



United Nations  
Educational, Scientific and  
Cultural Organization

Organisation  
des Nations Unies  
pour l'éducation,  
la science et la culture

## INFORMAL REQUEST FOR PROPOSAL

**Ref.: 133.4.9.1/AC/17**

(Please quote this UNESCO reference in all correspondence)

You are invited to submit your quotation offering your best prices and delivery conditions for a **mid-term evaluation of UNESCO's higher education project supported by the Republic of Korea Funds-in-Trust (KFIT)**

	DESCRIPTION OF SERVICES	CURRENCY	▶
			AMOUNT
	Selection of external evaluation team Finalized evaluation framework and consultation in Bangkok Draft report review and validation by evaluator Final evaluation report and presentation in Bangkok	USD	

### UNESCO CONDITIONS

GENERAL TERMS AND CONDITIONS	UNESCO GENERAL TERMS AND CONDITIONS APPLY (COPY ENCLOSED).
PAYMENT TERMS	30 DAYS NET UPON RECEIPT OF PUBLICATIONS AND INVOICE
CLOSING DATE	<b>12 June 2017 17:00 PM (GMT +7)</b>

### BIDDER PLEASE STATE

VALIDITY OF QUOTATION (UNESCO STANDARD MINIMUM 90 DAYS): 90

### ADDITIONAL INFORMATION:

#### FORMAT OF PROPOSAL

Your e-mail proposal comprising of technical proposal and financial proposal, in two separate files, must be sent to the dedicated e-mail address as instructed below. Any technical proposal mentioning any pricing element will be disqualified.

#### ELIGIBILITY REQUIREMENTS

The external expert(s) should possess the following mandatory qualifications and experience:

- University degree at Ph.D., or masters level or equivalent in Education, Social Sciences, Political Sciences, or a related field;
- At least ten years of working experience acquired at the international level or in an international setting;
- Senior experience in evaluation, project and/or programme planning and management;
- Knowledge of and experience in applying qualitative and quantitative data analysis techniques and Results Based Management (RBM) principles;
- Understanding and knowledge of UNESCO's mandate and its programming in relation to higher education;
- Understanding and knowledge in applying the UN mandates for Human Rights and Gender Equality;
- Demonstrated expertise in collaborating with Republic of Korea's Ministry of Education or other government bodies;
- Fluency in Korean;
- Excellent analytical and drafting skills in English;
- No previous involvement in the implementation of the activities under review.

#### **Desired Qualifications**

- Work experience in the UN or experience with assignments for the UN;
- Experience with assignments focusing on multi-stakeholder partnerships, and/or higher education capacity building in Asia and the Pacific.

#### EVALUATION METHOD

Lowest price of technically responsive proposals based on scoring of the technical proposal (point system) as per following set of criteria:

- Expertise of Institution submitting Proposal – 20 points
- Proposed Work Plan and Approach – 30 points
- Personnel – 50 points

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

The price proposal of all offerors, who have attained minimum 70 % score in the technical evaluation based on above criteria, will be compared. The contract will be awarded to the bidder offering the lowest price

WE ARE LOOKING FORWARD TO RECEIVING YOUR QUOTATION AT OUR DEDICATED EMAIL ACCOUNT

[eisd.bgk@unesco.org](mailto:eisd.bgk@unesco.org)

**Offers sent to any other e-mail addresses will be disqualified**  
OFFERS MAY BE SUBMITTED USING COMPANY'S STANDARD QUOTATION FORMAT.

**FOR UNESCO**

NAME : **Mr. Libing Wang**  
FUNCTIONAL TITLE **Chief, Section for Educational  
Innovation and Skills Development (EISD)**



SIGNATURE

DATE 23/ May /2017

**BIDDER'S ACCEPTANCE**

UNESCO CONDITIONS AS STATED ABOVE ARE HEREWITH ACCEPTED.

NAME

TITLE

STAMP AND SIGNATURE

DATE

# Annex I: General Conditions of Contract for Professional Services

## 1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNESCO. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNESCO.

## 2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect UNESCO or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNESCO.

## 3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

## 4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNESCO.

## 5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNESCO for all sub-contractors. The approval of UNESCO of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

## 6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNESCO has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

## 7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNESCO, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter-alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## 8. INSURANCE AND LIABILITIES TO THIRD PARTIES

The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract. Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- 8.1 Name UNESCO as additional insured;
- 8.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNESCO;
- 8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage
- 8.4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

## 9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNESCO against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

## 10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

## 11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNESCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At UNESCO's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNESCO in compliance with the requirements of the applicable law

## 12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNESCO, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with its business or otherwise.

