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**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| Consultant Type | Individual consultant |
| Engagement Period | 2 years |
| Location | Ulaanbaatar, Mongolia |
| Reports to | Project Director, Project Coordinator, MES and SCJ |
| Funded by: | GPE (Global Partnership for Education) |
| Package Number | CS1.6 |
| Package Name | Individual Consultant to Inclusive Education |
| Estimated Commencement Date | May 31, 2023 |
| Estimated Contract Completion date | June 15, 2025 |
| Selection Team: | Bid Evaluation Committee (BEC) |
| Agencies: | Save the Children Japan and Ministry of Education and Science, Mongolia |

1. **BACKGROUND AND CONTEXT**

The Global Partnership for Education (GPE), of which Mongolia is a partner, has adopted a new strategic plan for the period 2021-2025, entitled “GPE 2025.” To implement the new plan, the GPE made the Education Sector Plan Implementation Grant (ESPIG) Multiplier Grant, dedicated to supporting the implementation of national Education Sector Plans accessible to certain countries to leverage additional external financing for education.

The Ministry of Education and Science (MES) of Mongolia applied for the GPE Multiplier Grant, intending to complement three projects respectively funded and implemented by the Japan International Cooperation Agency (JICA), Korean International Cooperation Agency (KOICA), and Save the Children (SC).

The Global Partnership for Education has allocated USD 5.00 Million to support the implementation of Mongolia’s Education Sector Mid-term Plan. The project will be implemented by MES for three years (2022–2025) with the overall goal of improving access and quality of learning through inclusive approaches.

The project focuses on three priority areas in the education sector: inclusive education, school feeding program, and blended education, which will be supported by multiplier partners–Japan International Cooperation Agency (JICA), Korea International Cooperation Agency (KOICA), Save the Children, and other development partners in Mongolia. As the Grant Agent, Save the Children will provide technical support and oversee project implementation.

The "Enabling Equity to Advance Learning" project will be implemented with three components: Inclusive Education, School Feeding Program, and Blended Education:

**Component 1: Inclusive Education.**

The Inclusive Education Component will complement Save the Children and JICA’s interventions by **building the capacity of targeted mainstream schools to provide learning support for children with disabilities**. The component will be implemented at the 18 target schools, including two districts of Ulaanbaatar (Khan-Uul and Sukhbaatar) and four rural aimags, including Arkhangai, Selenge, Sukhbaatar, and Uvs.

**Component 2: The School Feeding Program**

The School Feeding component will complement KOICA and JICA’s programs by **improving the quality of food production and service** in schools.45 schools, 15 from Ulaanbaatar and 30 from rural and remote areas will be targeted across Mongolia, reaching over 48,000 children aged 6-14 years and working with 36 nutritionists.

**Component 3: Blended Education**

The blended learning component will be piloted in 50 target schools selected from Chingeltei and Khan-Uul districts of Ulaanbaatar districts and Uvs, Khovd, Bulgan, Sukhbaatar, and Dundgobi aimags. It will target over 1,000 primary and secondary school teachers, 5,000 students, and 500 parents whose children are studying in 50 target primary and secondary schools. It will also target over 100 education administrators in the target locations.

1. **SCOPE of WORK**

Professional consulting services particularly inclusive education, will be provided in the first component of the project. An Individual Consultant (IC) will work to increase access for children with disabilities to mainstream schools. In order to complete the work IC will ensure the following output is achieved - “Improve capacity for mainstream primary and lower-secondary schools to provide learning support for children with disabilities”.

1. **DETAILED TASKS**

Specifically, she/he will:

1. Work under the direct supervision of the Project Director, PIU coordinator, and other relevant officials from the Ministry of Education and Science.
2. Manage the following day-to-day activities of the Inclusive education component and NGO/Consultant teams to ensure the activities under Inclusive Education Component are completed on time and within budget. They include:

* Training of mainstream teachers on inclusive education particularly the use of Individualized Education Plans (IEP) and learning assessment for students with disabilities;
* Creating networks for teachers on specific types of disabilities;
* Piloting the deployment of special education teachers for Student Development Support Classrooms (SDSC) at target schools;
* Building the capacity of parents of the children with disabilities at target schools, to participate in the development, implementation, and monitoring of IEPs;
* Increasing awareness for all children to support their peers with disabilities at target schools.

1. Closely work with PIU staff, and other key partners and target schools, and provide technical support.
2. Work together with Consulting Firm/ NGO to be selected by the Ministry of Education and Science and PIU to create networks for teachers around specific types of disabilities and pilot the deployment of special education teachers for Student Development Support Classrooms (SDSC) at target schools.
3. Oversee the implementation of the component and ensure that NGO team members are carrying out their tasks efficiently.
4. Provide monthly, quarterly, and annually-based reports to the PIU Coordinator for Component one
5. Evaluate the implementation of Component 1 activities to ensure they meet donors, execute agency requirements, adhere to budgets, and meet deadlines.
6. Assist PIU staff and BEC to develop technical specifications and bidding documents for the procurement of assistive devices, tools, and equipment for children through SDSC at target schools.
7. Assist with additional project tasks as necessary.
8. **QUALIFICATIONS and EXPERIENCES**
9. University Degree in education. A postgraduate degree would be preferred.
10. At least 5 years of experience in the inclusive education sector’s policy development and implementation.
11. Applied experience in designing tools and strategies for data collection, analysis, and production of reports.
12. Computer skills in MS Office packages including Excel, pivot tables and pivot charts, and other statistical soft wares for data analysis are essential.
13. Multi-tasking, coordination, organization, and prioritization skills are strongly preferred.
14. Demonstrated attention to detail, ability to follow procedures, and meet deadlines.
15. Ability to work independently and cooperatively within a team and with other team members required.
16. Excellent verbal communication and interpersonal skills.
17. Proficiency in English (reading, writing, and speaking).
18. Able to travel to the countryside.
19. **APPLICATION PROCESS**

Interested individuals are requested to send his/her resume and a cover letter explaining the reasons for applying for the position, and describing how the candidate’s qualifications, skills, and work experiences meet the requirements of the job via email to [coordinator.equalproject@gmail.com](mailto:coordinator.equalproject@gmail.com), no later than June 09, 2023, 5 PM. We accept the application in PDF format.

Only the short-listed candidates will be contacted and asked to (i) have a job interview with the selection committee, and (ii) provide proof of work experience and original copies of diplomas and certificates at the interview.