

Terms of Reference (ToR)

Request for: Consultant Individual contractor

Organization : Korea International Cooperation Agency Ghana Office

1. Purpose

In line with Korea International Cooperation Agency (KOICA's) bilateral partnership with Ghana, the Ghana Education Service (GES) submitted a proposal on 15th November, 2018 through the Ministry of Finance for consideration. The proposal detailed a project that seeks to enhance the retention and completion of girls in Junior High Schools, increase their interest in studying Mathematics and Science and improve their performance so they transition into higher education to pursue science related courses.

Following a proposal review by KOICA Ghana and Headquarters, a preliminary study was conducted by a team comprising of KOICA Ghana Office, Korean experts and officials of Ghana Education Service from the 8th to the 16th of January, 2019. KOICA Ghana is at the In-depth planning stage towards the support of the ***"Promotion of Girls' Competency in Math and Science with Gender-responsive Pedagogy"*** Project which will cover selected districts in the Central and Eastern Regions for a four (4) year period. For this purpose and in light of the current preventive restrictions on travel due to the Covid-19 pandemic, KOICA Ghana Office (KGO) seeks the services of a temporary consultant to support the KGO and KOICA In-depth Survey Team of Consultants in Korea (KOICA Mission Team) to successfully undertake the In-depth Planning Survey.

2. Ultimate result of services

This local part-time consultancy is a role dependent on the key directives of the KOICA In-depth Feasibility Assessment Study Mission Team of consultants in Korea and the supportive guidelines of KOICA Ghana Office, aimed at providing technical support and critical deliverables towards the implementation of the project. More specifically, this consultancy will contribute to the ultimate objective of the project which is the goal of the proposed project; to increase women's participation in the career of STEM field in the long run through enhanced opportunities via the promotion of math and science for junior high school girls. This will be achieved by enhancing the completion of girls in Junior High Schools and improving their academic performance, who ultimately will transition into Senior High Schools (SHS) to pursue science related courses.

3. Literature reference

- KOICA GES 2018 PCP
- Summary of Preliminary Survey for GES 2020 Project

4. Duration and Funding

The duration of the contract will be 4 weeks from the date of signature of the contract. This includes 2 weeks of field study, 1 week of preparation and data analysis, and 1 week of summarization and reports submission.

Total value of the contract is subject to and depends on candidate work experience and level of education.

5. Workplan

5.1. Objectives

The objectives of this consultancy are:

- ❖ To provide technical support to the Korean Mission Team during the feasibility study/ assessment of the proposed project for the Promotion of Girls' Competency in Math and Science with Gender-responsive pedagogy in Central and Eastern Regions.
- ❖ To finetune the design and formulation of the proposed project for the Promotion of Girls' Competency in Math and Science with Gender-responsive pedagogy in Central and Eastern Regions.
- ❖ To provide relevant information and data on Girls' Competency in Math and Science with Gender-responsive pedagogy development in Ghana.
- ❖ To produce technical report on the assessment mission as well as project design.

5.2. Outputs

The key deliverables in the format described below will be expected at the end of the period of consultancy:-

- I. **The Finetuning of Project Design Matrix (PDM)/ Logical Framework**
Finetuning of detailed activities under each outcome with its strategies for implementation, resources and roadmap on capacity building further elaborated into a full implementation plan with a baseline of the current situation and the targeted indicator to be achieved for each activity.
- II. **Budget Plan for PDM**
Detailed Budget Plan for each activity inclusive of unit price designed to link directly to the PDM.
- III. **Monitoring and Evaluation Plan**
Comprehensive Monitoring and Evaluation plan and system.
- IV. **Technical Reports**
Technical reports on the assessment mission consists of:
 - Daily status reports: Daily activity reports : KGO Form A
 - Discussion Reports: Interview/Stakeholders Meeting Report : KGO Form B
 - Field Visit Reports: Summary of key findings from the field visit mission (with the pictures) : KGO Form C
 - Final Report: Highlight of overall findings of the survey (40-60 pages long) : Specific form with the key contents will be given through the consultation with Korean Mission team.

