

Attachment 1: Scope of Work

Education Development Partners Group Secretariat

1. TITLE

Education Development Partners Group (ED-DPG) Secretariat

2. PERFORMANCE PERIOD

The period of performance for this purchase order is from September 01, 2020 to August 31, 2021.

3. PURPOSE

USAID Tanzania is looking for a consultant to provide service of Secretariat to the Education Development Partners Group (ED-DPG), which USAID currently chairs. Interested organizations or individuals should send a proposal of no more than 4 pages as explained in Section 13.

4. BACKGROUND

The Education Development Partners Group (ED-DPG) was established in line with the Paris Declaration on Aid Effectiveness and facilitates coordination of development partner support to Government programs. The group comprises multilateral and bilateral donors including, but not limited to: Global Affairs Canada, UNICEF, UNESCO, World Bank, USAID, DFID, SIDA, SDC, and KOICA.

In Mainland Tanzania, the Ministry of Education, Science and Technology (MOEST) and the President's Office – Regional Administration and Local Government (PO-RALG) share the responsibility for managing the Education sector. The MOEST's role is to formulate policy and regulations, support quality assurance, set standards, plan, monitor and evaluate the performance of the Education sector. The PO-RALG is responsible for overseeing the decentralization of Government functions to local levels including the delivery of primary and secondary education by Councils. The current Education sector planning and priorities are driven by the Education Sector Development Plan (ESDP) 2017-2021. In Zanzibar, similar structures exist including: Ministry of Education and Vocational Training (MOEVT), and President's Office - Regional Administration, Local Government, and Special Departments (PO-RALGSD).

The entire dialogue structure and processes are outlined in Section 6.4 of the ESDP. This dialogue structure outlines the mechanisms by which the Government of Tanzania engages with DPs and other stakeholders. Of particular importance are the Technical Working Groups (TWGs) another structure which facilitates dialogue among education stakeholders, described on page 135 (of the ESDP document), which are divided into four themes:

- Quality Improvement
- Monitoring and Evaluation
- Resource Allocation, Cost Effectiveness and Financing
- Science and Technology

While each of the three TWGs has its own particular area of focus all three will identify strategic interventions and needs for technical and financial resources to support education programs; strategic areas of interest for studies/research and analysis; review priorities of relevant projects and programmes to see if implementation is on track and project implementation of all key documents; propose policy and programmatic recommendations to the Education Sector Development Committee (ESDC) quarterly meetings through the ESDC taskforce; and ensure that the planning and budgeting processes of programmes include all equity related considerations; and report on sector and thematic area performance, taking particular note of all cross cutting issues.

The recommendations from the TWG meetings are brought to the quarterly ESDC meetings. These decision-making meetings are chaired by the Permanent Secretaries (PSs) of both MOEST and PO-RALG and attended by DPs, representatives from MOEST and PO-RALG, and civil society organizations.

The sector has an annual stakeholder forum known as the Annual Joint Education Sector Review (AJESR). This is an annual event that brings together education stakeholders to assess the overall performance of the sector and plan for the future. The AJESR is a critical moment of accountability around planning and spending, where all stakeholders review what was done in the previous years, assess performance, and plan the way forward.

The ED-DPG is a further sector dialogue mechanism for DPs. As part of this group, the DPs meet once a month and rotate chair and co-chair approximately every year, per ED-DPG TORs. Currently USAID is the Chair and UNICEF is co-Chair. The ED-DPG is an important coordination mechanism for development partners, and a platform to discuss sector issues before bringing them to the wider sector dialogue in a coordinated manner.

Tanzania is also a Global Partnership for Education (GPE) grant recipient. GPE's goal at the country level is to strengthen education sector planning and policy implementation through alignment, coordination and transparency around the ESDP. GPE brings together all education partners in a local education group (LEG), which enables them to contribute at all stages of the education planning cycle, from sector analysis to evaluation. Further information on GPE functioning and dialogue mechanism is [here](#). The DPs are part of the LEG; SIDA is the grant agent of the GPE for both Tanzania Mainland and Zanzibar, and the chair and co-chair of the DPs, currently USAID and UNICEF, is the coordinating agent for Tanzania Mainland. UNICEF is the coordinating agent for Zanzibar.

For this sector dialogue process to function properly both GOT and DPs need to carry out the responsibilities through a secretariat. Each of the two sector partners would normally have a person that is specifically designated to work on the collective objectives of the DPs and GOT as laid out in ESDP.

