



Federated States of Micronesia
National Department of Education
P.O Box PS 87, Palikir Station
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**Call for Letter of Interest
for
Education Performance Reporting Technical Assistance**

Position	Senior Education Advisor (Report Design and Preparation) (International)
Project budget (maximum)	USD 45,700
Nature of the assistance	Fully remote
Tentative Duration	1 September 2021 to 30 September 2021
Deadline for Submission of Letter of Interest	25 August 2021.
Implementing Agency	National Department of Education, FSM
Contact Person	TO: Gardenia Aisek (Gardenia.Aisek@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 (LOI) from qualified and competent individuals to provide technical assistance to provide guidance and

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).

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 any issue with current template
- 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.
- 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

- Any issue with the current template shall be fixed
- Provide training to all four states and NDOE on the usage and management of the quarterly performance reporting template
- Finalize user guide for the preparation of the Integrated Plans, Quarterly Performance Reports and Annual Summary of Quarterly Reports.
- Provide support and maintenance for the duration of four months after the completion of training to all four states and NDOE

Budget and Timeframe

Maximum budget for the second phase of this project is USD45,700. 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 September 1, 2021 to September 30, 2021. 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 Gardenia Aisek (Gardenia.Aisek@national.doe.fm) and CC the Assistant Secretary Quincy Lawrence (Quincy.Lawrence@national.doe.fm) **no later than 25 August 2021.**