United Nations Development Programme

TERMS OF REFERENCE

Title:	National consultancy: Mentor on Microsoft for Education that will work with the 25 beneficiary schools of the Digital School initiative
Project:	Accelerating Digital Transformation in Public Sector Project, ATIC Tekwill in every school Project
Reporting to:	UNDP Project Manager
Duty Station:	at the premises of Tekwill
Contract Type:	Individual Contract (IC)
Duration:	83 working days during September 2022 - June 2023

01. PROJECT OVERVIEW

With Accelerating Digital Transformation in Public Sector Project (Digital Transformation Project or Project), UNDP Moldova aims to improve access to and quality of public services and business conditions through accelerated digital transformation of government processes and business model(s) and promote innovation, as well as collaborative experimentation within the Government, in the private sector, internally in UNDP Moldova, and in collaboration with external partners.

UNDP Moldova, through this Project is strategically positioned as an integrator of programmatic solutions with innovative mindset, including bringing forward digital components in supporting accelerated delivery of the SDGs.

The Project has the following objectives:

- Support transformative changes in the organizational and innovation culture in the public and private sectors and align all participants for the accelerated achievement of the Sustainable Development Agenda and national targets;

- Contribute towards streamlining innovation through engaging with the ongoing and prospective projects and seeking ways to maximize and to measure their social impact;

- Support the Digitalization of Moldova that will contribute to improved governance by increasing the efficiency and effectiveness of government processes, increasing transparency and public access to governmental information – and therefore promoting accountability and public participation, and improving an innovative delivery of public services, as well as impact evaluation and strategic support to scaling-up of the successful solutions.

02. BACKGROUND

The COVID-19 pandemic has succeeded in amplifying advancements in technology innovations across all fields including education. Over the past two years we've witnessed substantial progress in the endowment of schools with digital equipment, in the establishment of hybrid and online education, as well as national digital literacy training of teachers among others. Despite the evolution made in the Moldovan education system, a

holistic approach is needed to unify existing initiatives and projects into a complex digital transformation strategy for schools which would allow for effective change to continue.

The "Digital Schools" initiative comes to support 25 schools in Moldova to adopt the digital transformation path in a systemic approach. Selected schools will benefit from a complex digital transformation training program which will result in the development of a customized strategy and action plan. Following the training phase schools will be able to receive support from a team of qualified specialists throughout the first year of the implementation process.

Ultimately, the initiative aims for each of the 25-beneficiary schools to become a role-model in promoting digital transformation in education for another 60 new schools that are to be mentored by the initial pilot schools in the academic year 2023-2024.

Target Group/Beneficiaries:

- 25 schools in Moldova
- 100 school principals and school administration members
- 900 teachers benefiting from the initiative
- 15,000 students being impacted by the initiative

03. OBJECTIVE

The objective of the assignment is to provide support, as part of the team of experts, in digital tools and inclusion to the 25-beneficiary schools of the Digital School initiative.

04. GENERAL RESPONSIBILITIES

- Carry out the assignment as defined in the Terms of Reference;
- Complete the final deliverable in a timely manner as defined below;
- Conduct all business in a manner that respects local culture;
- Maintain high ethical standards, avoiding any actual or perceived conflicts of interest and abiding; by all local laws and/or all UNDP directives and requirements;
- Ensure continuity after assignment termination by providing constant coaching and training.

05. SPECIFIC RESPONSIBILITIES

The Mentor on Microsoft for Education, as part of the team of experts, will be responsible to:

- Deliver training sessions in collaboration with the team of schools' champion teachers and instruct schools on the program in charge;
- Develop in collaboration with the team of school champion teachers their school individual implementation plan of the program in charge;
- Conduct monthly follow-up calls aiming to monitor the progress of the implementation of the programs, discuss and address challenges as well as highlight achievements. The monthly calls can be conducted either in groups of multiple schools, or as individual school calls;
- Support schools' champion teachers in identifying low-performing teachers and create a special training session or support plan for them to progress;
- Support schools' champion teachers in identifying best-performing teachers and suggest them as best-case practices;
- Participate at local events as a speaker;
- Write two individual progress reports per each mentored school (mid-year progress review and final progress review);

- Conduct visits and provide other needed support to beneficiary schools.

06. DELIVERABLES

The consultant is expected to produce the following deliverables:

Nr.	Deliverables	Indicative timeframes
1	Deliver up to 5 training sessions in collaboration with the team of schools' champion teachers on the program in charge.	15 Sept – 31 Oct 2022
2	Develop in collaboration with the team of schools' champion teachers their school individual implementation plan of the program in charge.	15 Sept – 31 Oct 2022
3	Conduct monthly follow-up calls aiming to monitor the progress of the implementation of the programs, discuss and address challenges as well as highlight achievements.	15 Sept 2022 – 30 Jun 2023
4	Support schools' champion teachers in identifying low-performing teachers in their schools and create a special training session or support plan for them to progress. Support schools' champion teachers in identifying best-performing teachers and suggest them as best-case practices.	1 Nov 2022 – 31 Mar 2023
5.	Participate at local events under the Digital School initiative as a speaker.	1 Sept 2022 – 30 June 2023
6.	Write a final progress report per program with reference to each mentored school.	1 June 2023
7.	Overall support to project Digital schools concept implementation.	15 Sept 2022 – 30 Jun 2023

07. LEVEL OF EFFORT

The level of effort (LOE) in days needed for this assignment is 83 days.

08. PLACE OF PERFORMANCE

The consultant will perform his/her duties in Moldova, as indicated in the TOR.

09. PERIOD OF PERFORMANCE

The assignment will begin on/about 15 September 2022 and end on/about 30 June 2023.

10. REPORTING INSTRUCTIONS & INSTITUTIONAL ARRANGEMENTS

The consultant will report to the UNDP Digital Transformation Project Manager, or his designee, who will be responsible for supervising the consultant's performance.

Working language: English, Romanian and Russian. All produced information shall be in English and Romanian.

Payment arrangements

The payments will be disbursed in instalments, upon submission and approval of deliverables by UNDP. The consultant will also submit a report specifying the achieved deliverables and the consumed time.

11. REQUIRED SKILLS AND EXPERIENCE

Education:

- Bachelor's degree in the field of education, pedagogy, IT or another field. A Master's degree in these fields will be considered as an advantage.
- Knowledge of Microsoft for education Projects, experience of integrating VR/AR into teaching and learning, OECD Learning Compass, etc. Certifications in any of these subjects will be considered as an advantage.

Experience:

- Minimum 10 years of pedagogical and/or professional experience in ICT integration into education, pedagogy, Microsoft for education, or other related fields;
- Previous experience in professional development, coaching and training in similar professional development programs;
- Advanced research and analytical skills and capability of producing road maps/ strategies/ action plans using quantitative and qualitative data;
- Proven experience in convening partners, organizing, and leading coaching meetings;
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm;
- Experience in managing educational programmes and activities.

Language Requirements:

- Fluency in oral and written English, Romanian and Russian.