## 13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

## 14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force, which are beyond the control of the Parties. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNESCO, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNESCO of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNESCO shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNESCO shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

## 15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the

notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO of the occurrence of any of the above events.

## **16. SETTLEMENT OF DISPUTES**

### **16.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

### **16.2 Arbitration**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## **17. PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNESCO.

## **18. TAX EXEMPTION**

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter-alia*, that UNESCO, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNESCO before the payment thereof and UNESCO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNESCO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19. CHILD LABOUR**

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter-alia*, requires that a child this Contract.

shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

## **20. MINES**

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

## **21. OBSERVANCE OF THE LAW**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22. AUTHORITY TO MODIFY**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

## **23. SECURITY**

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

(a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;

(b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody.

## **24. ANTI-TERRORISM**

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via:

<http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

This provision must be included in all sub-contracts or sub-agreements entered into under

**Terms of reference attached**

**Price schedule Form**

**GENERAL INSTRUCTIONS**

1. The Bidder is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in paragraph 14 (b) of the Instructions to Offerors.
2. All prices/rates quoted must be exclusive of all taxes, since the UNESCO is exempt from taxes as detailed in Annex II, Clause 18.
3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed.

Financial Proposal / Price Schedule				
Request for Proposal Ref:				
Total Financial Proposal [currency/amount]:				
Date of Submission:				
Authorized Signature:				
Description of Activity/Item	No of Consultants	Rate per Day [currency/ amount]	No of man-days	Total [currency/amount]
1. <b>Remuneration</b>				
1.1 Services at Home Office (if applicable)				
1.2 Services on site (if applicable)				
Description of Activity/Item	No of Consultants	Rate per Day [currency/ amount]	No of man-days	Total [currency/amount]
2. <b>Other Expenses</b>				
2.1 Travel				
2.2 Per Diem Allowances				
2.3 Communications				
2.4 Reproduction and Reports				
2.5 Equipment and other items				
2.6 Others (please specify)				



United Nations  
Educational, Scientific and  
Cultural Organization



Sustainable  
Development  
Goals

**Bangkok Office**  
Asia and Pacific Regional Bureau  
for Education



Korea  
Funds-in-Trust

## Terms of Reference

### Mid-term evaluation of UNESCO's higher education project:

### ***Developing Regional Quality Tools to Facilitate the Cross-Border Mobility of Students in Asia and the Pacific (2015-2019)***

With support from the Republic of Korea Funds-in-Trust (KFIT)

#### Background

Formally launched in July 2015, the Republic of Korea Funds-in-Trust (KFIT) project on *Developing Regional Quality Tools to Facilitate the Cross-Border Mobility of Students in Asia and the Pacific* serves as an important means to unify UNESCO's work in higher education. This includes UNESCO's work in higher education to support peer learning activities, piloting exercises, and capacity building throughout Asia and the Pacific.

After two years of implementing the KFIT Higher Education Project, UNESCO Bangkok will invite an **external expert(s) to review, deepen and validate a self-evaluation by UNESCO staff**. Through this validation exercise, the external reviewer will help UNESCO Bangkok determine the relevance and fulfillment of the project's objectives, efficiency, and sustainability.

With generous support from the Republic of Korea, the goal of the KFIT Higher Education Project is to develop regional quality tools to facilitate the recognition of foreign higher education credits, study programmes and qualifications, and thus contribute to the enhancement of cross-border mobility of students among countries in Asia and the Pacific.

The goals of the KFIT Higher Education Project are:

- **Raise awareness among the Member States**, especially those with emerging higher education systems, about the significance of quality issues in higher education and their impact on the cross-border mobility of students;
- **Collect and consolidate best policies and practices** in quality assurance in higher education from the Member States in Asia-Pacific;
- **Develop regional quality tools** at system, subject, and programme levels to promote recognition of higher education qualifications (e.g. developing regional guidelines on National Qualifications Frameworks), and thus contribute to the cross-border mobility of students in the region;

- **Assist Member States** to establish or reform their quality assurance systems in accordance with the regional guidelines; and
- **Monitor and evaluate** the application of regional quality tools in the Member States throughout Asia-Pacific.

