



TERMS OF REFERENCE

CONSULTANCY FOR STRENGTHENING EDUCATION MANAGEMENT INFORMATION SYSTEM (EMIS) WITH FOCUS ON EDUCATION IN EMERGENCY (EiE) DATA IN SOUTH SUDAN.

Background.

South Sudan, as a member of the UN and implementer of SDG4, is committed to ensuring inclusive, accessible, and quality education for all, even in situations of emergencies, including before and during conflicts, and in post-conflict settings. In that regard, it is important to address the educational needs of children and youth affected by crises. The Ministry of General Education and Instruction and other key education players, value and understand that education continuity even in a crisis is critical and this needs to be informed by risk and crisis-related data.

UNESCO is a technical partner for the Multi Years Resilience Programme (MYRP) under the consortium led by Save the Children, NRC, and FCA. UNESCO under this consortium arrangement is to contribute technically by strengthening the EiE data, by ensuring that ***“The education system becomes more responsive and resilient to the impacts of crisis through improved data for decision-making, strengthened coordination, and the meaningful engagement of local actors”***.

This Intervention is informed by the EMIS contextualized case study for South Sudan 2021 (UNESCO EMIS Case study), with key findings indicating that the available Education data in South Sudan is typically fragmented, and its collection and use tend to mirror and reinforce misalignment between humanitarian and development programming. This leads to the inaccurate identification of vulnerable groups and their needs, insufficient and misallocated funding, inefficient policy and program interventions, and weak Education Sector Plans.

Therefore, there is need to strengthen the EMIS so that it is adaptive and efficient; to generate and store quality EiE data to inform education response.

The primary purpose of developing an Education Management Information System (EMIS) with an EiE focus for the Ministry of General Education and Instruction Education (MoE) is to create a robust, efficient, and comprehensive system that supports the management and administration of educational information. The EiE Module of the Education Management Information System will serve as a centralized repository of EiE data that facilitates the collection, storage, processing, and dissemination of EiE information related to education in Emergency. This system is crucial for informed decision-making, policy formulation, and the overall enhancement of the educational framework required to achieve the desired educational outcomes. The Ministry considers and prioritizes the EiE Module of EMIS as an important and integral tool that will enhance the efficiency and effectiveness of managing educational data and operations.

To date South Sudan is still confronted with both natural and man-made disasters, like floods, conflict, diseases, and other climatic challenges like droughts, and high temperatures, In February 2024, the Ministry of General Education and Instruction closed the schools for a period of two weeks due to extreme heat, this trend is likely to continue in the subsequent years with its associated effects on learning outcomes, data is needed to support government effort preparedness and response.

With the rapidly evolving educational landscape, efficient and effective management of information is crucial for the success of educational institutions. An Education Management Information System (EMIS) serves as a comprehensive tool designed to streamline and enhance the management of educational data. This system encompasses various aspects of education management, including student information, staff records, Teachers, financial data, Learning material, and administrative processes. The need for an EiE EMIS Module arises from the growing complexity of EiE educational needs and the increasing demand for EiE data drive decision-making.

The objective of the Assignment.

The main objective of the assignment is to design and develop the EiE- Education Management Information System (EMIS) Module within the existing Central EMIS that shall serve as a comprehensive tool to streamline and enhance the management of EiE data.

Scope of Work.

To guide the implementation of this assignment; the below outline describes processes/tasks that will be undertaken by the incumbent institution(s).

a) Contextual EiE data landscape analytical Inception report and business systems requirements.

Review the existing EiE data literature documents and provide a technical analytical contextual Inception report with an implementation roadmap and technical business requirements to support the systems development.

b) Tools and Indicators harmonization.

In consultation and collaboration with the Ministry of General Education and Instruction, and EiE partners, the Education Cluster, refined the already existing draft EiE data collection tools.

c) System Design

- Develop a system architecture that will define the components and their interactions.
- Create a comprehensive data model to ensure proper data structure, relationships, and integrity.
- Design user-friendly interfaces for different user roles, ensuring ease of use and accessibility.
- Identify a cost-effective cloud-based server to support the EiE EMIS data storage.

d) System Development.

Map the core EiE component that will feed into the central EMIS, including student information management, staff records, Learning and teaching materials, Capacity building, teacher management, and other administrative processes as recommended technically.

Customize the system to meet the specific needs and workflows of the MoGEI from schools, Payams, counties, states, and at the national .

