

TERMS OF REFERENCE FOR A CONSULTANCY TO FACILITATE THE ESTABLISHMENT OF A TEACHER SERVICE COMMISSION FOR THE REPUBLIC OF SOUTH SUDAN

1. Project Background

The 2023-2025 Multi-Year Resilience Programme for South Sudan builds on the successes and lessons learned from the 2019 MYRP. Led by Save the Children International (SCI) and the additional grantees- Norwegian Refugee Council (NRC) and Finn Church Aid (FCA), the 2023 MYRP aims to reach 135,000 of the most in-need girls and boys across fourteen prioritized counties. Grantees, along with technical and implementing partners, are leveraging on their complementary strengths to implement a holistic programme across five outcomes. These work together to ensure safe and equitable access, improved quality of teaching and learning, increased inclusivity, and a more resilient education system. Working closely with the MOGEI, the Education Cluster, and other flagship education programmes in the country, the MYRP seeks to reach the most in-need learners and improve the overall capacity to reach more in the years to come.

The programme has a significant gender approach, aiming to reach at least sixty per cent of girls and engaging both girls and boys in comprehensive sexuality education. The objective will be to ensure girls have equal access to education while boys and men begin to become advocates for, not obstacles to, equitable education for all.

The programme also works to engage, enrol, and support the education of those girls and boys with disabilities. South Sudan presents a challenge in identifying and enrolling girls and boys with disabilities, so the MYRP partners works to improve data alongside activities to increase the capacity to support those with disabilities. The MYRP aims to ensure at least ten percent of those to be reached are girls and boys with disabilities.

1.1. Programme Outcomes

Outcome 1: Safe, equitable, gender-responsive, and uninterrupted access to protective and quality learning opportunities increase for crisis-affected girls and boys including those with disabilities.

Outcome 2: The quality of teaching and learning is improved in crisis-affected communities through inclusive and gender-transformative approaches.

Outcome 3: Education becomes more inclusive through comprehensive, gender-transformative and disability-inclusive strategies.

Outcome 4: The education system becomes more responsive and resilient to the impacts of crisis through improved data for decision-making, strengthened coordination, and meaningful engagement of local actors.

Outcome 5: Sufficient resources are mobilized to scale the implementation of the multi-year programme, respond to cyclical and new crises, build sector capacities, and monitor programme quality.

2. Background

The Ministry of General Education and Instruction (MOGEI) is responsible for the management of primary and secondary education, educator training and teacher management. The responsibilities include developing and implementing curriculum frameworks, providing teacher training, ensuring access to education for all the children of South Sudan and providing an enabling environment for the management of the teaching service and delivery of quality education.

MOGEI recognizes the challenges in the management of teaching services and the delivery of quality education, particularly in the areas of curriculum delivery and assessment; teacher management systems including recruitment, deployment, professional development, performance management, discipline and benefits management systems. To address these weaknesses adequately, the Ministry wishes to establish a Teacher Service Commission (TSC) to ensure the availability of qualified teachers, maintain teaching standards, and promote the overall development of the education sector.

MOGEI, therefore, seeks the services of a consulting firm to facilitate the establishment of the Teachers Service Commission.

3. Objectives

The objectives for the establishment of the Teachers Service Commission are:

- i. To ensure the availability of qualified and competent teachers in all schools.
- ii. To promote professionalism and excellence in teaching.
- iii. To maintain teaching standards according to South Sudan Teacher's Policy; and
- iv. To enhance the quality of education through effective teacher management and development.

4. Scope of Work

The scope of work will be in two parts. The first part, PART A, will involve the development of the legal framework for the establishment of TSC by the Ministry of General Education and Instruction in consultation with the Ministry of Legal Affairs and the National Parliament.

The second part, PART B, will involve the operationalization of the TSC Act through the development of relevant structures, systems, policies, and procedures.

The process of establishing a legal framework for the South Sudan Teachers Service Commission will involve the following steps:

1. The Ministry and the consultant shall develop a Cabinet Memorandum and submit it to the Cabinet for approval to establish the Commission.
2. The Consultant with support from Ministry will draft a Bill for the establishment of the Commission.
3. The Ministry shall present the Bill to Parliament for discussion and the creation of a TSC Act.

After the TSC Act is established, the Ministry of General Education and instructions will appoint Commission members according to the guidelines in the Act. cation and Instruction per the TSC Act.

- i. Develop systems and procedures that will enable TSC to deliver on its mandate efficiently and effectively.
- ii. Development of the organization structure for TSC including staff establishment, grading and scheme of service
- iii. Development of human resource management policies, guidelines, and procedures for TSC staff
- iv. Assessment of the current teacher management systems and recommending appropriate improvements to be made to the systems including recruitment, deployment, professional development, and performance management.
- v. Development of a framework to enable TSC to collect and analyze data on teacher supply, demand, and distribution.
- vi. Analysis of the current curriculum, teaching materials, assessment and inspection systems, including the alignment of the curriculum with national development priorities and international standards and making appropriate recommendations.
- vii. Development of strategies for communicating TSC objectives, activities, and achievements to stakeholders and the public; and

5. Deliverables:

The consultant is expected to produce the following deliverables:

- i. Support the Ministry to develop Cabinet memorandum, Draft bill and TSC Act
- i. A comprehensive organization structure for TSC with proposed staff establishment and scheme of service.
- ii. Human resource management policies, guidelines and procedures including job descriptions and career guidelines.
- iii. Framework for registration and licensing of teachers
- iv. Recommendations on the improvements to be made to the teacher management systems.
- v. Recommendations on the improvements to be made to the current curriculum, teaching materials, assessment, teacher discipline and inspection systems.

