

**UNITED NATIONS CHILDREN'S FUND (UNICEF)**  
**CALL FOR INSTITUTIONAL EXPRESSIONS OF INTEREST (EOIs)**  
**OUTCOME EVALUATION OF THE CAPACITY DEVELOPMENT PARTNERSHIP FUND – PHASE II**

**Issuance of the EOI:** 2 December 2016  
**Submission Date :** 30 December 2016  
**Email EOI to:** [ksok@unicef.org](mailto:ksok@unicef.org)  
**Tentative Evaluation of Responses and Shortlisting:** January 2017  
**Tentative Issuance of RFP:** February 2017  
**Tentative Start Date of Contract:** July 2017

**1. PURPOSE OF EXPRESSION OF INTEREST (EOI)**

UNICEF Cambodia is seeking Expressions of Interest (EOI) from well-established institutions (consultancy firms, universities, etc.) for the provision of services to conduct an independent Outcome Evaluation of the Capacity Development Partnership Fund (CDPF) Phase II. The evaluation is scheduled for implementation from July to December 2017. It is foreseen that the evaluation will be carried out by a team of four (4) consultants. UNICEF Cambodia is therefore looking for institutions with deep commitment and strong background in evaluation and relevant subject matter expertise to undertake the evaluation.

**2. BACKGROUND**

The CDPF Steering Committee Secretariat, comprised of the Directorate of General of Planning and Policy of the Ministry of Education, Youth and Sport (MOYES) and UNICEF in Cambodia, is commissioning an external Outcome Evaluation of the CDPF Phase II. The CDPF is a multi-donor fund, supported by the European Union (EU), the Swedish International Development Cooperation Agency (SIDA) and UNICEF, which aims to support the capacity development objectives of the MOYES Education Strategic Plan (ESP). This evaluation seeks to assess CDPF Phase II, which began in January 2015, over the period from January 2015 to June 2017 and provide high quality evidence to inform the next phase of the fund.

The purpose of the CDPF is to support the implementation of the MOYES Master Plan on Capacity Development 2014-2018, with a view to strengthening capacity in planning, budgeting, policy implementation, auditing and monitoring and evaluation in order to ensure effective implementation of policy interventions to improve equity, quality and the efficient management of the education sector. The overall objective of the CDPF is enable effective leadership and management of the education sector at all levels through systematic capacity development thereby enabling the implementation of the ESP 2014-2018.

As part of the CDPF Phase II accountability and reporting requirements to donors and MOYES, there is a need to generate concrete evidence on the extent to which the CDPF is yielding results in terms of its programmatic objectives towards improved capacity of MOYES, both at the national and sub-national levels. It is equally important to identify what can be done better, and point to key recommendations to further strengthen the CDPF in preparation to the next phase of the fund. To this end, an external final evaluation of the programme is required to commence in the second quarter of 2017. The evaluation is expected to build upon the previous evaluation of CDPF Phase I and other reviews conducted thus far.

### 3. PURPOSE OF THE EVALUATION

The purpose of the evaluation is to fulfil the accountability requirements for the second phase of the CDPF towards donors and MOYES, as well as to ensure that lessons learned from CDPF Phase II are documented. The evaluation will proffer judgements and recommendations to inform the positioning of capacity development in the formulation of the CDPF Phase III (2018-2021). It is therefore intended to be both summative and formative in nature.

### 4. SCOPE OF WORK

CDPF is a complex programme, implemented in its second phase over three years, 2015-2017. The evaluation will cover the programme period from January 2015 to June 2017. The evaluation will limit itself to the following themes: 1) CDPF's approach to capacity development relative to its positioning; 2) intended and unintended achievement of programme outcomes in education; 3) CDPF-wide collaboration, learning and external partnerships; and 4) CDPF's management and governance.

### 5. EVALUATION APPROACH AND PERIOD OF ASSIGNMENT

This evaluation is predominantly about outcomes, hence much of the evaluation effort will focus on the five outcomes that UNICEF set to achieve through CDPF programming. Rather than offer simple statements about CDPF results (or the lack thereof), the evaluation is expected to trace and/or illustrate the contribution of CDPF and the learning that was accrued in the process, hopefully transformational learning. A desk-based document review of existing documents will be conducted to cover all CDPF programme activities using outcome harvesting. Working backwards from each of the outcomes, the evaluation will interrogate the CDPF theory of change and results framework and use them as a basis to analyse changes and make judgements about the interrelationship between inputs and outputs, and their contribution to the outcome. The desk-based review and analysis is intended to cover all CDPF implementing partners.

The evaluation is anticipated to commence in July and to be completed within six months by December 2017.

### 6. DESIRED TEAM COMPOSITION AND PROFILE

Qualified institutions (consultancy firms, universities, etc.) that have the capabilities to meet the following requirements, and are available for the evaluation period indicated, are invited to submit an EOI.

The ideal vendor will assemble a team of two (2) international consultants (team leader and one technical expert) to conduct the evaluation that will be supported by two (2) national research assistants.

