

Terms of Reference

TEMPORARY APPOINTMENT (364 days)

Title & Level	Education Officer, NO-B (TA)
Location	Freetown – Sierra Leone
Duration	364 days
Start Date	October 15th 2021
Reporting to	Education Specialist - GPE Coordinator
Budget Code/PBA No	SC180778
Project and activity codes	Global Partnership for Education

I. BACKGROUND

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

UNICEF Sierra Leone within the Country Programme of 2020-2023, supports the government of Sierra Leone’s effort to provide quality education for all children in Sierra Leone. UNICEF’s support to the Education sector channelled through Ministry of Basic and Senior Secondary (MBSSE) Ministry of Technical and Higher Education (MTHE) focuses primarily on providing technical and strategic support to improving poor learning outcomes.

In support of fulfilling this work, UNICEF, is the Grant Agent for the Global Partnership for Education (GPE), bearing the responsibility for overseeing programme implementation in collaboration with the Ministry of Basic and Senior Secondary Education (MBSSE) and the Ministry of Technical and Higher Education.

GPE is the largest global fund solely dedicated to transforming education in lower-income countries and a unique, multi-stakeholder partnership, targeted towards delivering quality

education so that every girl and boy can have hope, opportunity and agency. It is a high profile and important grant for UNICEF Sierra Leone office focusing on improving access to equitable and quality education, using three key approaches, i. Build strong foundations for learning through increased access to early learning (pre-primary education) for 3–5-year-olds; ii. Improved learning outcomes in early grade reading, mathematics and writing and iii. Systems Strengthening. UNICEF Education section has been able to use this generous grant to undertake critical work in a challenging context, proposing and implementing strategic technical solutions in the space of Early Childhood Education, Early Grade Learning, and supporting the government to move some policy initiatives forward. The programme is moving towards achieving the envisaged impact by the end of the extended grant period in August 2023.

Job organizational context:

As outlined, the GPE Grant Agent, UNICEF is moving towards accelerating implementation toward achieving results and impact by the end of the grant period in August 2023. However, the work encompasses complex processes and relationships that involve working with the Ministry of Education (MBSSE), Ministry of Technical and Higher Education (MTHE), Teacher Service Commission (TSC), and GPE Programme Implementation Unit (PIU).

The key to implementation is to work with these partners to plan and deliver activities in time and with quality. This involves persistent efforts towards coordinating and following up with the Ministries and other stakeholders for small to complex activities, that involve activities and processes to achieve the committed outputs. There is a need to provide support to the Government in its effort to institutionalize some of the foundational processes in the system.

In addition, the programme is at an important juncture which requires enhanced visibility of its interventions and sharing good practices and solutions to improve learning outcomes in basic education for scale up. This requires quality evidence generation and dissemination through high profile events in collaboration with the Ministries.

Purpose for the job:

Under the supervision of the Education Specialist GPE Coordinator and the Chief of Section, the Education Officer (TA) will be responsible for supporting coordination and management of work with the government and partners.

Summary of key functions/accountabilities:

1. Technical and operational support to GPE program implementation

- Serve as a liaison between UNICEF and the GPE Programme Secretariat at the Ministry of Basic and Senior Secondary Education (MBSSE) and TSC.
- Facilitate regular coordination and component meetings with MBSSE, and partners and internal GPE meetings with the UNICEF GPE team.
- Work closely and collaboratively with internal and external colleagues and partners (MBSSE, TSC component leads and PIU, component leads) to facilitate the MBSSE and MTHE submission of costed quarterly workplans, reports, concept notes, salary requests and liquidations are submitted in time and with quality

2. Support to monitoring and delivery of results under GPE

- Support the coordination of the GPE Retreat and UNICEF- Government Annual Review meetings to assess progress and challenges with GPE implementation and UNICEF's overall contribution to the Education sector in Sierra Leone.
- Produce quarterly narrative reports on implementation progress; challenges lessons learnt and acceptable mitigation measures suggestions for use as inputs into donor reports and informed decision making by UNICEF and MBSSE.
- Help to ensure lessons learnt are incorporated into next phase of planning of workplans.
- Conduct regular programme visits to inform UNICEF of areas of concern and appreciation.
- Participate in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess progress and to determine required action/interventions to achieve results.

3. Evidence generation and knowledge management

- Support improving the visibility of GPE interventions and support the organization of high-profile events in collaboration with the Ministries.
- Support to strengthen documentation for evidence base on best practices and solutions to improve learning outcomes in basic education.
- Document successes, challenges and lessons learned in project implementation, fund flow and utilization and develop a mitigation plan.
- Coordinate with Government on organizing visibility events around GPE and the GPE Annual retreat.

4. Perform other duties and responsibilities as required.

II. QUALIFICATIONS OF SUCCESSFUL CANDIDATE

A University Degree in education and or other social science field with expertise in data management.

Fluency in English is required

Experience

- At least 2 years of relevant experience at national level in the Education Sector
- Experience in programme management, including programme design, costing, monitoring and evaluation and reporting, quality assurance and standards
- Understanding of gender and inequity issues in relation to education
- Experience in working with the government
- Computer skills, including excel, internet navigation and various office applications,.
- Experience working in the UN or other international development organization an asset.

Conditions of Work

This position is a TA appointment for a period of two years, with possible extension and will be based in the UNICEF country office in Freetown, with regular travel to project sites in its all operational areas.

III. COMPETENCIES OF SUCCESSFUL CANDIDATE

Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)	
<p>Core Values</p> <ul style="list-style-type: none">• Care• Respect• Integrity• Trust• Accountability <p>Core Competencies</p> <ul style="list-style-type: none">• Nurtures, Leads and Manages People (1)• Demonstrates Self Awareness and Ethical Awareness (2)• Works Collaboratively with others (2)• Builds and Maintains Partnerships (2)• Innovates and Embraces Change (2)• Thinks and Acts Strategically (2)• Drives to achieve impactful results (2)• Manages ambiguity and complexity (2)	<p>Functional Competencies</p> <ul style="list-style-type: none">• Analysing (2)• Applying technical expertise (2)• Learning and researching (2)• Planning and organizing (2)