Consultancy Terms of Reference

Support the planning and execution of a research symposium that is intellectually rigorous, stimulating, and enriching, and caters to the requirements of education and practice.

1.0. INTRODUCTION

1.1 Background

Countries in Sub-Saharan African (SSA) are confronted with the formidable challenge of realizing quality, inclusive and equitable education for social transformation and development. This vision is anchored in several frameworks and vision statements, including the SDG 4 – Education 2030 Framework for Action\(^1\) and the Continental Education Strategy for Africa (CESA) 2016–2025\(^2\), as well as other global, regional and national frameworks.

The Knowledge and Information Exchange (KIX) Hub has been established through the Global Partnership for Education (GPE) and with funding from IDRC to collect, generate, exchange and facilitate effective use of data, knowledge and innovation for education policy formulation and implementation among 19 African countries in East, West and South Africa in six thematic areas. These will include (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.

The specific objectives of the regional KIX Africa 19 Hub are to:

1. Establish and manage the regional KIX Africa 19 Hub with an emphasis on GPE member state engagement, continuous learning, and adaptive management;

2. Synthesize knowledge and set regional knowledge and innovation agendas for education policy formulation and implementation in support of realizing quality, inclusive and equitable education through incorporation of gender responsive approaches; and

\(^1\) UNESCO is the only United Nations agency with a mandate to cover all aspects of education. It has been entrusted to lead the Global Education 2030 Agenda through Sustainable Development Goal 4. The roadmap to achieve this is the Education 2030 Framework for Action [http://uis.unesco.org/sites/default/files/documents/education-2030-incheon-framework-for-action-implementation-of-sdg4-2016-en_2.pdf](http://uis.unesco.org/sites/default/files/documents/education-2030-incheon-framework-for-action-implementation-of-sdg4-2016-en_2.pdf)

3 Support knowledge sharing and mobilization along cross cutting themes and innovation agendas throughout the project cycle to facilitate monitoring and sharing of good practices across the member states. The KIX Africa 19 Hub is expected to provide a timely opportunity to catalyze the provision of quality education through facilitating evidence-based developments in policy and practice, fostering equitable partnerships and through identifying and contextualizing evidence in education agendas unique to the region.

1.2 Purpose of the Assignment

In view of strengthening the Ministry of Education systems for innovative data generation and utilization, a continental Research Symposium on Strengthening Practices and Using Data for Resilient and Inclusive Education in Sub-Saharan Africa has been planned from 03rd to 5th October in Abidjan, Cote d’Ivoire. A committee of experts (scientific committee) is therefore required to support the planning and execution of a research symposium that is intellectually rigorous, stimulating, and enriching, and caters to the requirements of education and practice.

1.3 Specific Objectives of the research symposium

The research symposium, more specifically, intend to achieve the following objectives:

- Raise the profile of research to Strengthen Data Generation and Analysis for Resilient, Inclusive, and Better Performing Education Systems in Sub-Saharan
- Promote learning and discussion among national policy actors, researchers and practitioners about evidence and research.
- Promote the use of evidence in policy decision-making by national policymakers in GPE countries.
- Helping to reduce gaps between research, policy, and practice in GPE member countries.

1.4 Target Audience for the symposium

The target audience includes Ministry of Education officials, education researchers, and other local stakeholders, and representatives from civil society organizations (CSOs) and other organizations. Researchers from KIX countries are especially encouraged to attend. In line with KIX’s goals of mainstreaming gender equity and achieving gender parity in education, women researchers and leaders are particularly encouraged to attend, as are early career researchers.

1.4. Scope of Work

The consultant/consulting firm shall work in collaboration with the symposium technical committee and provide advice on relevant content for the continental research symposium. Additionally, the consultant/consulting firm will participate in scheduled online meetings, contribute expertise to the review and evaluation of symposium papers, and participate in person at the research symposium as session moderators and/or rapporteurs.
Task 1: Review of papers for the KIX continental research symposium

- Engaging in a peer-review process to evaluate submitted papers and identifying those that align with the conference's established quality standards.
  
  o Review each paper (empirical, case study, tools, reviews) and assess its quality using a weight grid, including appropriateness, relevance, research quality, innovation, and writing quality.
  o Recommend papers presentable for plenary session, break away sessions and poster presentations in line with the theme and in consultation with symposium organizers;
  o Submit a report documenting feedback on each of the reviewed papers/abstracts, noting strengths and weaknesses, and making recommendations for improvements.

