



Title of Consultancy	Technical Assistance for Data Collection for the National Learning Assessment in Somali and Mathematics
Project Name	Somalia Education for Human Capital Development
Contracting Institution	FGS Ministry of Education, Culture and Higher Education (MOECHE)
Duration of assignment	10 Months
Consultancy Type	Consultancy Firm

A. Background

Somalia's Ministry of Education, Culture, and Higher Education (MoECHE) is undertaking its first nationally representative large-scale National Learning Assessment (NLA), aligned with the finalized National Learning Assessment Framework (NLAF). This assessment, targeting Grades 3 and 6 in Somali and Mathematics, will establish foundational data on student learning outcomes and inform evidence-based reforms in curriculum, teacher training, and learning materials.

This initiative is supported under Component 1 of the World Bank–financed Somalia Education for Human Capital Development Project (SECHCD, P172434), which emphasizes system strengthening and capacity development. In parallel with assessment instrument development and data processing/analysis (covered under a separate ToR), a second consultancy firm will be engaged to manage all aspects related to operational matters and data collection.

B. Objectives of the Consultancy

The objective of this consultancy is to provide high-quality technical assistance on all aspects of the NLA related to data collection. This includes contacting sampled schools, preparing manuals for standardized administration of tests, arranging for administration of the assessment in schools, training enumerators, conducting quality assurance activities, data entry, and preparing a dataset for handover to Firm A for data processing/analysis. The consultancy will ensure that the assessment generates credible, policy-relevant data aligned with national priorities and SDG 4.1.1.

The consultant will also support capacity development for MoECHE staff and the nascent National Learning Assessment Unit in operational aspects of conducting a national assessment.

C. Scope of Work and Key Activities

C.1. Data Collection

- Conduct pilot study to trial test items/booklets and to test operational procedures and performance of trained enumerators
- Conduct main study to gather high-quality data according to standardized procedures
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- Provide feedback to Firm A on instrument, student identifiers, and scoring rubrics during the pilot phase
- Create data security and backup protocols aligned with international data protection standards.
- Develop standardized procedures for the administration of the assessment (including communications with schools; timing and procedures for test sessions; enumerator training and documentation, and other tasks).
- Design templates for enumerator data quality checks and field-based validation.
- Develop draft codebooks and data dictionaries for each instrument (assessment tests and background questionnaires).
- Input data collected during the pilot study and main study and share clean datasets with supporting documentation with Firm A.
- Collaborate with the instrument development firm to finalize metadata structure and scoring guides.

C.2. Capacity Building

- Provide hands-on coaching and training for MoECHE/NLA Unit staff on data collection and operational matters.
- Develop internal guidance manuals and tools for institutional data use.

D. Schedule and Deliverables

Deliverables	Timeline	Payment Schedule
Inception report with data security, school communication, and test administration plans	Month 1	10%
Receive Tools from Firm A and get trained	Month 3	10%
Cleaned and validated pilot study dataset with documentation for handover to Firm A	Month 4	30%
Cleaned and validated main study dataset with documentation for handover to Firm A	Month 6	30%
Capacity-building documentation and manuals	Month 7-10	20%

E. Institutional Arrangements and Reporting

The consulting firm will report to the Director of Quality Assurance at MoECHE and collaborate closely with the National Learning Assessment Unit and SECHCD PIU. Coordination with Firm A is required to ensure harmonized tools, sampling strategies, scoring guides, and metadata structures. A joint inception meeting, biweekly coordination checkpoints, and shared access to core files will be maintained throughout the assignment.

This consulting firm (Firm B) will coordinate closely with Firm A. MoECHE will ensure that each firm's roles are clearly delineated: Firm A leads instrument development, data processing, statistical analysis, and reporting; while Firm B leads fieldwork. MoECHE will mediate any overlaps or conflicts, and both firms must sign off on shared deliverables, including scoring guides and metadata files.

F. Required Qualifications and Key Staff

The firm must demonstrate technical and operational experience in managing large-scale education assessments and analysis in fragile or low-capacity contexts.

- Key Personnel:

Expert Role	Qualifications and Experience	Estimated time input – Person months
1. Project Director:	<ul style="list-style-type: none"> • Master's in education statistics or measurement. • 10 years of leadership experience in assessment analytics. 	10
2. Data Manager for Student Learning Assessment (Data Collection Focus).	<ul style="list-style-type: none"> • Bachelor's degree in Statistics, Data Science, Education Measurement, Mathematics, or related field. • 5 years' experience in educational data collection, sampling, and quality monitoring. Knowledgeable in learning assessment frameworks and ethical data handling. • Experience managing and cleaning datasets from education surveys; skilled in automation and reproducible scripts. • Proficient in statistical tools (R, Stata, SPSS, Python) and electronic data collection (SurveyCTO, ODK, KoboToolbox). Detail-oriented, analytical, with strong communication and coordination skills. 	8
3. Capacity Building Specialist (Student Learning Assessment, Data Collection Focus)	<ul style="list-style-type: none"> • Master's degree in education, Educational Measurement, Statistics, or related field. • 6 years' experience in large-scale student assessments, focusing on data collection design, training, and quality assurance. • Skilled in supervising field teams, sampling methods, and standardized test administration. 	10

	<ul style="list-style-type: none"> • Proficient in digital data platforms (Tangerine, SurveyCTO, KoboToolbox) and data quality monitoring. • Experience in conducting government training on education data use, analytics, and results communication. 	
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G. Intellectual Property and Data Use

All datasets, analysis scripts, documentation, and outputs produced under this consultancy will remain the sole property of MoECHE. The firm shall not reproduce, distribute, publish, or present any part of the data or results without written consent from MoECHE. All data must be securely stored, anonymized where applicable, and deleted within 60 days of project closeout unless otherwise agreed.

Annex: Work Sequencing and Coordination Plan

This annex outlines the recommended sequencing and coordination between the two firms supporting the National Learning Assessment (NLA) in Somalia: The Assessment Development & Analysis Firm (Firm A) and the Fieldwork Firm (Firm B). Effective collaboration and scheduling are essential to ensure timely data availability, quality assurance, and alignment of deliverables.

1. Coordination & Communication Protocol

- ✓ Joint inception workshop within the first two weeks of project start.
- ✓ Biweekly coordination meetings involving both firms, MoECHE, and the NLA Unit.
- ✓ Shared document repository with version control and access for both teams.
- ✓ Real-time issue flagging protocol via a dedicated liaison or shared communication channel.
- ✓ MoECHE to mediate any technical or timeline-related disputes.

2 . Risk Mitigation Measures

- ✓ Delayed fieldwork: Adjust downstream cleaning and analysis timeline with buffer weeks.
- ✓ Incomplete metadata handoff: Require Firm B to submit sample-verified scoring guides by end of Month 1.
- ✓ Data quality concerns: Firm A review 10% of incoming data weekly and provide feedback to Firm B for corrective actions.
- ✓ Misaligned tools: Both firms must sign off on finalized instruments before printing.