be an advantage. (5 pts)																
Technical Proposal	<p>The technical proposal should include</p> <ul style="list-style-type: none">- A cover letter, including<ul style="list-style-type: none">o Assessment of suitability vis-à-vis the requirements of this ToR;o A summary of experience in similar assignments;o Links to/attachments of examples of similar work;- CV of the candidate (including qualifications and experience)- References																
Financial Proposal	<p>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:</p> <table><tr><th>Items</th><th>Quantity</th><th>Unit cost</th><th>Total in USD</th></tr><tr><td>Number of working days</td><td>34</td><td></td><td></td></tr><tr><td>Other: <i>Specify</i></td><td>N/A</td><td></td><td></td></tr><tr><td>Total in USD</td><td></td><td></td><td></td></tr></table>	Items	Quantity	Unit cost	Total in USD	Number of working days	34			Other: <i>Specify</i>	N/A			Total in USD			
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Evaluation criteria	<p>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.</p> <p>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:</p> <p>75 % Technical</p> <p>25 % Financial</p> <p>100 % Total</p>																

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.