

Terms of Reference

Education Specialist (Technical Assistance Coordinator, GPE STEP), NOC, Temporary Appointment (364 days)

Addis Ababa, Ethiopia

Summary

Title	Education Specialist (Technical Assistance Coordinator, GPE STEP), NOC
Purpose	<p>Under the general guidance and supervision of the Section Chief, Education (P-5), and direct supervision of the GPE Programme Manager (P-4), the Education Specialist TA (GPE STEP), NOC level, provides direct technical assistance to the Ministry of Education (MOE) and coordination between the MoE and UNICEF to facilitate the effective implementation of the GPE's System Transformation Grant (STG) and Girls Education Accelerator (GEA) funded programme, known as System Transformation of Education Programme (STEP) for Girls and Learning within the Country Programme. The position supports the work of the GPE Programme Management Office and the office of Strategic Affairs (Planning and Project Management), ensuring effective liaison, communication, and coordination within the key directorates and departments in MoE (related to planning, curriculum development, emergency and refugee education and teacher professional development and planning), and between the Federal MoE and Regional Education Bureaus.</p> <p>The position will also support the coordination at the inter-ministerial level between various sectors involved in the programme design, and specifically, the Ministry of Gender and Social Affairs at federal and regional levels. Lastly, the GPE Education Technical Assistance Coordinator will provide technical advice and oversight for establishment of a coordination framework at sub-national levels with regional and woreda level administration(s) and partners in the GPE STEP target woredas to help address roadblocks during programme implementation and engender stakeholder buy-in and commitment to accelerate the achievement of planned programme results.</p>
Post Category	NOC
Location	Addis Ababa, Ethiopia
Contract type	Temporary Appointment
Duration	364 days
Start Date	1 October, 2024
Reporting to	Programme Manager (GPE STEP), Level 4

Background and Strategic Context

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, 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 favoritism. 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 fulfill their potential but also will lead to

sustained growth and stability of countries. Therefore, 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.

The Education Section of UNICEF Ethiopia plays a leading role in the education sector with a high-level and important education portfolio. UNICEF is currently the Grant Agent (GA) for the Global Partnership for Education (GPE) – System Transformation Grant (STG) and Girls Education Accelerator (GEA) funded programme known as System Transformation of Education Programme (STEP) for Girls and Learning which will come to an end in July 2028. As the Grant Agent, UNICEF bears the responsibility for providing fiduciary oversight, technical support, and capacity building to ensure effective implementation of the STEP programme in support of the Federal Democratic Republic of Ethiopia Ministry of Education (MoE). The STEP programme is focusing on strengthened, more inclusive and equitable schools and education system for accelerating girls' education and improving learning outcomes for all children in Ethiopia. To that end, MoE- with support from partners working together as the Local Education Groups (LEG) chaired by the MoE, has identified the following priority result areas, each with specific activities:

- **Result 1:** Teachers and school leaders with a focus on pre-primary and primary schools and most disadvantaged areas, empowered to support inclusive and effective student learning.
- **Result 2:** Increased and more equitable access to quality middle school and secondary education to accelerate girls' education and conflict recovery in the most disadvantaged areas.
- **Result 3:** Strengthened system transformation and capacities towards addressing barriers to access, equity and improvement of teaching and learning.

These three focus areas are aligned with Ethiopia's Education and Training Roadmap (2018 – 2030), and the sixth Education Sector Development Program (ESDP-VI)- the country's education sector plan. UNICEF Ethiopia is currently under preparation to kick start the full implementation of the STEP programme at national level with a focus on delivery of concrete and measurable results on children's education at grassroots level with implementation of targeted intervention in about 150 districts across the 14 national regional states in the country.