5. OBJECTIVE

The USAID/Tanzania Education Office is seeking a consultant to undertake the Secretariat role. The ED-DPG Secretariat reports to the administrator of this contract, however, will work partly under the direction of the ED-DPG Chair and Co-chair. The Consultant will provide administrative and operational support to the ED-DPG to ensure meaningful engagement and effective sector coordination between DPs and the GOT with regards to education programming in Tanzania. The Consultant will also primarily work with the Ed-DPG Chair and Co-Chair, to assist with the coordination and alignment of development partner support with GOT programs and facilitate information-sharing and dialogue between DPs and Government. The Consultant does not play a representative, advisory or technical role with Government at any level. The Consultant does not give bias to one DP over another or speak on behalf of any DP.

6. DESCRIPTION OF SERVICES AND TASKS

The Consultant will provide the following services and undertake the following tasks:

a. Support for effective DP coordination.

- Provide logistical support to the ED-DPG Chair/Co-Chair to organize and prepare for ED-DPG meetings, sub-meetings including SWGs, and retreats;
- Prepare and circulate invitations, agendas, notes, and meeting minutes to ED-DPG members;
- Follow-up on action items and update DPs on progress against ED-DPG annual work plans and priorities;
- Compile DPs feedback on GOT documents prepared for TWGs and ESDC into coherent and succinct documents;
- Support DPs efforts of coordination around technical issues, in line with the DPs priorities and workplan for the year and under DPs request;
- Organize material, statistics and documentation in one coherent and easy-to-search repository, to be kept up to date and labeled with clear tags. Organize and maintain workplan and documentation into one place using the ED-DPG's Google Drive repository; and,
- Attend other GOT technical meetings as an observer, as appropriate and requested by DPs.

b. Support MOEST/MOEVT and PORALG/PORALG-SD engagement with DPs

- Support MOEST/MOEVT Secretariat in the organisation of the TWGs and of the ESDC;

- Support MOEST/MO EVT Secretariat in the organisation of the AJESR and annual AJESR field visits;
- Attend meetings as an observer during TWGs, ESDCs, AJESR and synthesize and follow-up on action items;
- Share key documents provided by the MOEST in preparation for meetings; and,
- Observe at internal meetings.

c. Support Chair of DPs in its task of GPE Coordinating Agents role

- Plan and arrange meetings and provide logistical support for incoming GPE Secretariat missions;
- Prepare and circulate invitations, agendas, notes and meeting minutes;
- Circulate GPE documents and coordinate development partners' feedback; and,
- Maintain communication and facilitate information sharing between the GPE unit and ED-DPG Chair/Co-Chair.

d. Other related support services

- Create and maintain a calendar of Education-related events incorporating, but not limited to:
 - MOEST/MO EVT and PO-RALG/PO-RALGSD events (sector dialogue events, Government program events, report and data publication schedules, school timetables, etc.)
 - ED-DPG meetings and events
 - GPE events and schedules
 - ED-DPG member events
 - Education events organized by civil society organizations, foundations, universities and the private sector;
- Share key documents provided by the Government and ED-DPG members with the ED-DPG;
- Follow up with the Government and individual ED-DPG meeting members for sharing of documents, data or other information, as requested by the ED-DPG Chair/Co-Chair;
- Store meeting minutes, agenda, and key documents on the ED-DPG Google Drive repository;
- Produce and share summary documents as requested by the ED-DPG Chair/Co-Chair.
- Translate Kiswahili documents as requested by the ED-DPG Chair/Co-Chair;
- Compile and share ED-DPG comments and responses on identified issues, documents or studies;
- Provide support for the production and distribution of communications messages and material, as requested by the ED-DPG Chair/Co-Chair; and,
- Provide capacity building support to the MOEST/MO EVT and PO-RALG/PO-RALGSD for improved sector coordination.

e. Support Chair and Co-Chair of TVET sub-group

- A separate sub-group exists within the ED-DPG, which focuses solely on technical vocational education and training (TVET). This group is led by a separate Chair and Co-Chair and has its own Scope of work (SOW).
- The Secretariat will provide basic support to this group and help bring alignment with the ED-DPG. This will include, at a minimum, participation in bi-monthly meetings, taking notes at meetings and disseminating to members and helping to organize files and contacts.

7. QUALIFICATIONS

- Bachelor's degree in Education, Social Sciences or other related discipline;
- 5 years of experience in Education Sector, or Master's degree in related discipline and 2 years of experience;
- Excellent English writing skills and excellent organisational skills;
- Knowledge of written and spoken Kiswahili;
- Eligible to work in Tanzania; and,
- Ability to work from own laptop computer.