Format for Final Report

 - MS Word, Times New Roman 12, 1.5-line spacing excluding Annexes
 - Additional Format for Final Report: Bibliography included, Pages 40-60 pages (expected for final report), scientific and logical explanation on M&E, costs and plans.
- V. **All other related documentation**
This includes documentation related to capacity building/training programs, knowledge management scheme, and operational documentation related to HR requirements such as organizational tools, organogram and internal communications, as well as MOU for cooperating partners with roles and expectations.

5.3. Expectations and performance indicators

Activity of LEC	Timeline	Deliverables
Meeting & Signing of Consultancy Contract with KGO	May be accomplished together By 4th week of Oct.	Signed Consultancy Agreement
Virtual Meeting with Mission Team, KGO and LEC (kick off meeting)		Meeting Report & LEC Meeting Report Schedule of discussion times with Mission Team
Planning Meeting with LEC, KOICA Mission Team in Korea KGO and GES on schedule for the research	By 1st Week of Nov.	LEC Report from Planning Meeting Planning Meeting Report Schedule of activities for In-depth Planning Survey
Overall preparation for Survey by LEC		Daily status report
Survey (interviews, field visits, data collection, etc by LEC)	2nd to 3rd week of Nov.	Daily status reports Field visit/Interview/Stakeholders/Meeting Reports
Analysis and Review of findings /Communication with Mission Team(daily online mtg & weekly wrap up mtg) - Weekly Wrap-up mtg : 2-3 hours on Saturday(all to join) - Daily Online Mtg : 1-2 hours per day (Other than this mtg, report writing, field visit, data collection/analysis, meetings, interviews will be requested) ● Specific time will be decided by LEC, KGO and Korean Mission Team - Before the daily mtg, all the documentations/reports should be uploaded on the designated Gdrive folder		Daily status report Data analysis report Field Visit report Draft - Finetuning of Project Design Matrix (PDM) Draft - Detailed Budget Plan linked to PDM Draft - Comprehensive M&E plan and system and any other related documents necessary for the survey
Final Presentation with GES	3rd week of Nov. (at the end of)	PPT slides – final input of GES Meeting Report & LEC Meeting Report
Submission of final outputs and Technical Report	4th week of Nov.	Submission of all Technical Reports and associated documentation.
Total Time for In-depth survey	4 weeks	

6. Official Travel involved:

The assignment involves travel to the project site(s) within Ghana. The cost of all travel is to be factored in the consultancy fee and will be agreed to at the time of contracting. The consultant(s) will be responsible for arrangements for in-country travels.

7. Qualifications and skills

KOICA is looking to select a maximum of 2 consultants with technical and financial expertise in program and project planning and implementation during the period of the In-depth Planning Survey. The selection of the consultancy will be based on requisite skill sets including analytical and communication skills and technical expertise in basic education. In the event of the selection of a two (2) member consultancy, the team will be headed by a principal consultant to lead the team and an associate consultant who will specialize on the fiscal planning for all aspects of the project including cost analysis, cost data collection, and estimations of project costs. Proposals from a team of 2 consultants (e.g., University Professor and Associate) are welcome. The criteria for selection of consultancy is elaborated as follows:

Consultant – Technical Planning (Education Project)

Qualification

The consultant is expected to have an advanced university degree in Education, Educational Planning/Management, International Development, Public Policy, Social Sciences or other relevant degree with at least 5 – 8 years experience spanning evidence-building, monitoring and evaluation, institutional development and policy, including leading and coordinating similar consultancies/initiatives in sub-Saharan Africa.