Job and Organizational Context: The Education Technical Assistance Coordinator will be seconded to the Ministry of Education on part time basis. Specifically, the incumbent will support the office of Strategic Affairs (Planning and Project Management), and work closely with government counterparts and related ministries and agencies as required by the workstreams, to support UNICEF and the GPE partnership with the FDRE Ministry of Education. The Technical Assistance Coordinator is responsible for technical assistance on systems and process analysis for anticipating and mitigating against potential roadblocks during the programme implementation. The incumbent will provide technical, operational, and administrative assistance to ensure regular interactions among staff responsible for effective program implementation. To that end, the incumbent will assist government, UNICEF and other stakeholders to carry out joint-monitoring visits as well as annual or mid-term reviews and integrate findings into subsequent action plans to contribute to achievement of results according to plans, agreed accountability frameworks.

Although the Education Technical Assistance Coordinator will be seconded to the Ministry of Education, the incumbent will be part of the GPE Programme Management Office (PMO) of the UNICEF Ethiopia Education Section and will report to and work under the direct supervision of the GPE Programme Manager (P-4) who has overall responsibility for the programme. It is envisioned the position will be hosted 40% of time within the GPE PMO in UNICEF and 60% within the office of Strategic Affairs (Planning and Project Management) of MOE.

The Education Technical Assistance Coordinator will also work in close collaboration with the System Strengthening Result Area/Unit of the Education Section and with other result areas/units of the section such as Early Childhood Education, Every Child Learning, and Quality Education and Skills Development for ensuring successful and coordinated planning, implementation, monitoring and evaluation of the GPE funded STEP for

Girls and Learning Programme.

Summary of Key Functions and Accountabilities

1. Management and advisory support to UNICEF for effective Coordination and Programme Implementation.

- Provide technical assistance on systems and process analysis for anticipating and mitigating potential barriers and challenges during programme implementation and advise on when and how to adapt implementation approaches.
- Provide technical advice to the Section Chief, Education and GPE Program Manager in developing strategies, determining priorities, and performance measurements in collaboration with the Planning, Monitoring and Evaluation Specialist for effective implementation of the STEP for Girls and Learning programme.
- Continually assess the processes and progress of the implementation of the programme, identify barriers and advise the MoE and UNICEF on strategies to address barriers effectively.
- Coordinate with a multisectoral team of stakeholders at the inter-ministerial level and within MOE and report to Chief critical issues for timely action in relation to STEP for Girls and Learning.
- Provide technical assistance and advice to colleagues in the Education Section and UNICEF Field Offices on all aspects of effective coordination with Government and programme implementation, to enable them to achieve performance objectives for the programme.
- Ensure efficient use of resources and monitor and track progress against Government and partner workplans, in line with the GPE grant conditions and programme verify compliance with approved allocation, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity.
- Perform other duties given by the Chief of Education and GPE Program Manager or their OICs.

2. Technical Assistance and Advisory Services to Government for effective Coordination and Programme Implementation.

- Provide technical assistance and operational support to the Ministry of Education in setting implementation priorities, strategies, and plans to deliver results set out in the STEP Programme.
- Support with establishing and organizing technical coordination committees and Steering Committee Meetings and structures at federal and regional levels.
- Participate in strategic programme discussions on the progress of the programme and track progress with relevant MOE departments, providing technical and operational advice to influence agenda setting and address bottlenecks.
- Work closely and collaboratively with internal colleagues and partners such the Ministry of Education, Regional Education Bureaus, the Ministry of Gender and Social Affairs, Civil Society Organisations and UNICEF teams to identify opportunities to strengthen systems and the key enablers for implementation; act as a technical expert and partner to generate and implement innovative solutions to accelerate programme implementation and achieve sustainable results.
- Provide technical and operational support to the Ministry of Education throughout all stages of programming processes and to ensure integration, coherence, and harmonization of the MoE plans across MOE directorates and activities within STEP programme.
- Provide government authorities with technical and operational support to plan and organize trainings to build or reinforce the commitment and institutional capacities for programme sustainability.
- Prepare briefs and other strategic programme materials for management use, information, and consideration for enhancing attainment of results set out in the STEP Programme

3. Programme Monitoring for Results

- Actively monitor the implementation of programme activities, including risk mitigation measures, to ensure continued stakeholder buy-in and compliance, and refer issues affecting timely implementation

and/or the quality of outputs delivered through the programme to the UNICEF and MoE for timely resolution for enhancing attainment of results defined in the programme.

