

TERMS OF REFERENCE

Responsible Unit:	Education
Location:	Dushanbe, Tajikistan
Type of the contract:	Contract for Individual Consultants
Contractor:	
Contract duration:	1 October 2024 -30 April 2025
Title of activity:	Consultancy support on monitoring and evaluation (M&E) of Outputs: <ul style="list-style-type: none">1.1. Increased availability of textbooks, as openly sourced resources, including teaching and learning materials on STEM subjects based on competency-based curriculum for the 7-11th grades.1.2. Strengthened capacities of in-service teacher trainers, mentors and coaches to train teachers on new gender responsive learning and STEM subjects1.3. Strengthened capacities of teachers to use competency-based curricula, teaching and learning materials for STEM subjects at secondary and VET level1.4. Increased ICT competencies of secondary education and VET teachers1.5. Strengthened capacities of in-service Teachers Training Centers (TTCs) at secondary and VET level to use STEM and lab facilities and equipment in the teaching process
Coverage:	Tajikistan
Contract amount:	
Budget Code:	549TAJ1000.5.6

Background

In recognition of the scarcity of the skilled teaching workforce as well as the need to improve the quality of learning resources, UNESCO is implementing the EU-funded project: “Strengthening Competency-Based and ICT-Enabled STEM (Science, Technology, Engineering and Mathematics) and VET (Vocational Education and Training) Education and Teacher- Training in Tajikistan”. The project benefits from financial support from the European Union under the Action Document "Quality Education Support Programme II".

To support Tajikistan in making progress in the achievement of SDG 4 and implementing its recently adopted National Strategy for Education Development for the period until 2030, the project aims to revise textbooks, teaching and learning materials for selected STEM subjects¹ based on competency-based curricula at the secondary education and VET level, train teachers as well as equip the teacher training institutes/centres in the areas of ICT and STEM.

This project supports the Ministry of Education and Science (MoES) as well as The Committee on Primary and Secondary Vocational Education under the government of Tajikistan (CPSVE) to strengthen the quality of education and competency-based education in STEM fields with the use of ICTs.

UNESCO is hiring National consultant on Monitoring and evaluation (M&E) to support monitoring the implementation of project outputs:

- 1.1. Increased availability of textbooks, as openly sourced resources, including teaching and learning materials on STEM subjects based on competency-based curriculum for the 7-11th grades
- 1.2. Strengthened capacities of in-service teacher trainers, mentors and coaches to train teachers on new gender responsive learning and STEM subjects
- 1.3. Strengthened capacities of teachers to use competency-based curricula, teaching and learning materials for STEM subjects at secondary and VET level
- 1.4. Increased ICT competencies of secondary education and VET teachers
- 1.5. Strengthened capacities of in-service Teachers Training Centers (TTCs) at secondary and VET level to use STEM and lab facilities and equipment in the teaching process

1. Assignment:

The Contractor shall perform the following work assignments under the overall authority of the Director of the UNESCO Almaty Regional Office, and the direct supervision of Education Programme Specialist and Project coordinator:

Key objective

The consultant shall support the Project Coordinator with the implementation of the project “Strengthening Competency-Based and ICT-Enabled STEM and VET Education and Teacher-Training in Tajikistan”, focusing mainly on, but not limited to, Monitoring and Evaluation (M&E), as per the project’s Result Framework by being in charge of monitoring its progress, preparing annual reports and collecting data through established M&E tools (surveys, focus groups, etc.). More specifically, the incumbent shall carry out the following tasks

1. Ensure the monitoring and evaluation of the project and the reporting on the project's activities by:

- a) Participating in the daily monitoring and regular evaluation of the project activities, reporting on the progress achieved and making updates to the project log frame as needed.
- b) Conducting M&E activities and developing M&E tools based on the M&E plan of the project and as needed.
- c) Organizing and contributing to regular meetings with the project partners, preparing minutes of the meetings and action plans with clear responsibilities and timeframes.
- d) Ensuring the conduct of periodic project reviews with the governmental counterparts and other partners, recording the results of the review meetings in the minutes, reports and formulation of the action plans. Support the project on reporting at Steering Committee meeting (tentatively planned for November 2024)
- e) Drafting reports on the project implementation to UNESCO and the donor as required.
- f) Promoting exchanges of information and lessons learned, identifying new strategies and actions to improve delivery of services and to achieve the project's objectives.
- g) Preparing documents for mid-term evaluation of the project planned for November 2024-January 2025 and support the project with mid-term evaluation mission.
- h) Facilitating arrangement of mid-term evaluation of the project and contribute to project reporting during mid-term evaluation.
- i) Leading the arrangements for monitoring workshop with stakeholders and donor (tentatively planned for April 2025) and conduct the workshop in cooperation with the project team.

2. Carry out any other task that may be required for the success of UNESCO's engagement in the field of education in Tajikistan, as requested by Education programme specialist and/or by the Project Coordinator.

Location of assignment:

In-person presence with frequent travel to Tajikistan including selected regional visits within Tajikistan.

Deliverables

The Consultant will provide to UNESCO Almaty:

- First progress report with a) draft plan for mid-term evaluation to be held in November 2024- January 2025 by 30 October 2024
- Second progress report with collected data on achievement of performance indicators across project outputs by 10 December 2024
- Third progress report with summary of the activities on mid-term evaluation and support provided by consultant during mid-term evaluation and Project Steering Committee (to be held in November 2024) and inputs to the annual progress report as per provided template and requirements of UNESCO by 31 January 2025.
- Forth (final) report with the summary of the monitoring workshop for stakeholders to present findings of mid-term evaluation by 30 April 2025.

Payment:

The total remuneration will be **USD** subject to successful submission and acceptance of all deliverables listed above to be paid in four installments.

- (i) 1st Payment in the amount of (20%) upon submission and acceptance of the first progress report by 30 October 2024 by UNESCO Almaty Regional Office.
- (ii) 2nd Payment in the amount of (30%) upon submission and acceptance of the second report by 10 December 2024 by UNESCO Almaty Regional Office.
- (iii) 3d Payment in the amount of (30%) upon submission and acceptance of the third progress report by 31 January 2025 by UNESCO Almaty Regional Office.
- (iv) 4d Payment in the amount of (20%) upon submission and acceptance of the third progress report by 30 April 2025 by UNESCO Almaty Regional Office.

It is agreed that:

- i. any possible bank charges of the contractor shall be charged to the contractual amount.
- ii. all payments related to this contract will be done based on UN Exchange Currency Rate.
- iii. all expenses exceeded the amount of the contract is the responsibility of the Contractor.

UNESCO shall be credited in all possible publicity related to this contract through publications, website and other information supports.

In line with UNESCO's overall gender mainstreaming strategy, UNESCO will integrate a gender perspective and apply gender analysis and mainstreaming concepts whenever feasible.

Ensure, upon written consultation with UNESCO, that the logo of UNESCO is displayed in accordance with the Guidelines on the use of the UNESCO logo.

The deliverables with submission deadlines, the dates of the mission, final fees and payment schedule will be discussed during the selection of the consultant.