Terms of Reference
Consultancy Services for the Finalization of the UNESCO-IICBA 2022-25 Strategic Plan

Introduction:
The international Institute for Capacity Building in Africa (UNESCO IICBA) based in Addis Ababa is seeking for the services of a consultant or consultancy firm to support the Finalization of the 2022-25 Strategic Plan

The activities to be carried out under this consultancy contract will include the finalisation of the UNESCO IICBA’s Strategic Plan for 2022-2025. The new strategy should be guided by IICBA’s mandate and mission to strengthen the capacity of Member States in Africa in teacher policy and teacher development. This work is vital to realizing its vision of an integrated, prosperous and peaceful Africa where everyone has access to qualified, motivated and professionally supported teachers

The assignment will be done under the overall guidance and direct supervision the Senior Programme Coordinator of IICBA who will provide the relevant information and general guidelines within which the incumbent will operate with a level of independence while reverting for advice and guidance when required.

Description Of Duties and Responsibilities:
a) Analyse the situational context of UNESCO IICBA, through a SWOT, PESTLE, stakeholders’ analysis and mapping using any other relevant tools in order to propose the direction for the next strategic planning cycle running until 2025;
b) Review UNESCO IICBA’s existing vision, mission, strategic objectives and functions in relation to IICBA’s overall mandate in order to improve the strategic alignment of the current draft version of the IICBA Strategic plan;
c) Facilitate some online consultative meetings with the UNESCO IICBA staff, key stakeholders and facilitate a 3-days Strategic Planning participatory workshop designed to provoke critical review and thinking amongst the participants with UNESCO IICBA staff, selected members of the board, critical partners and stakeholders to IICBA. The aim of the workshop will be to synthesis and identify strategic opportunities, significant risks which may affect IICBA’s organisational performance in the upcoming years and propose mitigation measures within the new strategic plan;
d) Finalize the IICBA strategic plan, including the theory of change, log frame and detailed implementation plan including setting priority programs and strategies, baselines and targets, timelines and resource allocations, its monitoring plan and its communication plan; and present it for validation and approval after necessary revisions.

**Deliverables:**

a) An Inception Report including workplan on how the task will be accomplished;

b) A final strategic plan (SP) document for UNESCO IICBA including Results and Resource Framework, Theory of Change, and clearly showing the framework for the Organization’s multi-sectoral cooperation based on the analysis of IICBA’s priorities and strategies;

c) A report for the consultative meeting and workshops held with UNESCO IICBA staff, selected members of the board, critical partners and stakeholders to IICBA in order to synthesis and identify strategic opportunities, significant risks which may affect IICBA’s organisational performance in the upcoming years and propose mitigation measures within the new strategic plan;

**Timeline:**
The consultancy will be commence on 5th November 2022 and end 5th December 2022.

**Education Requirements:**

- A minimum of a post-graduate University degree in Education policy, Economics, Public Administration, Public Finance or equivalent
- Training in a field related to Public Sector Governance and Management; Strategic Management or Organisational Development, with a preference for a graduate degree and relevant professional certification
- Prior consultative engagements of a similar nature and experience in project management as demonstrated in previous assignments
- Familiarity with other international public sector modernisation initiatives (5 years minimum experience)
- Excellent and proven analytical skills
- Excellent and proven English writing skills
- Strong interpersonal skills – including but not limited to – the ability to work under pressure with restrictive timelines and to establish and maintain effective working relationships with people;
- Ability to take initiative and to work independently – as well as – part of a team;
Application Process and Deadline:

Those wishing to be considered for this consultancy assignment should submit their applications to i.recruitment@unesco.org.

A complete application should be submitted in one document consisting of a technical proposal made of 1) Consultant CV with his/her experience in development of policies, 2) strategies, technical guides, in line with the TORs written in English should be submitted by 25th October 2022, 23:59 East African Time.