- In consultation with GPE Program Manager, the GPE Planning and M&E Specialist, and with UNICEF regional focal points, government counterparts and NGO partners, participate in field visits to monitor programme activities and follow-up on programme implementation based on agreed performance indicators and monitoring benchmarks.
- Elicit feedback, gather, and synthesize different types of information from internal and external stakeholders, including UNICEF, implementers, partners, and beneficiaries, to identify implementation challenges and barriers and make recommendations for targeted strategies to address each challenge and barrier in collaboration with UNICEF, MOE, and other relevant parties.
- In consultation with GPE Program Manager, coordinate the planning of periodic performance reviews with government counterparts to assess progress and to identify bottlenecks and potential problems, and facilitate timely resolution of challenges for enhancing attainment of results defined in the GPE funded STEP for Girls and Learning Programme.
- Assist a multisectoral team of stakeholders, including government counterparts, UNICEF colleagues and implementing partners to discuss implementation issues, findings from annual or mid-term reviews, and alert the GPE Program Manager and appropriate officials for higher-level interventions and/or decisions.
- Ensure the timely preparation of regular and mandated programme reports for the GPE Program Manager, the UNICEF Education Section Chief, at UNICEF and the MoE management to keep them informed of programme progress against planned results.

4. Advocacy, Networking and Partnership Building for effective programming.

- Develop and maintain high quality relationships and strengthen strategic partnerships with Government officials and stakeholders through networking to reinforce cooperation and promote sustainable and broad results on education.
- Facilitate regular interactions, including through organizing meetings, with and among the Ministry of Education staff, and other government institutions responsible for implementation of the GPE STEP programme, monitoring and evaluation, and management.
- Participate in MoE inter-departmental meetings and inter-ministerial discussions on education, represent and advocate for the GPE programme.
- Provide support to UNICEF, enabling UNICEF and partner teams to maintain effective and trusted relationships with the Ministry of Education counterparts for facilitate smooth programming.

5. Innovation, Knowledge Management and Capacity Building

- Promote, apply, and introduce innovative approaches and good practices to support the effective implementation of concrete programme results set out in the GPE funded STEP for Girls and Learning Programme.
- Organize and participate as a resource person in capacity building initiatives to enhance the competencies of stakeholders to promote sustainable education and STEP for Girls and Learning programme results.
- Assess, document, institutionalize and share best practices and knowledge learned from the implementation of the GPE STEP programme.
- Support the implementation of communication and knowledge management activities, including the organization of meetings, workshops, seminars, study tours, trainings and other means of information sharing among government decision-makers, UNICEF, and other experts.

Minimum Qualifications and Competencies:

Education: An advanced university degree in one of the following fields is required: Education, Social Sciences, Politics, Project Management, Monitoring and Evaluation, or another relevant technical field.

Experience: A minimum of five years of professional experience in programme planning, management, and/or advocacy in education with proven management experience is required.

Experience delivering results in challenging and close contexts such as quality education provision, working in government or other INGOs /NGOs programs and activities will be an added advantage. **Strong preference for candidates with previous government work experience or significant liaison work and relations in the Ministry of Education.**

Language Requirements:

- Fluency in English is required. Knowledge of one or more of the local language(s) is an asset.

Technical Skills:


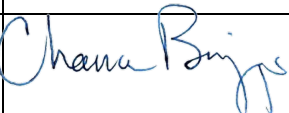
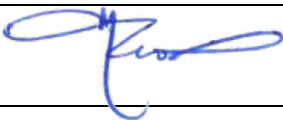
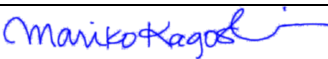
- Expertise and knowledge of the field of education with management experience.
- Excellent communication skills, including writing and oral presentation.
- Experience leading high-level sector work with government partners.
- Demonstrated experience successfully leading high-level education initiatives.
- Leadership experience working with diverse partners.
- Strong leadership experience and skills leading a diverse team of professionals.

Core Values:

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

Core Competencies:

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

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Date	13/08/2024	20 Aug 2024	27 Aug 2024	28 August 2024

