



## TERMS OF REFERENCE

**Post Title: Education Officer – Multiple Flexible Learning Pathways (MFLP)**

**Duty Station: Manila**

**Level: NOB**

**Duration: 364 days**

**Funding: SC240349 and SC240351**

**Supervision: Education Specialist, NOC (Position Code 00108532, Index # 72002530)**

### **PURPOSE OF TEMPORARY ASSIGNMENT:**

UNICEF Philippines aims to contribute to national efforts in strengthening the capacities of duty bearers to support out-of-school and out-of-formal school adolescents and children in acquiring foundational and transferable skills towards personal empowerment, active citizenship, and employability. This is done through localized and wide-scale interventions that strategically aligns with the Philippine Development Plan 2023-2028 in supporting learners to “have access to high-quality lifelong learning opportunities that develop adequate competencies and character qualities which allow them to thrive in society and the world of work”. UNICEF collaborates with the National Youth Commission (NYC), Department of Education (DepEd), and partner civil society organizations on various programmes towards building and/or enhancing these skills among vulnerable youth through multiple flexible learning pathways (MFLP), particularly those that are aligned with NYC’s Philippine Youth Development Plan and DepEd’s MATATAG Curriculum. Partnerships with local stakeholders are being initiated and/or strengthened to strategically support these efforts by systematically providing these vulnerable youth with additional opportunities for education/training, employment/entrepreneurship, and civic engagement.

Reporting to the Output 2.3 Education Specialist and the Chief of the Education Section, the Education Officer-MFLP shall provide professional technical, operational and administrative programmatic tasks to facilitate project development, implementation, monitoring and evaluation, and reporting of results, specifically in two major areas of work within the overall framework of the Country Programme for Cooperation 2024-2028:

- 1) design and implementation of the Learning to Earning Pathways (LEaP!) skills development programme for vulnerable youth, focusing on transferable and digital literacy skills – with NYC and DepEd Learner Formation Division (YFD)
- 2) implementation of ICT-supported learning and skills development for the Alternative Learning System (ALS) – with DepEd Bureau of Alternative Education (BAE)

The post will contribute to improving government partners’ capacities in enhancing the access of vulnerable young people to quality multiple flexible learning pathways as well as advocating for field-

level innovations that lead to increasing purposive partnerships for skills development among young people at the local and national levels.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

##### **1. Support to program development, planning and documentation**

- a. Contribute to the periodic situational analysis to support the evidence generation on enhancing transferable and digital skills among young people
- b. Provide technical and administrative support throughout all stages of the programming process, within a Results-Based Management framework and aligned with UNICEF policies and processes.
- c. Support the coordination and collaboration with internal and external colleagues and government and CSO partners to ensure effective and efficient implementation of programme interventions, specifically those related to the LEaP! Programme and digital learning for ALS
- d. Suggest solutions on programme implementation concerns and submit reports for higher-level intervention and/or decisions.
- e. Prepare appropriate and relevant documentation (minutes/analytical reports) on proceedings and results for these two programmes, for follow-up action by concerned stakeholders. Prepare draft write-ups, accurate information and data for programme/donor reporting, complying with organizational processes and management systems to support programme planning and results-based M&E. Ensure systematic organization of such documentation, for internal records and future reference.

##### **2. Program management, monitoring, and delivery of results**

- a. Conduct regular monitoring (progress monitoring, programme reviews, and annual sectoral reviews with government and other counterparts) and ensure timely reporting of inputs, activities, and results related to the two programmes using relevant documentation tools
- b. Facilitate the monitoring and evaluation, information and knowledge management activities, and routine and periodic programme reviews with key stakeholders
- c. Use the programme monitoring results, to advocate with NYC and DepEd in improving the programme implementation mechanisms
- d. Ensure that programme planning and implementation, and monitoring approaches enhance policy dialogue, evidence-based discussions, and participation of target beneficiaries (i.e., young people and local communities).
- e. Coordinate with the Section's Programme Assistant in monitoring and reporting on the use of sectoral programme resources (financial, administrative, and other assets), verifying compliance with approved allocation, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity.

