



**Call for Proposals**

**Capacity Development for Education Programme - Myanmar  
Senior Consultant – Education Management Information System**

**Reference:** MM/HR/171512

**Issue date:** 19 December 2017

**Request to submit proposal for a work assignment with UNESCO**

UNESCO is inviting proposals from Individual Consultants for the work assignment described in the Terms of Reference (see attachment A).

Your proposal should comprise:

(a) **Technical Proposal** consisting of

- up-to-date curriculum vitae; and
- approach and methodology for the assignment, a work plan and comments on the Terms of Reference if any (in brief).

(b) **Financial proposal** for the assignment quoted in US dollars only. Please show any travel costs separately.

**Proposal and any supporting documents must be in English.**

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

All proposals must be submitted to [yangon@unesco.org](mailto:yangon@unesco.org) no later than close of business **18:00, Yangon time, on 12 January 2018**. E-mail proposals should not exceed 5MB.

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

Thank you for your interest in this UNESCO assignment.

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**Terms of Reference**

**I. Background**

UNESCO has been providing technical assistance to the Myanmar Ministry of Education (MOE) in the strengthening of Myanmar's Education Management Information System (EMIS) since 2013, following the classification of data management as a priority action area through its Comprehensive Education Sector Review. In 2015 and 2016, with UNESCO's technical support, MOE finalized its sector-wide EMIS Strategic Plan, a five-year road-map for EMIS development in Myanmar; successfully developed its first- and second-year Operational Plan and Budget for two consecutive years; established the EMIS Implementation Unit (EIU) to undertake day-to-day operations of EMIS development in Myanmar; and launched the design of Myanmar's upcoming sector-wide, decentralized and integrated EMIS.

In 2018, as MOE continues with EMIS software development and rolls-out the systems nationwide, UNESCO will continue to provide technical assistance and capacity building support in the strengthening of Myanmar's EMIS and towards ensuring that the data derived from EMIS is used for effective policy evaluation, planning, monitoring and administration of the education sector. A senior consultant is thus required to provide technical advice to MOE at all stages of EMIS software development and implementation. The consultant shall also design and conduct training for government officials responsible for the implementation of EMIS activities.

In preparation of an international conference as part of the newly established joint program between UNESCO and Global Partnership for Education (GPE) that aims to support countries in maximizing the opportunities offered by Education Management and Information Systems (EMIS) in the process of implementing SDG4- Education 2030, the consultant will also be in charge of activities designed to generate knowledge, identifying good country practices and experiences in the area of EMIS development, implementation and use, as well as highlighting emerging needs at country level.

**II. Assignment**

Under the overall authority of the Director of UNESCO Regional Office in Bangkok, and the direct supervision of the Head of UNESCO Project Office in Myanmar, and in close collaboration with the programme officer of the UNESCO CapED team in Myanmar, the consultant will provide technical advice and capacity building to the relevant unit in MOE to strengthen EMIS in Myanmar. In particular, the consultant shall undertake the following tasks:

1. Provide timely technical advice to MOE's EMIS Implementation Unit to ensure the timely development of the System in accordance to the EMIS Strategic Plan.
2. Provide technical advice to MOE in managing and monitoring the technical aspects of the software development process, and thereby assure the quality of all aspects of software development, such as the finalization of the software design, proper testing of

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- the software and processes, and the validity and appropriateness of training materials and support.
3. Provide technical advice to MOE in managing and monitoring the nation-wide software installation and roll-out process for both the Phase I (beginning of 2018) and Phase II (late 2018) modules, including an initial pilot run of the EMIS software for Phase II which includes the Higher Education, Technical and Vocational Education and Training (TVET) and FAP modules at selected subnational education offices and education institutions.
  4. Conduct training workshops for MOE officials responsible for EMIS development, data management and statistical analysis, as well as develop training materials tailored to the needs of MOE.
  5. Assist the EIU to publish data from both Phase I and Phase II rollouts through the production of a statistical yearbook for each sub-sector module on Basic Education, Higher Education, TVET and Non-Formal Education.
  6. Support the revision of data and reporting requirements for all modules of EMIS to ensure EMIS continues to conform to evolving requirements of administration, monitoring, policy evaluation and planning.
  7. Under the supervision of the Chief of Education Policy and Planning Section at UNESCO HQ, provide technical expertise to the design and preparation of the International EMIS Conference, to be co-organized by UNESCO and GPE, to generate knowledge, identify good country practices, share experiences among countries and international development actors on EMIS development. Participate in the 3-day International EMIS Conference in Paris, France, in April 2018.
  8. Draft a final publication, drawing on the background paper and the International EMIS Conference synthesis report in April 2018 in close cooperation with the Global Partnership for Education and the Education Policy and Planning Section at UNESCO HQ.

### **III. Expected deliverables**

#### **A. Pertaining to the International EMIS Conference**

1. Final synthesis report drawing on the results of the International EMIS Conference in April 2018 (to be submitted no later than 20 April 2018).
2. Final publication, on the background paper and key findings identified at the International EMIS Conference in April 2018 (to be submitted no later than 27 April 2018).

#### **B. Pertaining to the Myanmar EMIS development**

3. A mid-term report on the status of EMIS Phase II software development and implementation in Myanmar, including progress achieved and challenges encountered (to be submitted no later than 31 June 2018).

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4. A statistical publication for each sub-sector commencing with Basic Education (to be submitted no later than 31 August 2018)
5. A report on the changes to data capture and reporting needs resulting from a review of the modules conducted in the second half of 2018 (to be submitted by 15 October 2018).
6. Additional training materials for Myanmar MOE officials responsible for EMIS development, data management and statistical analysis (to be submitted no later than 12 December 2018)
7. Statistical publications for the Phase II modules of Higher Education, TVET and Non-Formal Education pending data availability (to be submitted by 12 December 2018)
8. A final report on the status of EMIS software development and implementation, including progress achieved and challenges encountered, as well as any other deliverables produced in the framework of the contract, such as project documents, policy briefing notes, etc. (to be submitted no later than 12 December 2018).

### **IV. Duration of contract**

6 months full-time equivalent work at senior consultant level over the period from 1 March 2018 to 31 December 2018.

### **V. Required travel**

- Mission to Paris, France, to participate in the 3-day International EMIS Conference in April 2018.
- Up to 40 working days of mission in Yangon and Nay Pyi Taw, Myanmar.

### **VI. Level of consultant**

- Senior

### **VII. Qualifications**

- Academic qualifications: Postgraduate qualification in information technology, computer science, computer engineering, data science or data management or related field
- Experience: At least 10 years of experience in providing technical assistance to governments in the areas of education management information systems, education sector data management and/or education planning and management
- Language: excellent spoken and written English