Task 2: Moderators/ chairs and or rapporteurs at the KIX continental research symposium

- Moderate a plenary session and breakout sessions to manage the different KIX symposium sessions effectively and take notes.
  
  o Participate in scheduled online planning meetings in preparation for the KIX continental research symposium.
  o Overseeing and facilitating the smooth conduct of specific sessions during the KIX research symposium. This includes introducing speakers, managing the session's schedule, ensuring adherence to time limits, moderating Q&A discussions, and maintaining an engaging and focused environment for participants. And;
  o Document and prepare a summary report for the assigned moderator and rapporteur sessions indicating key discussion points, notable insights, areas of agreement, and actionable recommendations.

1.5. Expected deliverables at the end of the assignment.

The following validated deliverables will be expected:

1) A summary report documenting feedback on each of the reviewed papers/abstracts, noting strengths and weaknesses, and making recommendations for improvements; Submitted by 2nd September 2023

2) Summary report for the assigned moderator and rapporteur sessions indicating key discussion points, notable insights, areas of agreement, and actionable recommendations. Submitted by 15th October 2023

1.6. Time frame

The contractual period will be 7 working days. The whole assignment will however commence on 23rd August 2023 and ending 31st October 2023. The consultant/consulting firm will be hired during this period and the schedule below sets out the expected deliverables and indicative dates.
### Task

<table>
<thead>
<tr>
<th>Task</th>
<th>Key deliverable submitted for approval</th>
<th>Indicative days</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Engaging in a peer-review process to evaluate submitted papers and identifying those that align with the KIX research symposium's established quality standards.</td>
<td>• A Summary report documenting feedback on each of the reviewed papers/abstracts, noting strengths and weaknesses, and making recommendations for improvements</td>
<td>4 days</td>
</tr>
<tr>
<td>• Moderate a plenary session and breakout sessions to manage the different KIX symposium sessions effectively and take notes.</td>
<td>• Summary report for the assigned moderator and rapporteur sessions indicating key discussion points, notable insights, areas of agreement, and actionable recommendations</td>
<td>3 days</td>
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</table>

**Total Number of Workings Days** 7 days

### 1.7 Payments

Payment will be made in two instalments upon certification of the satisfactory completion of tasks as per the following schedule:

<table>
<thead>
<tr>
<th>Instalment</th>
<th>Task to be completed</th>
<th>Payment</th>
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</thead>
<tbody>
<tr>
<td>1st Install 1</td>
<td>After signing the contract and submission of summary report documenting feedback on each of the reviewed papers/abstracts, noting strengths and weaknesses, and making recommendations for improvements.</td>
<td>60% of the total payment</td>
</tr>
<tr>
<td>2st Install:</td>
<td>Upon submission of acceptable summary report for the assigned moderator and rapporteur sessions indicating key discussion points, notable insights, areas of agreement, and actionable recommendations</td>
<td>40% of the total payment</td>
</tr>
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### 1.8 Key technical skills

The consultant/ Consultancy firm should have candidates with the following qualifications and skills.

a) Advanced academic degree in a related field (preferably education, Statics, Education development, Education Planning).

b) Demonstrated experience in regional review of evidence, literature reviews, stakeholder consultations, analysis and synthesis of findings, excellent writing and communication skills.

c) Prior experience with UN Education programs, the KIX Hubs, as well as the African Union Agenda 2063 and CESA 2016-2025 and global educational agenda.
1.9 Reporting
The contract will be managed by the UNESCO International institute for Capacity Building in Africa (IICBA) in Addis Ababa

1.10 How to apply.
Those wishing to be considered for this consultancy should submit their concept papers, CVs with a cover letter and/or institutional profiles to info@unesco-iicba.org and copy mj.dreas@unesco.org. All applications must reach UNESCO-IICBA not later than 20th August 2023, midnight (East Africa Time).

Please note that only selected candidates/firms will be contacted.

Application deadline 20th August 2023

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