The composition of the proposed evaluation team must include, one (1) senior-level Team Leader (P5 Level):

- Having extensive evaluation experience (at least 15 years) with an excellent understanding of evaluation principles and methodologies, including capacity in an array of qualitative and quantitative evaluation methods, process evaluation, and UNEG norms and standards.
- Holding an advanced university degree (Masters or higher) in international development, public policy or similar, including sound knowledge of policy and system aspects; familiarity with education programmes

- Bringing a strong commitment to delivering timely and high-quality results, i.e., credible evaluations that are used for improving strategic decisions.
- Having in-depth knowledge of the UN's human rights, gender equality and equity agendas.
- Having a strong team leadership and management track record, as well as excellent interpersonal and communication skills to help ensure that the evaluation is understood and used.
- Specific evaluation experience in the education sector is strongly desired, but is secondary to a strong mixed-method evaluation background, so long as the education expertise of the other team members (see below) is harnessed to boost the team's collective understanding of issues relating to systems strengthening from a UN or NGO perspective.
- Previous experience of working in a South-East Asian context is desirable, together with understanding of Cambodia context and cultural dynamics.
- The Team Leader must be committed and willing to work independently, with limited regular supervision; s/he must demonstrate adaptability and flexibility, client orientation, proven ethical practice, initiative, concern for accuracy and quality.
- S/he must have the ability to concisely and clearly express ideas and concepts in written and oral form as well as the ability to communicate with various stakeholders in English.

The Team Leader will be responsible for undertaking the evaluation from start to finish, for managing the evaluation team, for the bulk of data collection, analysis and consultations, as well as for report drafting in English and communication of the evaluation results.

One (1) Team Member/Technical Expert (P3/P4 Level):

- Holding advanced university degrees (Masters-level) in education, public policy or similar.
- Hands-on experience in collecting and analysing quantitative and qualitative data, but this is secondary to solid expertise in education programmes related to capacity development.
- Strong expertise in equity, gender equality and human rights based approaches to evaluation and expertise in data presentation and visualisation.
- Be committed and willing to work in a complex environment and able to produce quality work under limited guidance and supervision.
- Having good communication, advocacy and people skills and the ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts in written and oral form.
- Excellent English communication and report writing skills.

The Team Member will play a major role in data collection, analysis and presentation, and preparation of the debriefings and will make significant contributions to the writing of the main evaluation report.

Two (2) Research Assistants:

- Holding an undergraduate degree or higher in Statistics or a related field.
- Having at least 3 years of progressively responsible experience data collection and in the analysis of both qualitative and quantitative data as well as in data management.
- Having a firm understanding of human rights-based approached to programming, including gender and equity considerations.
- Cambodia national with strong, working level English; fluency in Khmer and another, relevant ethnic language would be an asset.

The evaluation team is expected to be balanced with respect to gender to ensure accessibility of both male and female informants during the data collection process. Back-office support assisting the team with logistics and other administrative matters is also expected.

## 7. SUBMISSION OF EXPRESSION OF INTEREST (EOI)

Interested institutional entities are encouraged to complete and submit the attached EOI form. EOIs should be sent to [ksok@unicef.org](mailto:ksok@unicef.org), no later than **5:00 pm (Phnom Penh) on 30 December, 2016**. Please quote "Outcome Evaluation CDPF Phase II" as the subject in your correspondence.

Kindly note that this EOI does not constitute a solicitation. We do not require bids or proposals at this stage; we merely seek your expression of interest in participating in the tender. A response to this Call for EOI does not automatically ensure that you will be selected to participate in the tender. Further details on the evaluation can be sent to interested parties upon request. Terms of reference (TOR) will be provided to those vendors invited to submit a full proposal by way of a Request for Proposal for Services (RFPS). Following the RFPS, short-listed institutional entities will be invited to participate in an interview.

UNICEF reserves the right to change or cancel requirements at any time during the EOI and/or solicitation process. UNICEF also reserves the right to require compliance with additional conditions as and when issuing the final tender document.

If you have any additional questions about this EOI, please email Ms. Sok Keang [ksok@unicef.org](mailto:ksok@unicef.org). Emails only, please; calls will not be returned.

## 8. EVALUATION CRITERIA

The EOIs will be assessed according to the following criteria:

- a. Organisational and financial profile of the bidder;
- b. Relevant past experience of the bidder;
- c. Experience of proposed team members.

UNICEF Cambodia – Expression of Interest Form  
**OUTCOME EVALUATION OF**  
**THE CAPACITY DEVELOPMENT PARTNERSHIP FUND – PHASE II**

Please fill-in the form (up to 10 pages total) and submit to: [ksok@unicef.org](mailto:ksok@unicef.org)

Full Name of Institutional Entity:

Type of Entity:

User Salutation:  Dr.  Ms.  Mr.

First Name:

Last Name:

Job Title/Role in Entity:

Mobile Phone Number:  (please include country & city code)

Fax Number:  (please include country & city code)

Contact E-mail Address:

Mailing Address:

City:

State:

Postal Code:

Country:

Address of Internet Website:

Alternate Contact Person:

**Please answer the following mandatory questions:**

- 1. Describe in no more than two pages the organisational and financial profile of your institutional entity, including:**
  - Its organisational structure, including any associates, partner firms, etc. and the numbers of years it has been in the consultancy business;
  - Its most relevant past experience(s) in relation to the proposed consultancy.
- 2. Summarise the profile of the proposed evaluation team using no more than a page for the team leader and half a page per team member. Please attach the curriculum vitae of the team leader and team members.**

Please note: The duration of the assignment will be from July to December 2017. It is foreseen that the team leader and the team members will devote roughly half of their time to the evaluation.

- 3. Confirmation that your entity:**
  - **Has no on-going litigation with the UN;**
  - **Is not currently removed/invalidated or suspended by the United Nations or UN system organisations;**
  - **Shall declare if it currently employs or anticipates employing any person(s) who was/were employed by the UN.**

Please note: The presence of a conflict of interest of any kind (e.g., having worked for or partnered with the CDPF in Cambodia) will automatically disqualify prospective candidates from consideration.