



## UNESCO AMMAN OFFICE

### Call for Proposals for Senior Individual Consultant JOR/CONS/17/09

#### Consultant for Monitoring, Evaluation and Reporting (Statistician) 4 months

Date: 29 November 2017

Dear Sir or Madam:

UNESCO Amman Office is inviting written proposals from Individual Consultants for the work assignment described in **(Annex A)**.

Your proposal and any supporting documents must be in **English**.

Please read thoroughly the following submission procedures. Your written proposal should include the following parts:

- 1) A Technical Proposal (maximum of 5 pages excluding the CV – P.11) should consist of:
  - a) A description of your proposed approach and methodology for undertaking the assignment;
  - b) Description of the main deliverables and milestones related to the assignment;
  - c) A work plan with a detailed time frame, including information on expected number of missions estimated and duration of each mission to Amman,
  - d) Comments on the Terms of Reference, if any (in brief).
  - e) An up-to-date curriculum vitae based on P11 form **(Annex B)**;

- 2) A completed vendor's form **(Annex C)**

- 3) A lump sum amount to be charged for the assignment (excluding travel, accommodation and subsistence costs), which should be quoted in United States Dollars or in Euros. Please fill in the price schedule **(Annex D)**

Applicants must indicate clearly number of working days (home-based) and number of working days (field-based).

- 4) UNESCO's Contract template for individual consultants **(Annex E)**

- 5) A signed Declaration of Compatibility of the Professional Status **(Annex F)**

6) Confirmation that applicant consultant has registered himself/ herself in the UNESCO's consultants' roster (link: <https://careers.unesco.org/careersection/roster/joblist.ftl> ). Please indicate your registration number/ ID.

Note on Travel Costs:

UNESCO Amman Office will cover all the travel cost including airline tickets (at economy class), and daily substance allowance covering costs of accommodation, meals and internal transportation according to UNESCO's established rules and regulations.

Applicant must indicate the estimated cost of airway ticket from home country to Jordan, Amman (round ticket/ economy class).

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

*NB. UNESCO will evaluate the proposed fee against its standard international consultant rates for similar assignments.*

Your proposal should be submitted by e-mail no later than close of business on or before **12 December 2017** (18:00 Amman time) at the following email addresses ONLY:  
[y.matsuyoshi@unesco.org](mailto:y.matsuyoshi@unesco.org) and copying [amman.proc@unesco.org](mailto:amman.proc@unesco.org)

Email proposals should not exceed 10MB.

To ease the email tracing and facilitate quick processing, kindly use the following script:  
**"Consultancy for Monitoring, Evaluation and Reporting (Statistician) (ref: JOR/CONS/17/09)"** in the **email subject**.

It is the individual's responsibility to ensure that his/her proposal is received by the deadline.

Potential experts contacted should not treat this letter in any way as an offer. However, their proposal may form the basis for an eventual contract with UNESCO.

Any expert receiving this letter is requested to acknowledge its receipt and to indicate whether or not s/he will be submitting a proposal. For this purpose, and for any requests for clarification, please contact: Ms. Yukiko Matsuyoshi at [y.matsuyoshi@unesco.org](mailto:y.matsuyoshi@unesco.org).

Submissions will be acknowledged by email upon receipt but ONLY selected expert will receive further notification and correspondences.

Thank you for your eventual interest in this UNESCO assignment. We look forward to receiving your proposal.

*On behalf of UNESCO Amman Office:*

*Jawad Shalan  
Contracting Officer*

## TERMS OF REFERENCE

### Consultant for Monitoring, Evaluation and Reporting (Statistician)

#### 1. Background

In collaboration with the Government of Jordan (GoJ) Ministry of Education (MoE), UNESCO Amman and the International Institute of Education Planning is developing a 5-year National Education Strategic Plan (ESP). The ESP will set a clear, prioritised, sequenced and costed set of strategies and activities required for achievement of the goals of Jordan's Human Resources Development (HRD) Strategy and Sustainable Development Goals outcomes. An integral component of this ESP process is the capacity development of MoE to be able to implement each programme, and to monitor, evaluate and report the implementation of the programmes.

#### 2. Scope of Work

The main objective of this assignment is to provide technical advice and support to the Ministry of Education of Jordan on policy development, education planning, results-based monitoring and evaluation in relation to Education Strategic Plan (ESP) 2018-2022. The consultant is also in charge of the formulation and implementation of the action plan for capacity development of EMIS data collection and utilization.

As a result of the consultancy, individual, team and institutional capacity for strategic analysis, planning, monitoring and review will be strengthened within the Ministry of Education of Jordan. Implementation of programmes under ESP will be facilitated, aid effectiveness enhanced and a systematic approach to reporting will be established across the Ministry of Education.

#### 3. Deliverables

In order to achieve the expected outcomes of the consultancy, the consultant's responsibilities are divided into the three categories below. Since this is a four-month consultancy, it not expected that all of these tasks would be carried out during the course of the contract. Prioritisation of tasks will be decided by MoE in consultation with UNESCO.

