

TERMS OF REFERENCE

Preparation of the Grant Strengthening Instructional Leadership at District and School Levels (GY-T1193)

GUYANA

[Project Number]

GY-T1193

<https://www.iadb.org/en/project/GY-T1193/>

Preparation of the Grant Strengthening Instructional Leadership at District and School Levels

1. Background and Justification

- 1.1. *The team's mission: The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.*
- 1.2. *The Education Division supports education systems of Latin America and the Caribbean countries to reach five dimensions that will contribute to making them successful in promoting effective teaching and learning among all children and youth. The IDB's private sector window also finances projects to expand educational opportunities for low-income students. The IDB's private sector window also finances projects to expand educational opportunities for low-income students.*
- 1.3. *We support Latin American and Caribbean countries to ensure that:*
 - 1) *High expectations guide education services.*
 - 2) *Students entering the system are ready to learn.*
 - 3) *All students have access to effective teachers.*
 - 4) *All schools have adequate resources and can use them for learning; and*
 - 5) *All graduates have the necessary skills to succeed in the labor market and contribute to society.*
- 1.4. *In January 2023, the Inter-American Development Bank (IDB) was selected by the Ministry of Education (MOE) in Guyana and the Local Education Group (LEG) as the Grant Agent for the Global Partnership for Education's (GPE) System Transformation Grant (STG), with the UNESCO International Institute for Educational Planning (IIEP/UNESCO) as the lead technical partner. The focus of the STG program is to realize the priority reform identified in the Partnership Compact developed in collaboration between the MOE, the IIEP and the LEG: "Strengthening instructional leadership at district and school levels: promote equitable learning by strengthening culturally responsive and effective instructional leadership and improved accountability at the district and school levels". It also aims at contributing to the achievement of Guyana's overall education and development goals and United Nations Sustainable Development Goals (SDG4), both of which call for equitable quality education for all.*
- 1.5. *The objective of TC GY-T1193 is to support the design of the investment grant "Strengthening*

Instructional Leadership at District and School Levels” (GY-G1009) (STG by the GPE) in Guyana to achieve “Improved quality, equitable participation and achievement in basic education for the sustainable development of Guyana”. The TC will support the preparation of the investment grant through the financing of technical assistance (TA) for both technical and operational work required for its design and approval.

2. Objectives

2.1. The main objective of this consultancy is to support the IDB and the MOE in the design and preparation of the various components that are part of the System Transformation Grant “Strengthening Instructional Leadership at District and School Levels” (GY-G1009 – Investment Grant US\$5million). The components of the grant are listed below.

3. Scope of Services

3.1. The agency will support the IDB and MOE teams in the design and preparation of the various components of the System Transformation Grant in Guyana.

3.1.1. Component 1: Capacity Building for Leadership and Planning. The aim is to equip district and school leaders for leading transformation in schools and districts, with specific attention to inclusion and culturally responsive leadership by (a) establishing a leadership academy; (b) strengthening culturally responsive planning at district and school levels

3.1.2. Component 2: Improving Sector Management. The aim is to strengthen the accountability and resource allocation system. This will be accomplished through the following subcomponents:

3.1.2.1. Subcomponent 2.1: Accountability Systems. This subcomponent will include: (i) a review of job descriptions, policies and systems for recruitment, appraisal, and promotion of district and school leaders; and (ii) development of new policies and systems to enable more effective quality management and instructional leadership at the district and school levels.

3.1.2.2. Subcomponent 2.2. Resource Allocation Systems. The subcomponent is to review the existing resource distribution mechanisms in the education sector, including the transfer and deployment of practitioners and support staff as well as the allocation of financial and material resources to districts and schools, to identify and address inequities and inefficiencies.

3.1.2.3. Subcomponent 2.3. Enhancing the EMIS. This subcomponent is to include into the EMIS database student demographic data -including gender, ethnicity, disability, and migrant status- as well as data on services and resource needs from districts and schools. To achieve this, the MOE will need additional hardware and connectivity services in schools.

3.1.3. Component 3: Improved Collaboration. The aim is to improve coordination among schools, regional departments, and central units of the MOE through the establishment of more effective communication mechanisms at the central, regional, district and school levels.

