



Federated States of Micronesia
National Department of Education
P.O Box PS 87, Palikir Station
Pohnpei, FM 96941
Phone: (691) 320-2609 Fax: (691)320-5500

**Call for Letter of Interest
for
Education Performance Reporting Technical Assistance**

Position	Senior Education Advisor (Report Design and Preparation) (International)
Project budget (maximum)	USD 80,000
Nature of the assistance	Fully remote
Tentative Duration	1 June 2020 to 30 September 2020 (possibility of extension of deadline)
Deadline for Submission of Letter of Interest	22 May 2020.
Implementing Agency	National Department of Education, FSM
Contact Person	TO: Kalwin Kephass (kkephas@national.doe.fm) TO: Wayne Mendiola (Wayne.Mendiola@national.doe.fm) CC: Quincy Lawrence (Quincy.Lawrence@national.doe.fm)

Background

The Federated States of Micronesia (FSM) is currently undergoing a number of inter-related projects concurrently with the aim to improve the quality of education for the nation. The Improving Quality Basic Education (IQBE) initiative is primarily focused on improving basic education through teacher training among other activities. The Global Partnership for Education (GPE) is an initiative to support education reform in countries in line with the Sustainable Development Goals. In particular, GPE funded activities already carried out a comprehensive assessment of education sector and is currently developing the Education Sector Strategic Development Plan (ESSDP) that was completed end of December 2019 and ties in various on-going efforts largely funded by the United States (JEMCO/COMPACT/SEG).

It is becoming increasingly important to further improve overall education sector performance measures and accountability reporting. A well-established method of achieving this is through better data management. In 2016-17 a joint-project¹ was launched in the Federated States of Micronesia (FSM) which eventually resulted in the Federated States of Micronesia Education Management Information System (FedEMIS). The FedEMIS has since resulted in much higher quality of data and is constantly improving and being customized to support other activities taking place.

One of the areas that remain in need of further improvement is the quarterly performance reporting. While the NDOE and SDOE have been submitting quarterly reports for some years a number of issues exist that need to be further improved. In view of this, the NDOE intends to solicit Letters of Interest

¹ Technical Assistance was received from the US government under the Supplementary Education Grant (SEG) and ADB's regional grants for National Educational Planning and Management (NEPM).

(LOI) from qualified and competent individuals to provide technical assistance to provide guidance and support to NDOE and in particular the SDOEs in improving their quarterly reports. This request for LOI is the *second* phase of this project. While another phase for this project is expected it would be merely for on-going assistance and further training as required.

Objectives

- Establishing meaningful performance reporting
- Establishing a solid standardized approach to quarterly performance reporting
- Building capacity to adopt the new standardized quarterly performance reporting framework

Scope of Work

- Review the deliverables submitted by the consultants as part of phase one of this project (completed last year). ***Please contact Wayne Mendiola wayne.mendiola@national.doe.fm if you need access to the first phase deliverables to review for your letter of interest.***
- As needed, review all State and National Education Integrated Plans and outline all identified goals and objectives
- As needed, review all State and National Quarterly Performance Reports and outline all identified goals and objectives
- Work with State and National Departments of Education to revise the Integrated Plans and Quarterly Performance Reports to eliminate irrelevant and/or redundant text. New reports should be informative but concise. ***No more than five pages.***
- Properly align quarterly reports and integrated plans so goals and objectives are consistent and progress on goals and objectives provided quarterly
- Work closely with the NDOE/SDOE data team for the data component required in the reports.
- Finalize a standard and uniform integrated plans template and quarterly performance report template for the State and National Departments of Education to adopt at the earliest possible time
- Finalize a user guide explaining how to prepare the quarterly report and a process for briefing relevant stakeholders on the contents of the report and disseminating information to the public – i.e. quarterly briefs with Governor and Cabinet Members, Legislature, Education Board Members, School Principals, PTAs and communities.
- Collect data from State and National Departments of Education and work with staff to prepare four quarterly reports using the above established standard report – assistance preparing reports may be for two years as necessary
- Prepare a one to two pages annual summary report summarizing the quarterly reports and highlighting key achievements, challenges, and plans for next fiscal year. This may be in addition to or incorporated as part of the Education Indicator Report/Education Digest.

Deliverables for this contract

- A complete and final informative but concise Integrated Plans template that is accepted by all stakeholders including the four States and the National Departments of Education (in other words a consistent template to be adopted by the 5 departments)

- A complete and final informative but concise quarterly performance reports template that is accepted by all stakeholders including the four States and National Departments of Education (in other words a consistent template to be adopted by the 5 departments)
- The integrated plans and quarterly reports templates may be integrated into the same tool such as excel with an automatically generated report as proposed by the consultants who worked on phase 1 of this project.
- The quarterly reports for the 3rd and 4th quarters of this year shall be submitted using the above complete and final report template.
- A simple user guide for the preparation of the Integrated Plans, Quarterly Performance Reports and Annual Summary of Quarterly Reports.
- Staff from NDOE and SDOEs shall be trained and assisted in submitting their quarterly reports and integrated plans

Deliverables for the final phase of this project (included for informational purposes)

While it is of the utmost importance to complete the above deliverables within this year it is expected that support will be needed for another year to assist the SDOEs and the NDOE. A preview of deliverables in the third phase of this project is included below for informational purposes only and may change.

- A template for a short annual report summarizing the year's quarterly reports for the FSM education sector highlighting key achievements, challenges, and plans for next fiscal year.
- On-going assistance for the four States and the National Departments of Education to complete each of their integrated plans and quarterly reports based on final template
- On-going assistance for the four States and the National Departments of Education to complete their short annual report summarizing the year's quarterly reports for the FSM education sector highlighting key achievements, challenges, and plans for next fiscal year
- 2 presentations of quarterly performance progress to the Executive and Legislative branches

Budget and Timeframe

Maximum budget for the second phase of this project is USD80,000. Due to the world Pandemic and travel restrictions around the world, it is expected that all the works within this contract will be delivered remotely through video conference. Tentative timeframe is between June 1, 2020 to September 30, 2020. Consultant should provide his/her daily rates and availability for the tentative timeframe in the LOI.

Reports To

Consultant reports to the National Department of Education (NDOE) and States Department of Education teams.

Experience Required

A minimum of 15 years of experience in:

- Working with departments/ministries of education at the national and district (i.e. provincial, states, etc.) levels

- Working with data from Education Management Information System and other education data sources
- Designing meaningful performance reports especially for education national departments
- Training staff in adopting new report frameworks
- Work in developing countries, small Pacific Island nation more specifically is desirable

Desirable experience

- Already familiar with the work of the FSM SDOEs and NDOE. Having been part of the phase 1 or having worked with NDOE and/or any of the SDOEs in the FSM are all considered highly desirable experience
- Excellent reporting design and writing skills
- Excellent English communication skills
- Master or Ph.D. in education or equivalent experience

Submission of Letter of Interest (LOI):

NDOE encourages submission of Letter of Interest (LOI) from qualified and competent individuals that meet the basic requirements. Submit your LOI including your detailed CV, proposed plan of activity with schedule and expected daily rates to the National Department of Education Secretary Kalwin Kephas (kkephas@national.doe.fm) the Acting Secretary Wayne Mendiola (Wayne.Mendiola@national.doe.fm) and CC the Assistant Secretary Quincy Lawrence (Quincy.Lawrence@national.doe.fm) **no later than 22 May 2020.**