

Terms of Reference

Position Title:	Education Specialist – Monitoring & Evaluation
Position Level:	P3
Location:	Freetown, Sierra Leone
Duration:	11.5 months
Start Date:	March 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 strengthening systems for data and Monitoring and Evaluation.

Since the initiation of the Free School Quality Education programme in 2018, which focuses on improving access to education, UNICEF's education and learning programme component primarily focuses on providing technical and strategic support to improve poor learning outcomes which are demonstrated across all grades. Greater attention is paid to system strengthening in generating and use of strategic information and evidence, including budgetary analyses and monitoring of results.

More recently, the Government has identified *Delivering the Foundations of Learning for All* as the priority reform that will be achieved through education system transformation in the country. The transformation will be done by addressing bottlenecks and working collaboratively with all stakeholders, partners, the Global Partnership for Education (GPE) and other donors. This will be supported by the approved GPE financing for three grants System Capacity Grant (SCG), System Transformation Grant (STG), and GPE Multiplier Grant amounting to USD 50 million. UNICEF is the Grant agent for all the three grants. One critical focus of the grant is on building on strengthened data systems and governance mechanisms, including the commitment to at least 20% of the government's discretionary budget spent on education. More specifically, data and data-innovation, data dashboards will be used to generate actionable data for use by relevant stakeholders and enable evidence-based policy and system strengthening towards the priority reform of foundational learning,

Clarification of the Overall Purpose of the Assignment

The Specialist will work to strengthen national systems for evidence-based planning, management and delivery of education services and 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 monitoring tools, inclusive of data, in collaboration 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 data strengthening, monitoring and evaluation.

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 data at all levels
2. Integrated Monitoring & Learning
3. Learning Assessment
4. Innovation, Knowledge Management and Capacity Building
5. Coordination, Advocacy and Networking

Responsibilities and Main Tasks:

1. System Strengthening for Data Collection, Analysis and Use at all Levels

Strengthen national systems and capacity towards expected results established in the UNICEF Rolling Workplan and Education Sector Plan in Sierra Leone

- Provide technical support to ensure that a set of system strengthening interventions are rolled out and education performance indicators are identified and adjusted as necessary, in the context of the Education priorities in Sierra Leone and the UNICEF Education Programme in the country.
- Work closely with other Education output leads to ensure data system strengthening interventions are mainstreamed across the education programme.
- Provide technical assistance and advice to colleagues in the section on all aspects related to education data analysis, statistics, indicators and result-based management to enable colleagues to achieve programme/performance objectives.
- Improve data-driven decision-making through education management and information system assessment and development.
- Support capacity building efforts within the Ministry of Basic and Senior Secondary Education to design, initiate and sustain school-level improvement under the National Free Quality School Education programme and GPE.

2. Integrated Monitoring & Learning

Ensure that the Education programme has the most relevant monitoring tools and mechanisms that facilitate progress tracking of UNICEF contribution to the education sector in a timely manner.

- Support the implementation and the monitoring of the UNICEF Education Programme using sound results-based Monitoring mechanisms, including assisting in the development and rollout of tools to monitor activities and outputs indicators
- Support the organization of Annual workplans reviews and the development of mid/end-year reporting.
- Support MBSSE in designing and operationalizing a strategy to integrate education data management systems
- Lead efforts to streamline the production and use of programme performance monitoring data.

3. Learning Assessment

Ensure that the education programme is guided by timely and accurate measurement of change in Education in the country, to facilitate planning and to draw conclusions about the impact of programmes or policies.

- In coordination with other stakeholders, support the collection of Sustainable Development Goal (SDG) and other education indicators (through Annual School Census, learning assessments, or other surveys) to improve education planning.
- Support the Ministry of Basic and Senior Secondary Education and partners in the management of national education statistical databases (e.g., ASC, EduTrac), ensuring that key indicators are readily accessible by key stakeholders. Promote enhanced support to strengthen the national assessment system of learning achievement, by collaborating with external partners and institutions.
- Work with M&E stakeholders to strengthen frameworks and methods for capturing data (quantitative and qualitative) relating to improvements in education system capacity
- Work to strengthen the national Education Management Information System (EMIS) which allow, when opportunities emerge, to influence education planning, policies and decision making. Provide technical support for education reporting obligations including national reports on progress toward the SDGs, and the Education Sector Plan.
- Coordinate with partners to ensure that education monitoring systems are properly designed, and that education data collection and analysis from field visits are coordinated and standardized across programmes to feed into to programme performance monitoring.
- Drawing on monitoring and analysis of education program performance and management indicators, provide professional input to education reports, including relevant sections of the annual reports.
- Technically support government and implementing partners to formulate Terms of Reference and education evaluation designs of high quality, in compliance with the organization's programme evaluation policies and guidelines.
- Disseminate education evaluation findings and recommendations to education stakeholders using user-friendly methods to ensure that effective participatory feedback is provided to district and community education stakeholders.
- Monitor and ensure that an education management response to the findings and recommendations of education evaluations are completed, recorded, and followed up for implementation.

4. Innovation, Knowledge Management and Capacity-Building

Ensure that the capacities of Country Office education staff and national partners – government– are strengthened enabling them to increasingly engage in and lead in innovative education programming, knowledge management, data collection, use and management.

- Apply/introduce innovative approaches and good practices to build the education system to generate evidence that can inform decisions around the improvement about learning outcomes.
- Keep abreast, research, benchmark and implement best practices in education management. Assess, institutionalize and share best practices and knowledge learned.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable education programs and projects.
- Organize and implement capacity building initiatives to enhance the competencies of stakeholders to promote sustainable results in education and related programs/projects.
- Collaborate with key stakeholders to design and deploy approaches for strengthening institutional capacity that adequately plan for scale-up and sustainability of education programming.
- Strengthen analytical skills of UNICEF and MBSSE education staff to use data and evidence for planning, budgeting, monitoring, and policy making.
- Promote the awareness and understanding of the shared responsibility of knowledge management, among staff members and Ministry of Basic and Senior Secondary Education counterparts through communication, training, learning and development activities.

5. Coordination, Advocacy and Networking

Ensure that the UNICEF education section is effectively linked to wider UNICEF education developments in a way that both contributes to and benefits from organizational learning on effective education systems.

- Collaborate with Education Managers and Specialists from the LEG, for overall coordination of data production, priority research, monitoring and evaluation activities, especially related to education systems strengthening coherent for learning, education sector planning and education sector analysis.
- Undertake lessons-learned reviews on successful and unsuccessful education practices and experiences at the national level, and ensure they are shared as appropriate.
- Utilize education knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners to improve overall performance in specific roles.
- Strengthen evidence-based advocacy and policy advice by supporting the education management information system (EMIS), use of education statistics/data, and monitoring and evaluation of the sector policy/programmes.

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
- Professional/technical knowledge/expertise in Team Management, Coaching & Training.
- Experience in Education Sector Monitoring & Evaluation design, data analysis, and reporting.
- Expertise in Education Sector Monitoring & Evaluation, Evaluation Design, data analysis, and reporting.
- Demonstrated experience in education sector planning including the range of modalities for delivering education, linkages between different sub-sectors (e.g. ECD, Primary, Secondary, Tertiary, Inclusive Education), cost-effectiveness and efficiency issues, key institutional structures, components and processes, as well as governance issues.

- Education and education policy sector analysis capacity, including an understanding of the core education data sets, indicators, tools for analysis of equity, determinants of student access and learning, budget, cost and financing, education system management, political economy and application to education policy and strategic planning.
- Knowledge of global developments in education and international engagement strategies, including the application of the equity lens and human rights perspectives to programming.
- 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.