The total budget available for the KFIT Higher Education Project is \$1m USD from 2015-2019. Given resources available, UNESCO Bangkok focused on specific Member States from Asia and the Pacific, including:

**South Asia:** India, Sri Lanka, Nepal

**Southeast Asia:** Cambodia, Malaysia, Philippines, Thailand

**East Asia:** China and Hong Kong SAR China, Japan, Republic of Korea

**Pacific:** Australia, Fiji

In doing so, the project has conducted initial stocktaking exercises among participating Member States related to the development of quality tools such as the ***Regional Guidelines on National Qualifications Frameworks (NQF) in Asia and the Pacific*** (forthcoming). To guide UNESCO's self-evaluation and validation exercise, the following section elaborates on the purpose and objectives of the mid-term evaluation for the KFIT Higher Education Project.

#### **Purpose and objectives of the evaluation**

The KFIT Higher Education Project was designed to contribute to the following UNESCO 37C/5 priorities, which were endorsed by the Member States through their participation in the UNESCO General Conference:

- **Main Line of Action** – Support Member States to develop education systems to foster high quality and inclusive lifelong learning opportunities for all;
- **ER 4: Higher Education** – National capacity strengthened to develop evidence-based higher education policies to address the challenges of equity, quality, inclusion, expansion, mobility, and accountability.

As an extrabudgetary activity, the KFIT Higher Education Project was designed to support UNESCO's core mandate. Along these lines, all projects by UNESCO to the Republic of Korea are designed to contribute to the expected results of UNESCO's Programme and Budget (C/5). In this way, UNESCO's projects are designed using a results-based management approach. Further, the performance indicators should not only evaluate the individual project, but also contribute to achieving UNESCO's Expected Results as stipulated in the Regular Programme (39 C/5) and medium-term Strategy (37 C/5).

In line with these broad goals, the purpose of the mid-term evaluation is to understand how the KFIT Higher Education Project was implemented from 2015 – 2017 and identify strategies for improvement going forward. Based on a self-reflection by UNESCO staff, an external expert(s) will be invited to review, validate and deepen understanding of the role of the KFIT Higher Education Project within UNESCO with special attention to the donor

country, the Republic of Korea. The following section explains further about the evaluation approach and tentative research questions.

### **Evaluation approach and research questions**

Given the limited scope and budget of the KFIT Higher Education Project, the mode of evaluation is a **self-evaluation by UNESCO project officers with validation from an external expert**.<sup>1</sup> Specifically, the external expert(s) will provide feedback on the scope of UNESCO Bangkok's self-evaluation and draft evaluation report. The results of the reflection and consultation process will be a final narrative report by UNESCO Bangkok with validation by the external research team. The final report and consultation process will help guide the future development of UNESCO's KFIT Higher Education Project in Asia-Pacific.

As a mid-term evaluation, the focus of the evaluation is on understanding how the KFIT Higher Education Project has been implemented from 2015 - 2017 and exploring initial contributions. The evaluation will assess progress in achieving the envisaged results, as well as the quality of the implementation mechanisms. The following sub-themes and research questions will help guide the review.

#### ***Relevance***

1. To what extent is UNESCO's work on the KFIT Higher Education Project aligned with national needs and priorities in target countries, as well as national, regional, international priorities, strategies and frameworks (i.e. a focus on target countries, including the Republic of Korea)?
2. What is the added value of UNESCO in spearheading and supporting these initiatives?

#### ***Efficiency***

3. To what extent were the interventions implemented in accordance with plans, target groups, timeline, and what were the key enabling factors and obstacles?
4. How has the KFIT Higher Education Project contributed to synergies at UNESCO and throughout Asia and the Pacific?

#### ***Effectiveness***

5. To what extent did the KFIT Higher Education Project meet its intended goals to date?
6. How are the achievements relevant to the Republic of Korea and the Asia-Pacific region?
7. To what extent was UNESCO's approach effective considering the scope and size of the project? Effectiveness here includes assessing gender equality dimensions of the project.

#### ***Sustainability***

8. Has the project promoted systems strengthening, including South-South and triangular collaboration?

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<sup>1</sup> UNESCO Internal Oversight Service (2013). [Guidance note on the evaluation of UNESCO's extrabudgetary activities](#).



9. To what extent have the target countries been assuming ownership of the process and results? Which project activities show promise for further development in the future?
10. To what extent are the benefits of the project likely to be sustained or taken forward independently by government, researchers and other development partners?