Ensure data protection protocols are in place to ensure the integrity, confidentiality, and availability of the data.

Migrate all existing data to the new EMIS system developed, ensuring data accuracy and consistency.

e) System Testing

Test individual components of the system to ensure they function correctly.

Test the integration of different components and systems to ensure seamless data flow and functionality.

Conduct User Acceptance Testing (UAT) with end-users to validate the system against requirements and identify any issues or improvements.

Test the system's performance under various conditions to ensure it meets performance standards.

f) Capacity building and systems rollout.

Develop comprehensive training Manuals/Materials for all user roles, including administrators and end users at all levels of the Ministry of General Education and Instruction.

Conduct training sessions and workshops to ensure users are proficient in using the EiE Module EMIS.

Provide detailed training materials, including user manuals, guides, and where possible video tutorials.

g) Documentation and Handover

Provide comprehensive documentation, including system architecture, data models, configuration settings, and user manuals.

Ensure a smooth handover of the system to the Ministry's team, including knowledge transfer and final training.

Compile a country EiE statistical bulletin

Expected deliverables/Output

The below deliverables will be further elaborated at the contract award stage.

- Contextualised Analytical Inception Report and Systems business requirements
- Project implementation plan
- EiE Harmonised tools and Indicators
- Systems design architecture
- Systems User Guide and Training Materials developed.
- Needed Capacity Building Training facilitated Training Reports submitted.
- Monthly and Quarterly Implementation reports submitted.
- Financial reports of the activities implemented and submitted.
- Systems Quarterly review meetings conducted, and reports submitted.
- One annual National EiE statistical booklet to be produced.
- Standard Operating Procedures for data Management developed.
- Project Final report submitted

Technical Proposal requirements

- Incumbent firm/company/institution /organization will adopt its own format for the technical proposal, which should include:
 - i) Experience in Establishing data management systems -EMIS in other countries and sectors, preferably in the Education Sector.
 - ii) List of technical staff, qualifications, and experiences relevant to data system strengthening
- Proposal to include context and background analysis of the Country Education data landscape with detailed EiE context specifics.
- Proposed implementation strategy for institutional-based EiE EMIS Component.
- Detailed explanation of how each of the activity activities will be implemented, strategies to be used to accomplish the activity, and expected result.
- A detailed list and cost of ICT equipment required for a whole system across all the governance structures.
- **Mandatory requirement-** External audit report conducted by a qualified audit firm over the past 3 years

Mandatory Requirements: registration documents,

Financial Proposal Requirements

- Potential Institutions/Organizations/firms/companies must use their own Budget template, expressing the cost of the proposed project in US Dollars.
- Financial proposal should cover a minimum of 12 months period (Jan- dec 2025).
- The budget should be prepared in sufficient detail to justify resource requirements, demonstrate cost-effectiveness and, as far as practicable, provide a breakdown of the resource requirements corresponding to the periods for which cash transfers will be made to the implementer.
- The proposed budget will be the basis of the funding agreement if a grant is awarded.
- UNESCO reserves the right to negotiate the budget with preselected Organization/firm/company before the signature of the Implementation Agreement, to ensure value for money.
- Items that are not included in the approved budget will not be covered.
- Budgets should be prepared for each activity detailed and further broken down by budget line.
- Include any important budget item that is deemed technically necessary for the Implementation.
- Any cost which does not have the necessary breakdown will not be accepted.
- Overhead cost should not exceed 5% of the total project cost.

- The Budget submitted on the financial proposal should cover the entire activity scope and areas of interventions.

Application Submission

All applications must be submitted by the deadline of 31st October 2024 (noon, Juba Time)
Applications submitted after this date will **NOT** be considered for evaluation.

All candidate partners must submit the following including supporting documents:

- I. Technical proposal with signature
- II. Financial Proposal including the logo of the partner and the signature of the authorized representative at the bottom (signature required)
- III. Official Certificate of Legal Status
- IV. Financial Statements (including the balance sheet, the income and expenses account, and the annexes) of the last two budget years.
- V. CVs of the relevant technical team and their roles.

Please forward the filled (and signed, where required) forms and supporting documents to the email below. All documents must be shared in a readable format (Word or PDF for the forms, PDF or JPG for the supporting documents). No other method of submission will be accepted.

	Submit your technical and financial proposal to implement the stated activities. Via. Proposals.Juba-ED@unesco.org
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