This will be accomplished through the following activities:

4. Key Activities

- 4.1. *Support the IDB and MOE teams in the design and preparation of the operation. This will include:*
- 4.1.1. *Development of required project documents, such as project description, results monitoring, implementation and management plan, and other relevant annexes.*
 - 4.1.2. *Support in the development of budget, risk assessment, procurement processes, financial reporting, and monitoring and evaluation plans.*
 - 4.1.3. *Participation in missions to Guyana for project design and in video conferences and conference calls with Project Team.*

5. Expected Outcome and Deliverables

- 5.1. *The following general deliverables are expected:*

| <i>Deliverables and timelines</i> | |
|--|--|
| <i>Deliverables</i> | <i>Time</i> |
| DELIVERABLE 1 Project Profile and annexes | 10 days following signature of contract |
| DELIVERABLE 2 Input for Draft Proposal for Operation Development | 2 months after the signature of the contract |
| DELIVERABLE 3 Input for Final Version of Proposal for Operation Development including input to Operation Manual, project budget, procurement plan, annual operation plan, pluri-annual operation plans, risk analysis, gender analysis, responses to questions received during Quality and Risk Review (QRR) . | 3 months after signature of contract |
| | |

6. Project Schedule and Milestones

- 6.1. *Presentations and documents in accordance with the above activities and the Education Division requirements.*
- 6.2. *Starting date: May 2023.*

7. Reporting Requirements

- 7.1. *All reports will be delivered in digital form and in English.*

8. Acceptance Criteria

- 8.1. *The acceptance of deliverables will be approved by the Education Division through a confirmation email.*

9. Other Requirements

- 9.1. *The agency is expected to participate in regular meetings with IDB and the MOE. The frequency of meetings will be determined at the start of the consultancy.*
- 9.2. *The agency is expected to participate in missions required to prepare the project documents (Profile, and Proposal for Operations Development (POD)).*

10. **Supervision and Reporting**

- 10.1. *Each deliverable will be approved by the IDB Education Team.*

11. **Schedule of Payments**

- 11.1. *Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.*

| Payment Schedule | |
|-------------------------|-------------|
| Deliverable | % |
| 1. Deliverable 1 | 30% |
| 2. Deliverable 2 | 40% |
| 3. Deliverable 3 | 30% |
| TOTAL | 100% |

Project Coordinator Consultant

Location: Washington, DC

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

[The Social Sector \(SCL\)](#) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

The IDB Group helps Latin American and Caribbean countries promote skills development and lifelong learning as a strategy to ensure that citizens can contribute productively to society, improve their well-being, and be good citizens. To this end, it works with the countries of the region in [five lines of action](#):

- i. ensure that people have equitable access to relevant, high-quality learning opportunities throughout their lives.
- ii. strengthen quality and relevance assurance mechanisms.
- iii. consolidate and develop better financing and co-financing mechanisms to improve the efficiency, effectiveness, and coverage of skills development opportunities.
- iv. take advantage of the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
- v. actively promote the generation and use of evidence to inform decisions about skills development.

About this position

We are looking for an experienced, hands-on, and action-oriented Project Coordinator Consultant. As a Project Coordinator Consultant, you will support the Inter-American Development Bank and the Ministry of Education (MOE) in Guyana in the coordination, preparation and implementation of the Global Partnership for Education's (GPE) System Transformation Grant (STG) "Strengthening Instructional Leadership at District and School Levels", under Technical Cooperation GY-T1193.

You will work within the Caribbean team in the Education Division, part of the Social Sector department. This team is responsible for supporting member Caribbean countries in the design and implementation of education projects and loans.

Objective of the consultant: provide support for the coordination, preparation and implementation of the GPE's System Transformation Grant (STG) (for IDB, investment grant) for US\$5 million. For this grant, the IDB is partnering with the International Institute for Education Planning (IIEP/ UNESCO). IIEP will be the lead technical partner.

What you'll do:

- Coordinate with the IIEP/UNESCO in the preparation of key documents (Project Profile, Proposal for Operation Development -POD-) for a Global Partnership for Education (GPE) grant by the timelines agreed (June 16, 2023).
- Coordinate with the GPE, the Ministry of Education (MOE) in Guyana, and other consultants involved in the preparation of the documents as needed.

- Participate in missions to Guyana for project design and in video conferences and conference calls with project team.
- Review documents drafts and comment on them.
- Organize meetings as needed.

