

TERMS OF REFERENCE

Education Specialist (Grant Process Manager)

Temporary Appointment

UNICEF Zimbabwe – Harare

POSITION TITLE	Education Specialist, Grant process Manager
LOCATION	UNICEF Zimbabwe Harare (mission in the field 10% of the time)
CONTRACT TYPE	Temporary Appointment -International
DURATION	6 months, with possible renewal of up to 364 days
LEVEL	P4
REPORTING TO	Chief of Education Section

I- CONTEXT

In the last decade, Zimbabwe benefitted from multiple supports in education sector from various donors, especially from the Education Development Funds (trust pooled fund) but also from the Global Partnership for Education-GPE through the education Sector Plan Implementation Grant-ESPIG.

Currently Zimbabwe still have an Education Development Funds-EDF and is also eligible for 4 GPE grants.

Among them UNICEF oversees the management of the EDF since the beginning and has always been GPE Grants Agent for previous GPE ESPIG. In 2023, UNICEF has been selected to be Grant Agent for 2 of the GPE grants, namely the System Capacity Grant and the System Transformation Grant. In parallel, UNICEF is actively seeking to mobilizing funds, especially in order to also activate the GPE multiplier fund (matching fund). CAMFED has been selected for the Girls Education accelerator grant and is in the process to be accredited by the GPE.

UNICEF continues contributing to the results of the Zimbabwe Education strategic Sector Plan 2021-2025. After the pandemic and its impact on school but also the increased household's vulnerability due to economic situation, and the globally reduced window for donors funding in education in Zimbabwe, it is critical to continue mobilizing additional funds, managing with accuracy existing funds in order to provide meaningful contribution to the Ministry of Primary and Secondary Education workplans.

II- PURPOSE OF THE ASSIGNMENT

Support is required by the Zimbabwe UNICEF Country office in managing all steps of Grants process, particularly for the GPE Grants UNICEF is Grant Agent, other GPE grants and their links with existing interventions like the one under EDF.

Under the general supervision of the Chief of section, the Education Specialist- Grant process Manager is to support UNICEF in his role of Grant Agent by providing technical support for all the process of grant management, including development of necessary tools to facilitate timely disbursements, implementation including partnerships development, and monitoring in a close coordination with the implementer the Ministry of Primary and Secondary Education, the other Grant Agent, various partners, including implementing partners and the Local Education Group (namely in Zimbabwe the Education Coordination Group-ECG).

III- KEY ACCOUNTABILITIES, DUTIES AND TASKS

The incumbent will work on following 3 specific objectives.

Objective 1 Coordination, reporting and facilitation

1. Ensure quality assurance of GPE Programme Document finalization with the consultant recruited for its development
2. Coordination and harmonized guidance provided to implementing partners.
3. Appropriate support to the other Grant Agent ensured when needed and to facilitate consistency between Girls' education Accelerator and System Transformation grant throughout the planning, implementation and monitoring process
4. Synergies and complementarity with other partners' ongoing projects in the country are done;
5. Contribution to data analysis and progress reporting done;
6. Financial implementation by partners is tracked and analyzed by provinces and for the full project.

Objective 2: Right based Partnerships development, follow up and documentation

1. Development and negotiations of Programme Cooperation Agreements, Terms of Reference for individual and institutional consultations and other type of agreements planned to fast track implementation as soon as funds are disbursed;
2. Preparation of documentation for regular communication undertaken with Ministry of Primary and Secondary Education, development partners and implementing partners,
3. Partnerships with implementing partners supported and monitored;
4. Quality assurance of signed partnerships ensured;
5. Knowledge management effectively promoted through mechanism facilitating sharing good practice, lessons learned, and knowledge/information exchange;
6. Implementing partners capacity reinforced to ensure expected results of partnerships.
7. Effective communication and networking achieved through partnership and collaboration.

Objective 3: Monitoring of project implementation in a result based approach

1. Effective implementation mechanisms established and monitoring tools designed to minimize transaction costs and facilitate effective implementation and reporting during ECG meetings;
2. Specific focus on budget monitoring with alternative qualitative programming options provided when needed;
3. Support review of implementation reports to ensure conformity with GPE Secretariat requirements including relevant data input, analysis and implementation of follow up, input, and follow up;
4. Compliance of data collection for completion of indicators ensured;
5. Project implementation progress is monitored by regions and for the whole programme;
6. Appropriate and effective remedial actions taken to solve implementation issues;
7. Programme delivery, evaluation and reporting carried out efficiently and transparently in compliance with the established guidelines and procedures.

IV- EXPECTED RESULTS

1. Monitoring tools put in place to follow up of main indicators to ensure triggering the variable and top up parts
2. Detailed monthly programme situation reports including up-to-date financial breakdown status of expenses and indicators;
3. Regular meetings with implementing partners undertaken for monitoring purpose and to ensure remedial actions are executed on time
4. Effective follow up of the implementation of the whole interventions planned in the programme, in close collaboration with the MoE;
5. Regular and detailed 2 weeks reports (indicators) to stakeholders are made.
6. All progress reports made on time
7. At least 50% of funding committed 3 months after the disbursement of the funds ;

V- LOCATION OF DUTY

The position is based in Harare with travels to programme sites when requested by the chief of section.

VI- SUPERVISION, FEEDBACK AND REPORTING

The incumbent will be based in Harare in Zimbabwe, under the direct supervision of the chief of education section.

He/she will work in close daily cooperation with education manager, education specialist and officers along with Programme associates, other sections of the Country Office, government counterparts, development partners and NGOs.

VII- KEY QUALIFICATIONS AND REQUIRED SKILLS

Education

- An Advanced University Degree in education, economics, psychology, sociology or other social science field is required.

Work experience

- Minimum of 8 years of progressively responsible professional work experience at the national and international levels in education programme management, monitoring and evaluation or in a related field;
- Past experience of managing GPE Grants is required;
- Proven Experience of budget management and analysis is required;
- Knowledge and experience of UNICEF procedures is required;
- Previous experience of management of large-scale projects (more than 15 millions) is an asset;
- Experience in a UN system agency or organization is an asset;
- Experience of work in a multicultural environment is required;
- Ability to work independently as well as with a team in an international, multicultural, complex and interdisciplinary environment and establish harmonious and effective working relationships;
- Fluency in English -verbal and written- is required;