Consultancy Contract – Attachment I

**Terms of Reference**

**CARE International in Cambodia**

Documentation of the Know and Grow Project and preparation for submission at the subnational project close-out workshop(April 2020)

**Background:**

CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities*.* CARE was founded in 1945, today CARE works in **93 countries** around the globe and supporting **950 poverty**-fighting development and humanitarian aid projects to reach more than **62 million people directly and 216 million people indirectly**. We work with partners to achieve lasting results for marginalised communities.

CARE has been working with Cambodian since 1973. Today, CARE focuses on empowering particularly marginalized and vulnerable women in Cambodia. In 2017, CARE reached over 143,000 people in Cambodia, particularly women who have migrated to urban areas, women and girls from ethnic minorities and rural women who are denied multiple rights.

Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.

**Project Description:**

The overall purpose of the “Know and Grow” (K&G) project is to empower marginalised ethnic minority adolescents, especially girls in remote locations in Cambodia, so that they have expanded life choices in multiple spheres, including economic, social and health. The project includes three supporting objectives that focus on improving the social status of ethnic minority adolescents, especially girls, increasing efficiencies in learning and 21st Century skills acquisition through appropriate uses of information communication technology, and healthier life options as a result of improved knowledge of sexual reproductive health and human sexuality. At this time only urban schools deliver 21st Century education, leading to a disparity in the quality of education between the urban and rural schools.

**OBJECTIVES OF THE CONSULTANCY**

The consultancy has two components:

**Component 1:** Documentation of the K&G to include:

Creating a comprehensive retrospective of the project which will serve as a guide for future implementation by the government and other NGOs: a document that records the social, economic and political context the project was inserted into; successes and difficulties encountered during the project and reasons for them; their impact on outcomes being pursued, and documentation of what could have been done better and differently to effectively deliver 21st Century education in rural and resource poor locations.

While the project itself is coming to an end, there are multiple third parties who wish to continue this work and have a vision for the expansion of 21st Century educational across Cambodia, particularly in rural communities.

The documentation will consists of:

1. A comprehensive review of existing project documents, including but not limited to the following:
	1. K&G project design, education model being pursued, donor reports, financial reports, learning agenda, and advocacy strategy
	2. Baseline report, midline report, and thematic-based reports
	3. Other relevant literature and documents, including policies of the Ministry of Education, Youth and Sport and action plans for Ratanak Kiri
2. Review fidelity of implementation since the design stage to the end of the 5-year implementation to provide a summary of key successes, lessons learned, challenges faced and adaptive strategies employed as a part of project cycle management
3. Identify key advocacy issues and document the changes, including new learnings that have evolved because of the project.

To guide the consultant’s thinking, the output should be an evidence-based report that can be confidently converted to a policy brief or reports to external and internal audiences.

**Component 2:** In consultation with CARE, develop a plan for the national and subnational education dialogue to be held in April 2020 in Banlung, Ratanak Kiri. The consultant will guide CARE by developing a framework for the 2-day meeting that will focus on the findings and recommendations from the project documentation piece. CARE wants to influence change and will take the opportunity in April to advocate for improved education outcomes in remote rural locations.

* Prepare materials for the meeting based on an agreed framework

**SCOPE OF THE CONSULTANCY, TASKS**

The Consultant will undertake the following tasks in close and regular liaison with staff listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Job Title | Telephone | Email |
| Khieu Dany | Technical Advisor - Education | 085 221 297 | Dany.khieu@careint.org |
| Duk Pun | Assitant Director Programs | 012653003 | Duk.pun@careint.org |
| Jan Noorlander | Deputy Country Director-Programs | 089496969 | Jan.Noorlander@careint.org |

**Methodology:**

The Consultant will undertake the following tasks in liaison with program teams within CARE:

* Desk review of relevant documents
* Discussions with:
* Relevant CARE project staff in the Phnom Penh Office and Ratanak Kiri
* Ministry and Department of Education, Youth and Sport staff (Ratanak Kiri)
* School Directors in a sample of lower secondary schools
* Implementing project partners/consultants and stakeholders (STEM, RHAC, KAPE)
* Liaise with CARE programs and communications on the preparation of materials for the education dialogue in April 2020

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**Outputs**

* Inception report highlighting the approach, methodology and structure that will respond to the objectives of the consultancy. To unclude a breakdown of the budget
* A comprehensive final report in English with an executive summary at the begrinning of the report in both English and Khmer
* A framework for the project close-out meeting in April 2020
* Materials (graphs, charts, data) to be part of the April meeting in both English and Khmer
1. **Schedule or Itinerary**

