



Terms of Reference

1 Consultant

for piloting a CLC (Community Learning Center) checklist as well as offering Capacity Building to Provincial Education Sector Working Group (P-ESWG) members.

Background/Context

With funding support from the European Union and BMZ, NGO Education Partnership (NEP) in cooperation with DVV International, has developed a programme of activity aimed at improving educational services in Cambodia through the stronger and more structured engagement of Civil Society in public service monitoring, collective advocacy, and efforts. This project, which runs from 1st January 2016 until 31st December 2019, offers the opportunity to significantly advance the engagement of NGOs in Government policy, and strengthen Civil Society approaches in a sustainable way.

This project aims to build the capacity of CSOs working in Cambodia specifically on education to participate more fully and more effectively in local governance and decision-making, influencing national and local policy to improve the equity and inclusivity of education service delivery, and respond confidently in strengthening local accountability.

The Community Learning Center checklist focusses on different areas of policy implementation. These areas include CLC standards, infrastructure, management and leadership, programs and capacity building as well as operating budget and monitoring & evaluation. The checklist serves as a tool to detect implementation gaps and further needs within CLCs. Therefore, it is constructed as a holistic investigation checklist, covering all levels of CLC policy responsibilities including the DNFE on national level, the PoE and CLC management staff.

Consultancy Objectives:

- Prepare the existing CLC checklist for piloting
- Capacity Building to data collectors (including NEP members and governmental staff) to use the checklist
- Support the data collectors in piloting the CLC checklist in 3 selected provinces as well as support/supervision regarding data collection
- Data Analysis and report writing

Expected Outputs

- P-ESWGs of 3 provinces have a better understanding of the CLC checklist and are able to fully use the checklists to their advantage in enhancing the quality in CLCs
- 3 P-ESWGs are able to use the CLC-checklists successfully and advocate at the local level
- The CLC checklist design uncovers implementation gaps and ensures better policy understanding and implementation activities on all levels.
- Data analysis through CLC checklist uncovers implementation gaps to tackle, ensuring better policy understanding and implementation activities on all levels
- Data collectors received Capacity Building, making them equipped of using the checklist for data analysis

Qualifications for sub-contractor

- Sufficient experience internationally and/or in Cambodia of undertaking similar activities successfully
- Proficient in written and spoken Khmer and English
- Strong understanding of education sector (especially in NFE and Community Learning Centers), education research project, stakeholders in Cambodia
- Good communication and relationship with all levels / types of people
- Experience in providing / ability to provide Capacity Building as well as support in implementation activities

Deliverables

- CLC checklist is ready to be used
- Capacity building was offered to data collectors (governmental staff and NEP member staff)
- Data collection has been carried out by the data collectors
- Report on data analysis and the quality of the checklist

Timeframe and budget

The consultancy services shall start not later than on the 27th of May and last for 20 working days max . The available budget is 5000 USD (tax, travel expenses and DSA included). This budget does not include the fees and accommodation for the data collectors (4500\$ in per diems and accommodation costs, 1500\$ for travel expenses)

Application

All candidates who would like to participate in the tender should submit the following documents:

- a) CV(s) of person(s) involved in assignment (please use attached template)
- b) Technical proposal covering the following aspects (maximum of 8 pages):
 - a. Show understanding of the task
 - b. Methodological approach
 - c. Work Plan / steps of implementation (including timeline)
 - d. Consideration of specific requirements of the context of the study
 - e. Internal Quality Management
- c) Financial proposal

The offers must be sent **until 17:00 (Local Time) April 30th 2019** to the following e-mail addresses:

vannapeou@dvcambodia.org and chanhoeurn@nepcambodia.org

DVV International, **Ms Vanna Peou**, Country Office Cambodia, No.106, St. 304, Sangkat Boeng Keng II, Khan Chamkar Morn, Phnom Penh, Cambodia,

NEP NGO Education Partnership, **Mr Phan Chanhoeurn**, No.41, Street 464, Sangkat Toul Tumpong II, Khan Chamkarmon, Phnom Penh, Kingdom of Cambodia

Late submissions will not be accepted.