Consultant – Financial Planning (Education Project)

Qualification

The consultant is expected to have an advanced university degree in Development Finance, Economics, Accounting, Public Policy, Educational Planning/Management, International Planning and Development, Social Sciences or other relevant degree with at least 5 – 8 years experience spanning fiscal planning, cost analysis, evidence-building, monitoring and evaluation, institutional development and policy, including leading and coordinating similar consultancies/initiatives in sub-Saharan Africa.

Work experience

The consultant shall have the following experience:-

- Experience in program design and evaluation in basic education, especially relating to understanding and identifying gender-related learning difficulties
- Demonstrated ability to work in complex partnerships with international consultants, government and development partners, teachers, pupils/students and strong capacity for self-management.
- An excellent understanding of Education for Sustainable Development related to pedagogy in basic education
- Excellent writing skills with demonstrated experience in production of academic publications
- Good understanding of similar interventions by other DPs and at the international level will be necessary
- Leverage on existing relationships and capacity to access country-specific knowledge and expertise will be necessary.
- Familiarity with development of Gender-responsive Pedagogy in basic education in Sub-Saharan Africa; and with other Development Partners, their mission, and working modalities at the country level is desirable.
- Experience in the identification of resources for improving learning outcomes for girls, specifically in science and mathematics is desirable

- Good understanding, and previous work addressing gender-based learning difficulties in developing countries with a mix of international and national expertise in research is preferable.

8. General Conditions: Procedures and Logistics

- The Consultancy will not be office based, so KOICA Ghana will not provide office space, equipment (including laptop) and access to facilities such as printers and the internet at its office
- Consultants are not entitled to payment of overtime, or payment for weekends or public holidays. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both KOICA and the consultant
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance.

9. Copyright, Patents and other Proprietary Rights (If Applicable)

KOICA shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this consultancy contract.

10. Confidential Nature of Documents

- All documents and all other data compiled by or received by the consultancy under this contract shall be the property of KOICA shall be treated as confidential and shall be delivered only to the UNICEF authorized official on completion of work under this contract.
- The consultant may not communicate at any time to any person, Government, or authority external to KOICA, any information known to it by reason of its association with KOICA which has not been made public except with the authority of KOICA nor shall the consultant at any time use such information to private advantage. These obligations do not lapse upon termination of this contract with KOICA.

11. Modality of Dissemination of TOR: on KOICA Website & External website(Jobweb Ghana)

12. Application Procedure (In case of proposal):

- Guidelines for developing the Technical Proposal
- The technical proposal should be no more than 10 pages, 12 point font and 1.5-line spacing excluding Annexes.
- Overall, the proposal should provide sufficient detail and clarity and minimize repeating information stated in the TOR;
- Provide an overview of the consultant's experience of the institution including past performance
- Overview of the team composition highlighting the required skill sets:
 - Principal consultant's experience and qualifications (include CV as Appendix); & of other key team member (include CVs as appendix);

- Provide information on the level of effort to be committed by the different team members in each phase of the consultancy, including the national expertise.
- Provide an overall evidence-based conceptual framework and methodology incorporating the principles of a problem-drive iterative approach for the identified objectives:
- Propose a realistic implementation plan and accompanying timelines which reflect a clear understanding of the scope of work to be accomplished.
- Identify any other relevant issues and concerns pertinent to understanding the submitted proposal.

13. Evaluation Criteria of Proposals

Technical Evaluation Criteria	Score
1.1 Overall Response	40
-Completeness of response	20
-Overall concord between TOR requirements and proposal	20
1.2 Experience of Institution and Key Personnel	30
- Institutional profile indicating major work	10
- Experience of principal researcher/s; & support team	10
- Level of expertise with related to the main scope of work outlined in Objectives 1, 2 & 3;	10
1.3. Proposed Methodology and Approach	30
- Clear understanding of the scope of work	15
-Identification of other relevant issues and concerns pertinent to understanding the submitted proposal	15
Total (maximum possible)	100

Interested candidates are invited to send their CV and a coverletter to elizabethna.adote@gmail.com by **28th October, 2020.**