Commencement Date: 10 February 2020

Completion Date: 27 April 2020

**Summary timeline as follows:** Detailed planning will be provided by the consultant in agreement with the CARE Team

| **Campaign Stage** |  | **Timing** | **Outputs and Meetings** |
| --- | --- | --- | --- |
| Stage One |  | February 2020 | * Inception meeting with CARE Team
* Desk research and review of existing materials
* Production of an inception report
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| Stage Two |  | March 2020 | * Conduct interviews with relevant staff, stakeholders, duty bearers
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| Stage Three |  | April 2020April 2020 | * A first draft comprehensive report submitted to CARE for feedback. Incorporate all findings into a final report.
* Submit final report
* Draft a framework with supporting materials for the May 2020 subnational project close-out meeting
* Join the reflection workshop with Ministry of Education, Youth and Sport and CARE in Ban Lung Town, Ratanak Kiri.
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1. **Budget**
2. **Fee for Service**

The Consultant is entitled to be paid fees as follows:

A maximum of 40 days has been allocated to the consultancy with a detailed costing breakdown to be proposed by the consultant. The proposed budget is to include any Khmer translation costs. The proposed cost should include VAT or WHT.

**Additional Expenses to be met by CARE.**

Additional expenses will be paid on a reimbursement basis, subject to receipt of invoice and should be supported by receipts and supporting documentation, including the basis for any exchange rate used. Additional expenses are limited to the amounts shown below unless otherwise approved in writing by CARE.

The Consultant must **submit original invoices and original receipts with the Travel Expense Report for each expense in excess of** **USD 10**.The expense report shall be approved and signed by the CARE officer responsible for supervising this Consultant.

1. **Method of Payment**

The Consultant will be paid fees on the following basis:

|  |  |
| --- | --- |
| Output & Date | Fee payable |
| On signing of contract and submission of work plan | Instalment 1: 20% of the consultant Fee  |
| On submission of completion of Stage 1 in the schedule II | Instalment 2: 30% of the consultant Fee  |
| Final product approved by CARE . The final payment after CARE is satisfied with deliverables. | Final payment: the remaining 50% of the consultant Fee  |

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**T1 Project Number:** KHM213

**FC or T3 Code:**

Bank transfer fees and foreign currency conversion fees will be the responsibility of the Consultant.

1. **Report Content Format & Style**

To be agreed with the Consultant

**DESIRED QUALIFICATIONS AND KEY COMPETENCIES:**

* Demonstrated experience in research, evalutaions, or experience documenting projects in Cambodia or similar contexts
* Excellent analytical, communication and writing skills
* Demonstrated ability to produce high quality reports in English
* Demonstrated ability communicate with stakeholders in rural communities
* Demonstrated experience working for/with international non-governmental organizations, UN agencies, government ministries or the provate sector (research, evaluations)
* Ability to seamlessly meld together a comprehensive review of the program while also depicting what is required for the future (policy focus)
* Demonstrated ability to prepare high quality material for presentations/publications

**WORK ARRANGEMENTS & RESOURCES**

The Consultant is required to:

* Work from his/her home base. Accommodation and meal costs while at this base are the consultant’s responsibility
* Provide his/her own laptop computer, equipment and supplies
* Be available to travel to the project sites as required.
* Be available to visit CARE’s office as required by CARE
* Seek the assistance of competent Khmer translators

**Contact and further information**

Interested candidates or firms are requested to send the following documents to CARE International in Cambodia KHM-Procurement@careint.org by close of business on 10 February 2020.

1. A letter of interest (max 2 pages)
2. Current Curriculum Vitae (max 3 pages) of core team members
3. List of previous relevant experience and portfolio related to the nature of this consultancy
4. A proposed preliminary work plan including design and methodology taking into consideration elements that will be required in the final inception report
5. A budget with a detail costs breakdown

The principal consultant and all members of the consultancy team must be screened according to CARE international child protection and protection of sexual exploitation, harassment and abuse policy and sign the code of conduct and undertaken orientation and safety and security briefing prior to any field work being undertaken.

Prepared by: Reviewed by: Approved by:

Name: …………… Name: ……………… Name: ……………

Title: …………… Title: Title: ……………

Signature:……… Signature:………… Signature:………

Date:…………… Date:…………… Date:……………