

Terms of Reference

Position Title:	Education Specialist – Adolescent Empowerment & Life Skills
Position Level:	P3
Location:	Freetown, Sierra Leone
Duration:	11.5 months
Start Date:	May 2023
Reporting to:	Chief, Education Level 4

Overall Purpose:

Support the UNICEF Sierra Leone Country Office - Education Section in the overall management and implementation of the Adolescent empowerment and life skills programme.

Adolescents in Sierra Leone are growing up in a transforming and triggering world. The Covid 19 pandemic, Ebola epidemic, impacts of climate change and distant wars are reshaping society, forcing individuals to adapt to unexpected changes in their lives. Within this context, there is a general consensus on prioritizing education reform to advance individual and social development for national development as the country progresses towards achieving the status of a middle-income country by 2030 and hit the targets for SDG 4 -Quality Education. The Ministry of Basic and Secondary School Education (MBSSE) keenly recognizes this and calls for a holistic and transformative vision of education that maximizes the human potential of all children and better equips them to face the transitions from childhood to adulthood, from education to work, and from unreflective development to responsible and active citizenship.

The Government of Sierra Leone acknowledges the need for individuals to adapt to this volatile world, and recognizes the important role played by education in capacitating them with necessary skills to confront the challenges of the contemporary world. UNICEF is currently providing support to the government to work on adolescent empowerment through education, specifically working on various efforts such as menstrual hygiene management; integrating life skills in education and other sector programming targeted towards empowering adolescents to become educated, responsible and productive citizens of society.

Overall Purpose of the Assignment

The Specialist will work to strengthen national systems for evidence-based planning, management and delivery of education services around adolescent empowerment, in particular life skills and gender based violence. They will contribute to achievement of results according to plans, allocation of funding, results based-management approaches and methodology (RBM) and UNICEF's Strategic Plans, standards of performance and accountability framework. The Specialist will provide technical support in the establishment and roll out of education life skills and adolescent empowerment strategies through education, with the other education output leads and other stakeholders, to collectively track progress of the UNICEF Education Programme towards the Education Sector Plan (2022-2026), the SDGs and other international commitments for children. The Specialist will support the development of national capacities for education system's strengthening for integrating adolescent and life skills focus in education.

The Specialist will also ensure that the UNICEF Country Office has useful, valid and reliable information on the situation of education focusing on quality, access, and equity and the performance of UNICEF and government-supported education programmes including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination and coherence.

Key Functions, Accountabilities and Related Duties/tasks

Summary of Key Functions/Accountabilities:

1. Strengthening systems for life skills education programme development and planning
2. Life skills education programme management, monitoring and delivery of results.
3. Technical and operational support to programme implementation
4. Networking and partnership building
5. Innovation, knowledge management and capacity building

Responsibilities and Main Tasks:

1. Strengthening Systems for Life Skills Education Programme Development and Planning

- Contribute to updating the situation analysis by conducting assessments to establish evidence-based data for UNICEF advocacy and development of policies, frameworks and programmes to promote adolescent development and participation in the country and for monitoring results on related programmes/projects.
- Contribute to the development/establishment of adolescent development and participation programme goals, objectives, strategies and results-based planning through research, collection, analysis and reporting of related information/data for development planning and priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical, programme, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluating results.
- Prepare required programme documentations/materials/data to facilitate the programme review and approval process.

2. Life Skills Education Programme Management, Monitoring and Delivery of Results.

- Work closely and collaboratively with colleagues and partners to discuss adolescent development and participation, including addressing gender based violence, operational and implementation issues; provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess programmes/projects on adolescent development and participation and report on required action/interventions at the higher level of programme management.
- Monitor and report on the use of adolescent development and participation programme resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular/mandated relevant programme/project reports for management, donors and partners to keep them informed of programme progress.

3. Technical and Operational Support to Programme Implementation

- Conduct regular programme field visits and surveys and exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.

- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on adolescent development and participation related issues to support programme implementation, operations, and delivery of results.

4. **Networking and Partnership Building**

- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on adolescent development and participation programmes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support resource mobilization to ensure the adolescent development and participation programmes are adequately resourced and supported.
- Participate in appropriate inter-agency (UNCT) meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of adolescent development and participation programmes/projects and to integrate and harmonize UNICEF position and strategies with the UNDAF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

5. **Innovation, Knowledge Management and Capacity-Building**

- Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable programme results.
- Research and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

Qualifications and Experience:

- Advanced university degree in education, social sciences, statistics, economics, planning, development, or related fields.
- A minimum of five years of relevant professional work experience in the education sector including in education programming, development, implementation and monitoring and evaluation.
- Experience in Education in emergency programming, including disaster risk reduction and emergency preparedness planning.
- Experience working in a developing country considered is an asset
- Fluency in English is required. Knowledge of another official UN language or local language is an asset.

Core Competencies (Required)

- 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)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)
- Nurtures, leads, and manages people

Technical Competencies:

- Excellent communication skills, including writing and oral presentation
- Knowledge of the education sector in Sierra Leone
- Minimum five years of experience in education
- Strong technical expertise in education, life skills work and/or 21st century learning/interactive pedagogy
- Strong facilitation skills
- Excellent professional high level writing skills
- Strong data analysis skills
- Ability to engage with a wide range of people, including government partners, academic centres, formal and in-formal networks and collectives, NGOs/CSOs and technical experts if required to collate all relevant information.
- Ability to engage with a wide range of people, including government partners, academic centres, formal and in-formal networks and collectives, NGOs/CSOs and technical experts if required to collate all relevant information.
- Ability to support policy dialogue: translation of analytical findings and evidence into development programmes and policy discussions around equity and learning with partners, including government, development partners, CSOs and academia in relevant areas.
- Good understanding of gender and inequity issues in relation to education and development and the application of gender/equity analysis to policy and planning in education.

Behavioural Skills:

- Excellent interpersonal skills
- Strong leadership and management skills and experiences
- Excellent collaboration with colleagues and partners
- Attentive and open to feedback and new ideas

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability and core competencies in Communication, Working with People and Drive for Results.

VIII. Signatures- Job Description Certification		
Submitted by:		
Name:	Signature	Date
Title: Education Specialist, OiC		
Reviewed by:		
Name:	Signature	Date
Title: HR Manager		
Endorsed by:		
Name:	Signature	Date
Title: Deputy Representative Programme		
Approved by:		
Name:	Signature	Date
Title: Representative		