6. Duration of the Consultancy:

The consultancy has two sets of completion times. For PART A the consultants will support the Ministry of General Education and Instruction to ensure that the necessary legal framework is in place. For PART B the consultant is responsible. The PART B is expected to be complete within 90 days.

7. Reporting:

The consultant will provide regular progress reports to the designated office at the Ministry and engage in feedback sessions as required.

8. Qualifications:

The consultant should have:

- a. A minimum of a master's degree from a recognized institution in education, social sciences, Business/Public Administration or other relevant fields.
- b. At least 10 years experience in teacher management systems, educational governance and development of education policy, curriculum administration and assessment.
- c. At least 10 years experience in organization development and development of human resource management policies, guidelines and procedures, performance management, and strategic planning; and
- d. Familiarity with the South Sudanese education context.

9. Contractual Arrangements:

- i. The selected consultant will enter into a formal agreement with Save the Children International, outlining the terms and conditions of the consultancy.
- ii. This Terms of Reference is subject to amendment by Save the Children International as deemed necessary.

10. Payment

The consultant will receive payment in three installments:

- After the approval of the inception report = 30%
- After submission of the all the deliverables draft version = 40%
- After deliverables are approved = 30%

South Sudan Tax laws will apply.

How to apply

Any Competent expert, consultancy firms, organizations, or institutions are encouraged to apply by 14th May 2024 to: SouthSudanTenders@savethechildren.org with Subject of the e-mail as **Consultancy for Teacher Service Commission**. No consideration shall be applied based on religion, nationality, and organization status. The Expression of Interest should include all the following:

- 1) A **technical proposal** that responds to the needs of the ToR. Remember to include the following in the technical proposal:
 - Capacity statement of the expert, consultancy firm, organization, or institution
 - Tentative work plan with clearly defined milestones
 - Fill in the below evaluation criteria and ensure all the required documents/legal documents are all attached.
 - Attach proves previous work experience in similar assignments
- 2) A **financial proposal**
 - Financial proposal must clearly define breakdown of consultant daily fee and other associated costs that includes taxes (20%)

Annex 1: Evaluation Criteria

SECTION 1 - ESSENTIAL CRITERIA

INSTRUCTIONS - Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	MANDATORY CRITERIA: Supplier accepts Save the Children's 'Terms and Conditions of Purchase' included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached 'Terms and Conditions of Purchase'	Yes / No	Comments / Attachments
2	MANDATORY CRITERIA: The Supplier and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies and code of conducts listed below. 1) Child Safeguarding Policy 2) Anti-Bribery & Corruption Policy 3) Human Trafficking & Modern Slavery Policy	Yes / No	Comments / Attachments



	<p>4) Protection from Sexual Exploitation and Abuse Policy</p> <p>5) Anti-Harassment, Intimidation & Bullying Policy</p> <p>6) IAPG Code of Conduct</p> <p>7) Conditions of Tendering</p>		
3	<p>MANDATORY CRITERIA: The Supplier confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.</p>	Yes / No	Comments / Attachments
4	<p>MANDATORY CRITERIA: The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.</p>	Yes / No	Comments
5	<p>MANDATORY CRITERIA: The Supplier confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p>	Yes / No	Comments
	<p>This includes the Supplier submitting the following requirements (where applicable):</p>		
	<p>- Legitimate business address</p>		
	<p>- Valid Tax registration number & certificate</p>		
	<p>Valid Operating/Trading License</p>		
6	<p>Valid certificate of incorporation(Include the renewals if applicable)</p>		
	<p>For Individual Consultants, applicants must submit the following documents:</p> <p>- Copy of Passport 'data page' or National ID</p> <p>- Individual tax registration</p> <p>- Curriculum Vitae(CV)</p>		

SECTION 2 – CAPABILITY CRITERIA

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	Attachment(s)
1	A minimum of a master’s degree from a recognized institution in education, social sciences, Business/Public Administration or other relevant fields.- Please attach prove of qualification		
2	At least 10 years’ experience in teacher management systems, educational governance and development of education policy, curriculum administration and assessment.- Attach prove of previous experience	Bidder Response	Attachment(s)
3	At least 10 years’ experience in organization development and development of human resource management policies, guidelines and procedures, performance management, and strategic planning- Attach prove of experience in similar assignment	Bidder Response	Attachment(s)
4	Familiarity with the South Sudanese education context- Previous report samples to be attached	Bidder Response	Attachment(s)

SECTION 3 – SUSTAINABILITY CRITERIA

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	Attachment(s)
1	Does bidder commits to employ workforce (gender-balanced) both female and male.		