##### i. Strategic planning and policy development

- Support MoE's Directorate of Planning on carrying out the analysis of sector performance, trends in education indicators and the future outlook utilizing simulation model and financing scenarios.
- Strengthen the capacity for education planning within the context of the ESP, including the formulation of programmes, targets, indicators as well KPIs in line

with overall strategic objectives and based on an analysis of statistical trends in the sector

- Support the Directorate of Planning to engage in the preparation of decentralisation and deconcentrating reform
- Strengthen the process for the development of ESPs at national and sub-national levels
- Support the development of an effective monitoring system for the ESP
- Support the finalisation of the ESP (2018 – 2022) with a focus on the budget, the monitoring framework and the clustering of activities

**ii. Capacity development**

- Along with MoE, identify priority capacity development activities in order for MoE to implement, monitor and report ESP.
- Formulate the action plan for capacity development of EMIS data collection and utilization.

**iii. M&E and Reporting**

- Support MoE in institutionalizing M&E framework for ESP
- If MoE decides to publish the Statistical Yearbook, provide technical guidance and training on the development of the Statistical Yearbook.
- Provide advice to MoE in modifying OpenEMIS based on the new KPIs set under ESP (2018-2022)
- Support MoE for the preparation of progress reports to the donors, World Bank and other entities, ensuring strategic analysis of EMIS data and making appropriate recommendations
- Support Managing Directorates within MoE to analyse education statistics identifying positive trends as well as trends showing areas requiring additional support
- Support MoE to implement and report on progress in achieving the indicators in relation to common results framework, World Bank's PFR, etc.

**iv. Other tasks**

- Collaborate with the other international and national staff recruited for EMIS and ESP, playing a quality assurance role in M&E&R
- Carry out any other tasks delegated by Chief of Education and Country Representative of UNESCO Amman Office

**4. Qualifications/Requirements:**

- 1) Advanced University degree (Master's degree or equivalent, or PhD) in education, policy development, statistics, or similar field
- 2) Five to seven years of professional experience related to education, with at least 5 years supporting education planning, capacity development, monitoring and evaluation, preferably including support to government ministries in the context of a sector wide approach
- 3) Proficient in analysing education statistics and making policy recommendations
- 4) Sound knowledge of the economics of education
- 5) Recent and relevant experience of national, sub-national, and school-level education sector issues in Jordan

- 6) Extensive experience of sectoral planning and reporting arrangements, including working in professional teams and use of results frameworks, logical frameworks and work planning arrangements
- 7) Excellent interpersonal, mentoring, facilitation and communication skills
- 8) Fluency in English language is required. Knowledge of Arabic is an asset
- 9) Computer literacy and presentation skills

#### **5. Reporting**

The consultant will work closely with MoE's Planning Directorate, QRC, Development Coordination Unit (DCU), and other Programme Directorates as it deem necessary. The overall consultancy will be supervised by Chief of Education, UNESCO Amman Office and the consultant will report formally to Chief of Education, UNESCO Amman Office.

#### **6. Other Information**

Document Title: Consultant for Monitoring, Evaluation and Reporting (Statistician)

Duty station: UNESCO Amman Office

Duration: 4 months (Starting January 2018)

**Annex B**

**An up-to-date curriculum vitae based on P11 form**

*See separate document*

**Annex C**

**Vendor's form**

*See separate document*

**Annex D**

**A lump sum amount to be charged for the assignment (excluding travel, accommodation and subsistence costs), which should be quoted in United States Dollars or in Euros. Please fill in the price schedule**

*See separate document*

**Annex E**

**UNESCO's Contract template for individual consultants**

*See separate document*

## Declaration of Compatibility of the Professional Status

**The Applicant must sign the following script and enclose as part of the technical proposal:**

"I, the submitting individual:

1. Fully understands that this work assignment that I am applying to does not constitute an offer from UNESCO for recruitment or employment or any long-term commitment imposed on UNESCO. I agree that UNESCO will pay me against quality and timely delivery of outputs and deliverables indicated in the TOR and UNESCO has the right at its own discretion to cancel the contract should the performance be unsatisfactory or UNESCO opts to stop activities related to this work assignment by notifying me its decision in writing or by email at least by one month from the expected date of contract cancelation.
2. Family Ties
  - a. The Individual Specialist certifies that he/she is not the father, mother, son, daughter, brother or sister of a staff member of UNESCO, of an employee of the ancillary services or of someone who, at the same time, holds a supernumerary contract or contract for individual consultants or other specialists or has a fellowship with UNESCO.
  - b. The Individual Specialist also certifies that, if he/she has a spouse working as a UNESCO staff member, or as an ancillary services employee, the spouse does not work in the same Sector, Bureau or field office in which the Individual Specialist will be working.
3. Multiple Contracts
  - a. The Individual Specialist certifies and declares that he/she only holds one contract of any type with UNESCO at any one time. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.
  - b. The Individual Specialist certifies and declares that he/she is not a beneficiary of any type of UNESCO Fellowship. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.
  - c. The Individual Specialist certifies and declares that he/she does not have incompatible professional status under UNESCO's provisions governing the contracts for individual consultants and other specialists.

Name and Signature

Date