##### **3. Technical and operational support to program implementation**

- a. Undertake research around skills development and digital learning; ensure effective use of data and research findings to strengthen programme results
- b. Facilitate and support regular programme field visits with Government counterparts, CSO partners, and other relevant stakeholders, and provide timely and accurate information to assess progress and guide the provision of necessary technical support
- c. Provide technical assistance to key stakeholders to streamline monitoring and reporting processes at the national and local levels to ensure that data collection and processing are more efficient
- d. Provide inputs to technical documents related to these two programmes, as required by UNICEF PCO, regional office, and headquarters.
- e. Provide technical and operational support to various partners on the application and understanding of UNICEF policies, strategies, processes, and best practices on education- and

skills-development-related issues to support programme implementation, operations and delivery of results

#### **4. Networking and partnership building**

- a. Execute required tasks in relation to internal partnership processes and requirements, especially in line with the establishment of the LEaP! Programme ecosystem. Draft communication and information materials, Terms of Reference, and other partnership documents, as needed.
- b. Build and sustain effective close working partnerships with internal colleagues, government counterparts, academe/research institutes, and national and international stakeholders through active sharing of information and knowledge to facilitate programme implementation and build the capacity of stakeholders to achieve and sustain results, and eventually scale-up the interventions.
- c. Facilitate regular partnership and coordination meetings and events, follow up on action points and monitoring for results.
- d. Research information on potential donors and prepare resource mobilization materials and briefs (i.e., donor proposals) for fund-raising and partnership development purposes, and prepare knowledge products which will be used for advocacy and resource mobilization

#### **5. Innovation, knowledge management and capacity building**

- a. Conduct regular consultations and knowledge sharing sessions with key stakeholders and document best practices and lessons learned to contribute to the knowledge and capacity development among programme stakeholders
- b. Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable programme results. Collaborate with partners on re-designing programme components to improve efficiency and effectiveness, as needed.
- c. In coordination with key partners, support the documentation and dissemination of local demonstrative models to guide the scale-up of programme interventions at the national level.
- d. Contribute as a resource person in knowledge sharing and capacity building initiatives, especially in the area of multiple flexible learning pathways and multi-sectoral partnerships.

### **QUALIFICATIONS AND COMPETENCIES:**

#### **Education:**

- A university degree in one of the following fields is required: education, development studies, development communication, sociology, or other relevant technical field.
- Specialization with advanced degree in non-formal learning/alternative learning delivery modes would be an advantage.
- Post graduate degree on any of the related fields is an advantage.

#### **Work experience:**

- A minimum of two (2) years of professional experience in programme planning & management, is required. The work experience should include managing or implementing skills development projects for vulnerable young people or alternative learning programs for out-of-school adolescents to enhance their employability and productivity. Implementation of ICT-supported learning programmes an asset.
- Experience working or collaborating on programmes/projects connected with the Department of Education and/or the National Youth Commission.

- Experience in supporting or managing CSO partnerships, monitoring programmatic accomplishments and financial utilization.
- Experience in drafting/writing, editing, and presenting various programme documents, briefs, and a variety of communication materials for different target audiences is a must.
- Experience as a teacher and/or a workshop facilitator/trainer is an asset.
- Relevant experience in UNICEF or other UN agencies is considered as an asset.

**Languages:**

Fluency in English and Filipino languages required.




**Competency Profile**

**i) Core Values**

- Care • Respect • Integrity • Trust • Accountability • Sustainability

**ii) Core Competencies (Required)**

- Demonstrates self-awareness and ethical awareness (1)
- Works collaboratively with others (1)
- Builds & Maintains Partnerships (1)
- Innovates and embraces change (1)
- Thinks and acts strategically (1)
- Drive to achieve results for impact (1)
- Manages ambiguity and complexity (1)

|  |  |   |
|--|--|---|
| Prepared by:   | Endorsed by:   | Approved by:  |
| <br>Maria Melizza Tan<br>Education Specialist | <br>Akihiro Fushimi<br>Chief, Education | <br>Behzad Noubary<br>Deputy Representative,<br>Programs |
| Date:<br>26 June 2024  | Date: 01-07-2024   | Date: 02-07-2024  |