

General inquiries

1. Will the Capacity assessment and building include visiting schools? If yes, what the number of schools to be covered? Yes, it is mainly for schools and we expect to provide capacity building training for all 1230 schools in financial management (ie budgeting and financial reporting) of funds transferred to schools. This CB intervention assumes that the bidding company can provide relevant financial reporting templates schools can use and are designed to aggregate data at the regional and central level and that the capacity building is of a standard format that can be replicated by trained MEHE staff.
2. We understand from the TOR that the TP should reach to 10% of the beneficiaries and conduct face-to-face interviews and conduct monthly visits to the schools, which will require the use of many monitors; however, the suggest number of staff will not be able to cover such activities. Please clarify. The TP will conduct end user monitoring through spot checks of the amount paid to and received by the beneficiaries. The number to reach ranges between 5 and 10% amounts to around 60 to 123 schools and 600 to 1200 teachers. These spot checks are carried out to compare the quarterly student and teacher attendance data and payment request data (list of schools and teachers) provided by MEHE before payments are made with the monitored data after payments are made to beneficiaries.

ToRs inquiries

Task 1:

- What are the MoVs? The means of verification include data from SIMS (=current education management information system of MEHE), payment requests prepared and submitted by MEHE to UNICEF, financial reports, school visits and others agreed upon at the onset of the assignment.
- What are the procedures to be conducted to verify teachers' attendance? The precise methodology and tools to capture teacher attendance are still being designed. However, the source for the records upon which payments will be decided will be the responsibility of MEHE through SIMS. It is deemed that quality assurance, reliability and monitoring by the Third Party on teacher attendance will be conducted during the monitoring visits of the 10% sample by checking registries, questionnaires and interviews.

Task 2:

- What are the MoVs required? Please see answer to task 1 above.
- What are TREF data and UNICEF processing payment requirements? UNICEF requires the number of hours taught by special contract teachers and school attendance data in order to process the payments to teachers. This will be provided by MEHE when requesting the payment and to be verified by the TP.
- What are the information required from UNICEF to process payments? Teacher attendance data, student enrolment & attendance data, number of hours of teaching for the teachers with the agreed fees and the total payment. This information will be provided by MEHE.

Task 3:

- What is the total number of schools to be visited each month? This will be determined with the winning bidder. The figure will vary between 5 and 10 % depending on the progress made for MEHE in providing accurate data. The focus will largely be on schools that teach non-Lebanese students during the second shift as well as a few schools during the 1st shift.

- What is the number of teachers? Around 12,000 teachers and admin staff.

Task 4:

- Is the system is at the central level with MEHE? Yes, the system is a central level information management system that requires schools and regional offices to enter the relevant data. The data is uploaded and synchronized during specific time periods.
- Is the system linked with schools to ensure compliance at the center level? If yes, are we required to assess those schools systems. Please elaborate. All schools are using the same SIMS. And yes, you are required to verify that the data entered into the SIMS is the accurate data that matches with the details provided in the payment requests prepared by MEHE.

Task 10:

- Are there any audit activities? If yes, what are the coverage and sample size? An external audit firm will conduct an annual independent audit of the TREF financial management mechanism. The TP will not be required to audit the schools. However, under this ToR, the Third Party ensures that the designed financial systems and TREF data requirements are being implemented in line with the Operational Handbook of TREF (which the winning party will have access to).

Task 13:

- What is the current master data management system in use? The master data is the data in SIMS. It consolidates data collected in all schools. While previously this data master only contained information on the first shift, past data on the second shift is being migrated into SIMS and as of this year will also be collected by SIMS. During a transition period care in data cleaning will be required and this demand will be gradually reduced as SIMS better integrates all data sources. Thus, SIMS is the sole source of all data used under TREF.

Task 15:

- What type of reports is it audit report or any other types of reports? The TOR specifies clearly that these are financial expenditure reports at the school level.

Task 18:

- A capacity assessment is required before the building plan. This requires undefined aspects to be assessed, what are they? The capacity building component relates to financial management capacity of external funds at the central MEHE level and school level- in broad terms these include budgeting, accounting, and financial reporting. MEHE's External Fund Management Unit will provide a self-assessment of the areas where capacity is needed and the TP is expected to design a CB Plan in line with the TREF requirements as outlined in the Operational Handbook. For the school level, the TP is expected to make an assessment of the application of the existing SOPs for School Funds and Parent Council Funds and the required staff capacity to do financial planning and reporting of external funds transferred to schools.
- How many regional offices to be covered by the capacity building plan? For the time being, 7 Regional Offices. A new RO may open up during the coming year.

Due to the wide scope of the project and diversified nature of tasks (verification, monitoring, audit, capacity assessment, and etc.) we are seeking your kind approval for extending the deadline for submitting the proposal for another **10 days**.

Unfortunately, UNICEF will not be able to extend the deadline for another 10 days.