

**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)
(ADVERTISEMENT)**

TIMOR-LESTE

BASIC EDUCATION STRENGTHENING AND TRANSFORMATION (BEST) PROJECT

Grant No.: TF 0B2130

Project ID.: P166744

Position Types: International Individual consultants

Assignment Titles: 099/BEST/TL

EMIS Developer Analyst – International Individual Consultant

The Ministry of Education, Youth and Sport (MoEYS) of the Democratic Republic of Timor-Leste has received financing from the World Bank toward the cost of the Basic Education Strengthening and Transformation (BEST) Project, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include individual consultant services positions as described above. The candidate is expected to start working in February 2023 .

The detailed Terms of References (TORs) for these assignments can be obtained at the address given below.

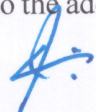
The Ministry of Education, Youth and Sport (MoEYS) now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.). Firms’ staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process. The criteria for selecting the Consultant are described in the Terms of Reference.

The attention of interested Consultants (including firms) is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank’s *Procurement Regulations for IPF Borrowers* July 2016 (4th edition as of November 2020), (“the Regulations”), setting forth the World Bank’s policy on conflict of interest.

Further information can be obtained at the address below during office hours i.e. 8:00 a.m. to 17.00 p.m. Mondays to Fridays

Departamento Nacional de Recursos Humanos or
Project Implementation Management Unit (PIMU)
Ministério da Educação, Juventude e Desporto (MEJD)
Rua Villa Verde, Dili, Timor-Leste
Attention: Sr. Manuel Monteiro

Expressions of interest must be delivered in a written form to the address below in person or by e-



mail by Close of Business hours as per the table below: Application documents received after this deadline will not be considered for processing.

No.	Position title	Position Number	Deadline of Application
1	Education Management Information System (EMIS) Consultant (EMIS Developer Analyst)	099/BEST/TL	3 th February 2023

Ministério da Educação, Juventude e Desporto (MEJD)
Rua Villa Verde, Dili, Timor-Leste
Attention: Sr. Manuel Monteiro
E-mail: monteiro.manuel1970@gmail.com or alternatively to
apoli060278@gmail.com

Sincerely,



Antoninho Pires,

Director General Administration and Finance Management/BEST Project Supervisor MoEYS



BASIC EDUCATION STRENGTHENING AND TRANSFORMATION
(BEST) PROJECT

Terms of Reference (TOR)

EDUCATION MANAGEMENT INFORMATION SYSTEM CONSULTANT

Job Title:	Education Management Information System (EMIS) Consultant
Position Number	To be registered
Category:	Individual Consultant
Duty Station:	Dili, Timor-Leste
Expected Starting Date:	February 2023
Duration of Assignment:	Three Months (February to – April 2023) with no extension

1. BACKGROUND

The BEST Project is aligned with Timor-Leste's Education Sector Plan (ESP) 2020–2024 medium- and long-term goals of expanding access to quality basic education for all and improving the efficiency of basic education.^{1 2} The key strategies and activities proposed by the ESP for achieving these goals include, among others, building new classrooms based on ranked priorities, developing minimum standards

¹ More specifically, the ESP's goals for basic education include ensuring that 98 percent of all children, boys and girls alike, have access to a full course of quality basic education (quality and equity in access) and reducing basic education dropout rate (efficiency).

² The ESP was elaborated under the leadership of the MOEYS and was endorsed by the Local Education Group in late 2019. The preparation of the ESP included multiple levels of consultations with the donor community and other local stakeholders, covering all topics in education, from ECED to higher education. Consultations were held in all the municipalities.

for educational infrastructures, providing training to improve school management, improving the teaching performance evaluation system, ensuring that school directors and other school officials are trained and equipped to use classroom observation tools to monitor classroom processes and provide feedback to all teachers, implementing training programs of excellence, improving printing and distribution systems for teaching learning materials (TLMs), making all learning materials available through an e-library, ensuring that book corners exist and are properly used in Cycle 1 and 2 classrooms, and developing national assessment frameworks and evaluating learning outcomes of students using international quality test instruments. The ESP also includes strengthening school system management, which ultimately contributes to the goal of improving efficiency and enhancing quality and equity of educational outcomes: The activities under the different components and subcomponents of BEST are fully consistent with the above strategies and activities.

2. PROJECT DESCRIPTION

The project supports the implementation of a subset of activities from the ESP, which is in line with the development framework for Timor-Leste as envisaged in the government's Strategic Development Plan 2011-2030.

The project will be implemented over a five-year period of 2020-2025 and is co-financed by the International Development Association (IDA) and the Global Partnership for Education (GPE). The BEST project development objective is to improve the learning environment of basic education schools and increase the efficiency and equity of basic education programs.

The project has five components:

- **Component 1: Developing 21st Century Learning Spaces** which will support the transformation of how school infrastructure investments are made through two sub-components: **Subcomponent 1.1: Standards for 21st Century Schools** to improve the MOEYS's ability to manage the planning, budgeting, designing, financing, construction, and maintenance of basic school infrastructure projects, and **Sub-component 1.2: 21st Century Classrooms and Schools** which will finance the construction and rehabilitation of classrooms, schools, and associated non-academic infrastructure.
- **Component 2: Improving Teacher Effectiveness** which will support the provision of required training to teachers combined with effective observation of the classroom teaching-learning process by school directors, peers and other officials through **Subcomponent 2.1: Classroom and School Diagnostics that will** support upgrading of a classroom observation tool;



Subcomponent 2.2: Supporting School Leaders Training that supports strengthening of school instructional leadership, and **Subcomponent 2.3: Supporting Teacher Quality Improvements** that will support teacher-focused interventions.

