

TERMS OF REFERENCE
CS48 - CAREER GUIDANCE SCHOOL BASED REPORTING SPECIALIST
(NATIONAL, 4 PERSON-MONTHS)

OBJECTIVE AND PURPOSE OF THE ASSIGNMENT

The objective of the assignment is to assist the Ministry of Education, Culture, Science and Sports (MECSS) of Mongolia in implementing senior secondary education (SSE) curriculum reform, particularly, in defining the schools for implementing advanced elective curricula in mathematics, chemistry, physics and design and technology subjects based on the 9th grade students career and subject choices.

The MECSS is in the process of developing education policy and SSE curriculum reform to provide more optimal and flexible education for students. It is essential for the MECSS to have detailed information on the 10th grade students' choices of advanced elective subjects in order to support 441 state owned schools with 10-12th grades for creating appropriate teaching and learning environment that enables efficient and flexible curriculum implementation.

In 2016, under ADB-financed Skills for Employment Project (SFEP), lifelong learning and career development competencies for 8th and 9th grade junior secondary students were developed. Within the framework of the junior secondary school career guidance activity, 9th grade students were developed their Learning and Career Plans for the years of 2016 (18,204 plans) and 2017 (27,939 plans) which includes information on students career and subject choices. The students' Learning and Career Plans information/data were compiled using SPSS statistics application (CSPPro 6.3 program).

In order to support MECSS SSE curriculum reform, the Component 4 of SFEP is recruiting a National consultant for developing school based report using the data on 9th grade students from the school year of 2015/2016 and 2016/2017 career and subject choices. These students are studying in 10th and 11th grades for the current 2017/2018 school year. Students career and subject choices data will be compared to school readiness situation for implementing advanced elective curricula for mathematics, physics, chemistry and design and technology subject which information will be collected by the National consultant through engaging with the schools, UB City and local education departments and other relevant parties.

SCOPE OF WORK

The consultant will work with the MECSS, Institute of Teachers' Professional Development (ITPD), Institute of Education (IOE), UB City, district and Local Education Departments/Divisions and senior secondary schools in order to develop school based report and other outputs outlined in this TOR.

DETAILED TASKS/EXPECTED OUTPUT

Specifically, the National consultant will:

1. Develop a detailed work plan and methodology.
2. Review and sort out 9th grade students' career and study plan data/information compiled in 2016 and 2017 by aimag, soum and school. Prepare a school based report template (1-2 page) which includes analysis of students' career and subject choices in consultation with the Ministry and some schools and local education departments.
3. Prepare school based reports for all schools.
4. Develop a list of schools by aimag, soum, districts and city, including information on 9th grade students' career and subject choice data by subject.
5. Develop a list of schools with SS grades by aimag, soum, district and city and collect and include data on 10, 11, 12th grade students (e.g., total, female, male) in 2017 and 2018, senior secondary (SS) grade teachers by subject (e.g, number) and dormitories (e.g., number of beds).

6. Classify schools with SS grades by size (e.g. large, small, and medium) and develop school sampling/field data collection plan. Remaining school data can be collected through local education departments.
7. Develop list of information data to be collected from schools either through MECSS's education sector information system or questionnaires/interviews, including teachers' experience and qualification (e.g., highest level of degrees, year of graduation, number of years in service, trainings received, awards), STEM learning and teaching environment (e.g., number of laboratories in math, chemistry, physics and design and technology), students' choices of advanced elective subjects in 2017 and 2018 and class size for SS grades.
8. Develop questionnaires/interview guides and collect data/information from schools.
9. Compare 9th grade students' career and subject choices in 2016 and 2017 to 10th grade students' choice of advanced elective subjects in 2017 and 2018 by aimag and districts. Prepare aimag and district reports analyzing 9th grade students' career and learning interest to 10th grade students' subject selection.
10. Suggest potential schools which can have science and technology laboratories supported under the project.
11. Prepare presentation slides for introducing to workshops.
12. Put together all the reports, suggestions and presentations into final report with raw data set.

MINIMUM QUALIFICATION REQUIREMENT

The National Consultant will have a graduate degree in education, statistics, social sciences and school management and other relevant disciplines, and at least 7 years of experience in surveying and data analyzing, preferably in secondary and senior secondary education.

DELIVERABLES

1. Detailed work plan;
2. School reports focusing on students career choices and subject selection based on compiled data/information of 9th grade students career and study plans;
3. Progress report which include list of schools and data, questionnaires, sample/visit plan, interview guides;
4. Senior secondary schools comparative report;
5. Final report;

REPORTING

Reports and presentations are to be developed in English and Mongolian.