Consultant:
Level 1: Junior Consultant - Research,
Communication, and M&E

Tasks and Responsibilities
(February 2023 – December 2023)

I. CONTEXT
UNESCO-IICBA is seeking a consultant to support in resource mobilization, research, communication, and M&E activities. The consultant will also support program activities such as organizing meetings, serving as rapporteur during meetings, and preparing meeting reports.

II. ROLES OF THE CONSULTANT
Under the overall authority of UNESCO IICBA’s Director and under the direct supervision of the Director’s designated representative(s), the Research, Communication, and M&E Consultant will:

(a) For Research and Program Activities
- Guided by the supervisor and in line with UNESCO IICBA’s strategy and emerging issues, support in development and submission to potential funders of research proposals or concept notes.
- Conduct desktop review of ECCE workforce initiatives for at least one AU Member State.
- Support the IICBA’s project teams with the finalization (editing and designing) of project reports.
- Assist IICBA’s project teams in organizing meetings, participate in meetings as a rapporteur that assists to document and compile the meeting reports including the concrete recommendations arising from the meetings.

(b) For M&E Activities
- Liaise with projects management to collect and analyze M&E data and determine progress achieved by individual projects.
- Document all IICBA program activities in liaison with project managers.
- Assist in IICBA’s publications including posting in IICBA’s website and various social media platforms.
- Produce M&E monthly, quarterly, semi-annual, and annual reports to the Director and donors, as needed.
- Support the CESA Teacher Development Cluster in its meetings, M&E and regular reporting activities.
- Perform any other duties as may be required by his/her supervisor(s) and IICBA’s Director.

III. TIMELINES, DELIVERABLES AND PAYMENT SCHEDULES
The timelines, deliverables and payment schedules will be discussed and agreed upon with the successful candidate.

REQUIRED QUALIFICATIONS

EDUCATION
Bachelor’s degree

WORK EXPERIENCE
- At least 2 years of relevant work experience in the field of education.
- Experience working at international level - preferably within a UN or similar agency or in government ministry.
- Strong writing skills
- Excellent interpersonal and organizational skills and ability to work in culturally diverse environments and under pressure.

SKILLS/COMPETENCIES
- Strong interpersonal and communication skills, both oral and written, including the ability to prepare reports.
- Ability to work effectively in a team and to maintain effective working relations in a multi-cultural environment.
- Ability to work under pressure

LANGUAGES
Excellent knowledge of English and French

HOW TO APPLY
To apply, please express your interest by sending your application letter and your CV in English by email: info.iicba@unesco.org ; n.hungi@unesco.org no later than **21 December 2022** at midnight (Ethiopia time). Please specify the subject line “Junior Consultant – Research, Communication, and M&E”.