8. PLACE OF WORK AND TRAVEL

The Consultant will conduct work from home, but will need to ensure a high degree of engagement with the MOEST/MOEVT, PORALG/PORALG-SD and the ED-DPG Chair/Co-Chair and members. In 2017, the MOEST moved its offices to Dodoma, yet development partners remain based in Dar es Salaam. MOEVT is based in Zanzibar. Therefore, the Consultant will be required to travel regularly between these cities. Additional travel may be required in order to meet with stakeholders or to attend Education-related events. All travel must be pre-approved by the ED-DPG Chair/Co-Chair and must be undertaken as approved. Necessary communication and internet costs will be reimbursed.

9. DURATION AND LEVEL OF EFFORT

The Consultants will have a mandate of 12 months. The level of effort is 15 days per month. There will be no provision for overtime, but it is possible to transfer up to 5 days between one month and an adjacent one with the permission of the employer in consultation with the Chair/Co-Chair. This would mean that one month could have up to 20 days only if an adjacent month only has up to 10 days.

10. DELIVERABLES

Deliverables will be in English and submitted to the ED-DPG Chair/Co-Chair within the timelines specified below. All deliverables can be delivered electronically.

Disburse	%	Deliverable	Components	Delivery Date
1	20%	A detailed work plan approved by USAID.	<p>Work Plan includes, at a minimum:</p> <ul style="list-style-type: none"> -A calendar of events with a schedule of core tasks, including any travel requirements. -A budget for travel and expenses. - A projection of key events and tasks for the following three months. 	<p>Within one (1) week of the effective date of the contract for the first work plan. Subsequent work plans to be submitted on a quarterly basis.</p>
2	70%	<p>A monthly progress report approved by USAID</p> <p>End of consultancy final report replaces monthly report.</p>	<p>Monthly progress report includes, at a minimum:</p> <ul style="list-style-type: none"> - Report on tasks undertaken, events and meetings attended. - A list of meeting agendas, minutes, documents and responses saved on the ED-DPG Google Drive repository. - Analysis of any variances between planned and completed activities. - Lessons learned challenges and mitigation strategies. <p>The final report includes a synopsis of key events, meetings, and other related events attended and key lessons learned with suggestions for future activities.</p>	<p>On the 1st working day of every calendar month (reporting on the previous month)</p>

3	Part of monthly report	Verbal debriefings to the ED-DPG Chair/Co-Chair	Debriefings include but not limited to: -Update on work undertaken during two-week period with key concerns/issues highlighted.	Bi-weekly
4	10%	Other ad hoc reports or deliverables	Report/deliverable formats will be provided upon request of ad hoc report/deliverable.	Delivery date to be agreed with ED-DPG Chair/Co-Chair

11. ROLE AND RESPONSIBILITIES

The Consultant will be responsible for:

- The delivery of the services, tasks and reports described above according to the timelines and deliverables established in the approved work plans;
- The delivery of any additional services requested by the ED-DPG Chair/Co-Chair;
- Working in an open, transparent and collaborative manner and providing constructive inputs; and,
- Maintaining a good working relationship and working closely with the MOEST and PO-RALG, MOEVT and PO-RALGSD

The ED-DPG Chair/Co-Chair will be responsible for:

- Reviewing and approving the Consultant’s monthly work plans and reports;
- Reviewing and approving agendas, minutes, responses, notes, schedules and documents for circulation;
- Providing timely payment for fees and reimbursement for expenses including for travel and communications; and,
- Conducting semi-annual performance assessments and providing feedback.

12. BASIS OF PAYMENT

The Consultant will be paid on a daily basis, upon receipt and approval of the monthly progress reports by the ED-DPG Chair/Co-Chair. Activities and services rendered should be in line with the work plan approved by the ED-DPG Chair/Co-Chair. All approved travel and other expenses will be reimbursed upon submission and approval of the invoice and receipts submitted by the Consultant team. All travel needs are to be approved by the Chair or Co-Chair in advance of travel in order to be reimbursed. This is a consultancy contract and payment of taxes will be the responsibility of the consultant.

13. SCORING CRITERIA

Interested organizations or individuals should send a proposal highlighting a) a succinct synthesis of current situation in Tanzania Education Sector (max one page); b) understanding of role of Secretariat and tasks outlined in this Scope of Work (max one page); c) a case for why and how the they or team will be able to deliver the tasks requested (max 2 pages); d) CV and list of three references with contact information. Scoring will be based on the following criteria:

- Proposed consultant's skills, qualification, and fit for delivering the Scope of Work (70%);
- Overall proposal quality, including written English, formatting, and logic flow (20%); and.
- Understanding of the Education Sector and of Scope of Work (10%).