- **Component 3: Improving Teaching-Learning Material and Assessment** through **Subcomponent 3.1: Teaching-Learning Material** which supports the distribution of Cycles 1 and 2 materials and Cycle 3 curriculum revision and the development of its TLMs, and **Subcomponent 3.2: Strengthening Learning Assessments** which supports periodic national student learning assessments on a sample basis, and development of an assessment policy and strategy for enhancing the quality of the national examinations.
- **Component 4: Data Driven Planning, Budgeting, Financing and Implementation** will support the MOEYS to use data more effectively in decision making and program implementation through **Subcomponent 4.1: Integrated Sistema de Gestão Escolar** that will support the development of the system core for an integrated education monitoring and data management system and **Subcomponent 4.2: Strengthened EMIS and Personnel Management Information System.**
- **Component 5: Project Management and Implementation** will support the overall management of the project and put in place mechanisms for monitoring and evaluating the program.

3. DESCRIPTION OF SERVICE

The consultant will help the Project Implementation Management Unit (PIMU) a) Assess the existing EMIS by looking at its overall architecture, the technology used, current functionality, database, information flow, security, technical support, maintenance and management, integration with other systems, EMIS policy and procedures and the infrastructure (hardware and internet connection); b) Develop the new EMIS technical specifications; and c) Develop the TOR of the firm to develop the new EMIS system.

4. SUPERVISION AND REPORTING

The EMIS Consultant will provide technical support to the Project Implementation Management Unit (PIMU), therefore, in carrying out his or her tasks, he or she will report to PIMU Project Manager.

5. SCOPE OF SERVICE

The key responsibilities of the EMIS Consultant shall include, but will not be limited



to, the following:

1. Conduct a desk review on the current MEJD IT systems, including hardware, software, and network features both at the national and municipal levels;
2. Examine current EMIS system's platform and its functionality, including supporting infrastructure that needs further improvement;
- 3.
4. Conduct interviews with relevant MEJD's directorates and Units and municipalities to understand the EMIS requirements and the Ministry's capability of maintaining and managing EMIS at the national, Municipal, and school levels;
5. Develop and analyse current EMIS dashboard which should include dropdown menu, types of information needed and current structural layout of the menu which should either be improved or maintain when it comes to developing a new EMIS system;
6. Undertake an analysis on cost-benefit of developing a new EMIS System (an open-source platform application) and integration of other applications exist across all directorates and units of the Ministry including extension of access to schools at all municipalities and infrastructure and facility required to support the establishment;
7. Make recommendations for the Ministry to develop an efficient IT system to support the operation and maintenance of the EMIS;
8. Develop TOR for the EMIS developer;
9. Work with the ICT Specialist, EMIS department and Planning, Policy and Inclusion Directorate of the Ministry to identify the existing standard ICT Policy, Process and Procedures, including guidelines on the use of Information including data provided through EMIS;
10. Hold a meeting with the Ministry and the World Bank to present the EMIS developer TOR and recommendations for investment in the development of IT system to support the EMIS operation and maintenance;

6. EXPECTED OUTPUTS AND DELIVERABLES

During the period of engagement, the EMIS Consultant will deliver the following outputs and deliverables:

1. A work plan outlines details of activities to be implemented as listed in the scope of work along with a timeline and expected result to be approved within one week upon signing of the contract;
2. Assessment report including existing EMIS architecture, the technology used, functionality, database, information flow, security, technical support, maintenance and management, integration with other systems/applications, EMIS policy and the infrastructure (hardware and internet connection).



3. Develop new EMIS specifications covering all areas mentioned in the assessment report and the data migration if needed.
4. TOR of the firm to develop the new EMIS system.
5. Cost and implementation/management plans for the EMIS system.
6. Other reports and products as agreed with PIMU.

7. REQUIRED SKILLS AND COMPETENCIES

The Consultant will possess the following minimum qualifications and experience:

1. A postgraduate degree in ICT-related disciplines.
2. Knowledge and experience on the development of similar EMIS systems.
3. At least seven years of relevant experience with up to two or more years working on ICT under International donor-funded development or educational projects at the national level
4. Proven problem and data analysis and solving skills
5. Previous experience working on ICT projects supported by the World Bank or equivalent international organizations is an additional asset;
6. Proficiency in the use of office software packages (Word, Excel, and Power Point), and information management systems;
7. Strong written and oral communication skills.
8. Proven writing skills in English is a must, in Tetum and Portuguese is a bonus;
9. Strong interpersonal and communication skills and ability to work effectively within teams and with people from different backgrounds and across disciplines;
10. Ability to take initiative and deliver results on time, even under pressure, and willing to visit sites in remote areas.

8. OTHER RELEVANT REQUIREMENTS:

1. Open to Non-Timorese nationals
2. Women and people with disability are highly encouraged to apply

9. APPLICATION DOCUMENTS REQUIRED:

1. Letter of Application mentioning about job title and position number;
2. Latest Curriculum Vitae with at least two traceable references;
3. A copy of the latest academic diploma/certificate obtained
4. A copy of an ID



The closing date for application submission is February 3, 2023. Only complete applications will be accepted.

10. SUBMISSION OF APPLICATION DOCUMENTS:

BEST Project Procurement - Ministério de Educação, Juventude e Desporto Vila-Verde, Dili Attention:

Mr. Manuel Monteiro – Procurement Specialist or alternatively to
Mr. Apolinario Marcal Maia do Rego – BEST Project Manager

By email to

monteiro.manuel1970@gmail.com or to apoli060278@gmail.com

