



United Nations
Educational, Scientific and
Cultural Organization

Organisation
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la science et la culture



International Institute
for Capacity Building
in Africa

Institut international
pour le renforcement des
capacités en Afrique

Title: Monitoring and Evaluation Consultant
Organizational Unit: UNESCO-IICBA
Primary Location: Addis Ababa, Ethiopia
Duration of contract: 11 months
Deadline (midnight, Ethiopia time): 27 March 2020
Application to be sent to: i.recruitment@unesco.org

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

1. Background and Objective

Under the overall authority of the Assistant Director-General for Education, with guidance from the Director of the Institute for Capacity Building in Africa (IICBA), and under the direct supervision of the IICBA Senior Education Programme Specialist and the Hub Management Consultant, the incumbent be responsible for the strengthening the implementation of the Anglophone Africa Regional Knowledge and Information Exchange (KIX) Hub and its programme activities through the development and implementation of a robust M&E framework related to monitoring and evaluation in collaboration with all of the Consortium Partners (CPs) involved in the project, namely IICBA, UNICEF and the African Union. This person will be responsible for supporting the implementation of research, development of comprehensive and accurate data collection, analysis, reporting and identification of M&E good practices to be shared across Developing Country Partners (DCPs).

2. Purpose of the Assignment

The KIX Hub's purpose is to collect, generate, exchange and facilitate effective use of data, knowledge and innovation for education policy formulation and implementation among 19 Anglophone African countries in six thematic areas, namely (i) strengthening learning assessment systems, (ii) improving teaching and learning, (iii) strengthening early childhood care and education, (iv) achieving gender equality in and through education, (v) leaving no one behind, and (vi) meeting the data challenge in education.

3. Duties/Tasks and Expected Output:

S/he will perform the following duties:

- Lead the process of the development and implementation of a regional Monitoring and Evaluation Framework of the Anglophone Africa Regional Knowledge and Information Exchange (KIX) Hub and its programme activities;
- Lead the preparation and implementation of the baseline survey for the project and regional mapping of developing country needs;
- Ensure that the KIX hub programs and activities are monitored and results are easily measurable and reported against set indicators as per Results framework
- Analyse data needs and initiate/coordinate operational research activities linked to the KIX Hub Program delivery;
- Prepare reporting templates for all KIX hub project activities for the consortium partners and staff and provide clear and detailed guidance to project staff on how to report the implementation of their activities;



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- Assist in the preparation of work plans for monitoring the progress and evaluation of impact of the project;
- Collate, consolidate and prepare M&E reports ensuring that they are submitted on time;
- Extract lessons learnt, share knowledge and support the dissemination of good practices, and formulate recommendations to improve overall programme planning, implementation and evaluation of Anglophone KIX hub's activities in the region;
- Ensure that the evidence derived from the programme as well as research and lessons learnt are increased, utilized and are effectively disseminated to all staff and all relevant stakeholders to ensure fine-tuning of project implementation;
- Develop a tool kit with data collection methodologies (*sentinel surveys, key informants, Focus Group Discussions (FGDs)*) for activity implementation, process and post implementation monitoring with data collection instruments (sentinel surveys, key informants, FGDs);
- Provide quality assurance through the development and implementation of an M&E Operations and Reporting Manual for the KIX Hub;
- Liaise and maintain relationships with concerned partners (AUC, UNICEF etc) ensuring linkages with other project activities
- To perform any other duties as may be required by his/her supervisor and IICBA's Director

4. Timetable and Deliverables

- Plan of work and inception report submitted to the IICBA Senior Education Programme Specialist through the KIX Hub Manager;
- Monitoring and Evaluation Framework for the KIX Hub developed and shared with the relevant staff and consortium partners for operationalisation;
- A KIX Hub Results based M&E tools and Operational Manual developed for tracking progress and achievement of the KIX hub project results;
- A report on the baseline survey and needs of DCPs in line with the six themes of the hub;
- Monthly progressive reports submitted on duties performed as assigned by the IICBA Senior Education Programme Specialist;

5. Competencies (Core / Managerial)

- Ability to work with minimal supervision
- Communication
- Accountability
- Innovation
- Knowledge sharing and continuous improvement
- Planning and organizing
- Results focus
- Teamwork
- High level of technical writing skills, excellent communications, and analytical skills.
- Excellent organizational, networking and partnership building skills, tact and discretion
- Personality: The post requires maturity, excellent interpersonal skills, tact and diplomacy, ability to multi-task, prioritize and deliver to deadline, as well as work under pressure. A key requirement is credibility and confidence, with high level representational and partnership building skills, involving a wide range of partners (including relevant Ministries, UN Agencies, donors and civil society).



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6. Qualifications

- Master's degree, required in Monitoring and Evaluation, Project Management or its equivalent from a recognised university;
- Good writing and researching skills, computer literacy (statistical packages such as SPSS and STATA, Microsoft Office Suite, GIS (Mapping) packages;

7. Work Experience

- At least Four to seven years of relevant experience in Results based Monitoring and Evaluation and management acquired at national and international level, in one or more of the following themes: Education policy formulation, project management, knowledge and information management or any related area;
- Experience in developing indicators, data collection tools, M&E plans and results frameworks for education and in the KIX hub related thematic areas;
- Ability to write clear and comprehensive reports
- Knowledge of EMIS system is desirable,
- Broader experience in programme management
- Able to demonstrate, apply and share technical knowledge and recommendations to government partners and national officials.
- Able to work effectively in a multi-cultural work environment.
- Set high standards for quality of work and consistently achieves project goals.
- Work experience with the United Nations or a specialized agency of it or with an international organization is an asset.

8. Languages

- Fluency (oral and written) in English with proficiency in the other language.

9. How to Apply

Interested applicants should send their motivation letter, CV, technical and financial proposals in English by email to: i.recruitment@unesco.org. Application files will have to reach IICBA on or before 27 March 2020 midnight (Addis Ababa time). Please label the subject line "**Monitoring and Evaluation Consultant**".

Applications submitted without a clear work methodology and a fee will not be considered.

Please note that only selected candidates will be contacted. Thank you for your interest in working with UNESCO.



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