The mid-term evaluation will be guided by the sub-themes and questions above, which will be reviewed and further refined in consultation with the invited expert(s). Additional guidance is available in UNESCO guidelines.<sup>2</sup>

### **Roles and responsibilities**

As part of the self-evaluation and validation exercise, UNESCO Bangkok will be responsible for:

- Providing the evaluation team with access to relevant files and UNESCO resources
- A letter of introduction and list of contacts from past events
- Organizing two consultations in Bangkok, Thailand
- Preparing a detailed self-evaluation report based on the agreed research framework

The evaluation team will be responsible for the following primary tasks:

- Quality assessment and refining the methodology and tools used for the evaluation (theory of change and elaborating the evaluation matrix)
- Reviewing major project documents and reports
- Conducting interviews (via telephone or skype) with 10-15 key stakeholders from target countries
- Travel to Bangkok for the preliminary and final review (estimated two days each)
- Quality assessment and validation of the final narrative report
- Presentation and final validation report with actionable recommendations

During a consultation meeting in Bangkok, UNESCO and the evaluation team will review and finalize the research framework and data collection strategies for the mid-term evaluation (e.g. starting from desk review, interviews with relevant stakeholders, analysis of relevant policy documents, or work processes, etc.) Building on these needs, the following section describes more about the expected qualifications of the research team.

### **Qualifications of the evaluation team**

The external expert(s) should possess the following mandatory qualifications and experience:

- University degree at Ph.D., or masters level or equivalent in Education, Social Sciences, Political Sciences, or a related field;

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<sup>2</sup> [A Practical Guide to UNESCO's Extrabudgetary Activities](#)

- At least ten years of working experience acquired at the international level or in an international setting;
- Senior experience in evaluation, project and/or programme planning and management;
- Knowledge of and experience in applying qualitative and quantitative data analysis techniques and Results Based Management (RBM) principles;
- Understanding and knowledge of UNESCO's mandate and its programming in relation to higher education;
- Understanding and knowledge in applying the UN mandates for Human Rights and Gender Equality;
- Demonstrated expertise in collaborating with Republic of Korea's Ministry of Education or other government bodies;
- Fluency in Korean;
- Excellent analytical and drafting skills in English;
- No previous involvement in the implementation of the activities under review.

### ***Desired Qualifications***

- Work experience in the UN or experience with assignments for the UN;
- Experience with assignments focusing on multi-stakeholder partnerships, and/or higher education capacity building in Asia and the Pacific.

Verification of these qualifications will be based on the provided curriculum vitae. Moreover, references, web links or electronic copies of two or three examples of recently completed reports should be provided together with the technical proposal. Candidates are also encouraged to submit other references such as research papers or articles that demonstrate their familiarity with the subject under review.

### **Deliverables and Schedule**

In summary, the scope of the mid-term evaluation is to assess implementation of the KFIT Higher Education Project. To do so, an external expert will refine the research methodology and review a self-evaluation report by UNESCO Bangkok. In doing so, the research team will be expected to provide practical feedback and guidance to enhance the project in the context of UNESCO's mandate and the Republic of Korea Funds-in-Trust. The final result expected will be an internal report by the evaluators and UNESCO Bangkok. The following points summarize the work assignment and expected deliverables.

#### ***A. Work assignment***

- a. Conduct consultations in Bangkok with UNESCO staff to finalize evaluation framework
- b. Review and validate self-evaluation report by UNESCO staff
- c. Prepare a final evaluation report and deliver presentation at UNESCO Bangkok

## **B. Deliverables**

The external expert shall deliver the following to UNESCO:

- a. Evaluation framework with inputs from UNESCO Bangkok
- b. Final review and validation report and presentation at UNESCO Bangkok

## **Schedule**

<b>Activity / Deliverable</b>	<b>Timeline</b>
<b>Selection of external evaluation expert/ team; contractual arrangements completed</b>	Late June 2017
<b>Consultations in Bangkok, Thailand; finalized evaluation framework</b>	Mid July 2017
<b>Self-evaluation by UNESCO staff</b>	Early August 2017
<b>Review and validation by evaluator</b>	Mid August 2017
<b>Final evaluation report and presentation</b>	September 2017

The proposal should plan for two trips to Bangkok, Thailand in July and August 2017 (2 days each trip). The estimated work period as full-time equivalent is approximately 30 days, although estimates may vary depending on the proposal. For any requests for clarification, please contact Ms. Jihye Hwang ([j.hwang@unesco.org](mailto:j.hwang@unesco.org)).