Deliverables and Payments Timeline:

| <u>Deliverable #</u> | <u>Percentage</u> | <u>Planned Date to Submit</u> |
|---|--------------------------|--|
| Signature of the contract | 20% | Signature of the contract |
| Acceptance of Product #1: project profile | 40% | 3 months after signature of the contract |
| Acceptance of Product #2: POD | 40% | 6 months after signature of the contract |

What you'll need

- **Education:** Master's degree in Economics, Public Policy, Public Administration, Education, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 5 years of relevant professional experience, or the equivalent combination of education and experience.
- **Languages:** Proficiency in English

Key skills:

- Learn continuously
- Collaborate and share knowledge
- Focus on clients
- Communicate and influence
- Innovate and try new things

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.
- **COVID-19 considerations:** the health and safety of our employees are our number one priority. As a condition of employment, IDB/IDB Invest requires all new hires to be fully vaccinated against COVID-19.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 80 days in a period of 6 months
- **Travel:** Yes

| # | Origin (City, Country) | Destination (City, Country) | # of Days |
|----------|-----------------------------------|--|------------------|
| 1 | Argentina | Georgetown, Guyana | 6 |

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

- A **competitive compensation** package.
- A flexible way of working. You will be evaluated by deliverable.

Our culture

At the IDB Group we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions.

Diversity, Equity, Inclusion and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at diversity@iadb.org to request reasonable accommodation to complete this application.

Our Human Resources Team reviews carefully every application.

About the IDB Group

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

About IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

Follow us:

<https://www.linkedin.com/company/inter-american-development-bank/>

<https://www.facebook.com/IADB.org>

https://twitter.com/the_IDB

Support for Project Preparation/Operations Consultant

Location: Washington, DC

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- v. take advantage of the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
- vi. actively promote the generation and use of evidence to inform decisions about skills development.

About this position

We are looking for an experienced, hands-on, and action-oriented Support for Project Preparation/Operations Consultant. As Support for Project Preparation/Operations Consultant you will support the Inter-American Development Bank and the Ministry of Education (MOE) in Guyana in the development of the various documents required for the preparation of the Global Partnership for Education's (GPE) System Transformation Grant (STG) "Strengthening Instructional Leadership at District and School Levels", under Technical Cooperation GY-T1193.

You will work within the Caribbean team in the Education Division, part of the Social Sector department. This team is responsible for supporting member Caribbean countries in the design and implementation of education projects and loans.

Objective of the consultant: provide support for the preparation of the GPE's System Transformation Grant (STG) (for IDB, investment grant) for US\$5 million. It will require the development of all documents necessary for the Proposal of Operations Development (POD), including: detailed budget, disbursement calendar, risk analysis, AOP/PEP, procurement plan, results framework, cost-benefit analysis, and monitoring and evaluation plan (and if needed, Manual of Operations). All documents prepared have to be approved by the Local Education Group (LEG), the MOE, the GPE, and the IDB. For this grant, the IDB is partnering with the International Institute for Education Planning (IIEP/ UNESCO). IIEP will be the lead technical partner.

What you'll do:

- Work with the project team (IDB, MOE, IIEP) in the development and/or updating of project documents and tools required for project preparation and approval.
- Develop and/or update the documents below. To this end the consultant will work with each of the team members working on the individual components to gather the information required.
 - Detailed budget, including disbursement calendar.
 - Results Matrix and Monitoring and Evaluation Plan.
 - Risk Analysis (Risk Matrix).
 - Annual Operations Plan (AOP) and Project Execution Plan (PEP).
 - Terms of Reference (TORs) required for project implementation.

- Procurement Plan.
- Draft Manual of Operations to be included in the POD.
- Economic analysis of the project (Cost-Benefit Analysis).
- Participate in missions to Guyana for project design and in video conferences and conference calls with project team.
- Coordinate with other consultants/team members part of the project preparation team, including the team from the IIEP.
- Contribute to the creation of various project documents required for the IDB's approval process.
- Review documents drafts and comment on them.
- Assist in the preparation of the Development Effectiveness Matrix (DEM).

Deliverables and Payments Timeline:

| <u>Deliverable #</u> | <u>Percentage</u> | <u>Planned Date to Submit</u> |
|--|--------------------------|--|
| Signature of the contract | 20% | Signature of the contract |
| Acceptance of Product #1: updated budget and disbursement schedule, Results Matrix, Risk Matrix, DEM, and Procurement Plan | 40% | 3 months after signature of the contract |
| Acceptance of Product #2: updated AOP/PEP, economic analysis, TORS, and Manual of operations (draft) | 40% | 6 months after signature of the contract |

What you'll need

- **Education:** Master's Degree in Public Policy, Social Science, Economics.
- **Experience:** At least 10 years of relevant professional experience, or the equivalent combination of education and experience.
- **Languages:** Proficiency in English

Key skills:

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- Collaborate and share knowledge
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|---|---------------------------|--------------------------------|-----------|
| 1 | Insert residency of PEC | Georgetown, Guyana | 6 |

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