

## TERMS OF REFERENCE FOR THE RECRUITMENT OF A TRAINING PROGRAMME ASSISTANT FOR THE DESIGN, DEVELOPMENT, MANAGEMENT, IMPLEMENTATION AND EVALUATION OF THE IIEP- UNESCO GCI ONLINE COURSE: THE SCGREP EN 2023

### INTRODUCTION TO THE UNESCO INTERNATIONAL INSTITUTE FOR EDUCATIONAL PLANNING, OFFICE FOR AFRICA IN DAKAR (IIEP-UNESCO DAKAR)

IIEP-UNESCO Dakar, located in Dakar, Senegal, is the Africa Office of the UNESCO International Institute for Educational Planning (IIEP-UNESCO). IIEP-UNESCO is a specialized institute whose mandate is to strengthen the capacity of UNESCO Member States to plan and manage their education systems. IIEP-UNESCO Dakar is renowned for its education sector analysis and helps African countries to develop robust education system development plans within the framework of the 2030 education agenda.

Through a capacity-building approach, IIEP-UNESCO Dakar contributes to the production of diagnostic analyses, sector plans and pedagogical tools that contribute to more relevant and sustainable education policies. Through its training courses, it also strengthens the skills of those responsible for defining, steering, managing, financing and evaluating education and training systems in Africa. IIEP-UNESCO Dakar is also actively involved in the production of knowledge for the education sector in Africa. More information on its activities can be found at the following link: [IIEP-UNESCO Dakar](https://iiep.unesco.org/africa).

### BACKGROUND AND RATIONALE FOR THE CONSULTATION

#### THE GENDER AT THE CENTRE INITIATIVE

In line with its strategy and commitment to reducing inequalities in education, IIEP-UNESCO Headquarters and its Africa Office in Dakar (IIEP-UNESCO Dakar) are providing technical leadership to the Gender at the Centre Initiative (GCI). Launched in 2019 at the G7 Summit, GCI recognises the urgency of ensuring equal access to quality education and overcoming the barriers to education that girls and young women continue to face. The Initiative aims to support and strengthen existing skills and structures to advance gender equality in the education systems of Mauritania, Niger, Burkina Faso, Mali, Chad, Sierra Leone, Nigeria and Mozambique. Coordinated by the United Nations Girls' Education Initiative (UNGEI), GCI also brings together partners such as UNICEF, the Global Partnership for Education, and a consortium of non-governmental organisations.

As part of the GCI, IIEP is committed to supporting countries to strengthen the integration of gender issues in and through education at all stages of the planning and policy cycle. IIEP is also committed to providing training on gender equality in and through education, planning and monitoring and evaluation of gender equality in the sector for managers involved in the formulation, planning and implementation of education policies, in the spirit of promoting gender equality in educational decision-making, planning and management. An online training programme, the Short Course on Gender Responsive Educational Planning (SCGREP), has been offered to government and non-government officials from Francophone, Anglophone and Lusophone African countries between 2020 and 2022. The SCGREP is currently being revised and adapted for a new Anglophone edition. The SCGREP consists of three modules:

- Module 1 - Introduction to gender mainstreaming in and through education ;

- Module 2 - Mainstreaming gender in education sector analysis.
- Module 3 - Gender Mainstreaming in Education Sector Planning.

**The course dates are as follows:**

From 25 September to 24 November 2023 (9 weeks), plus a preparatory phase (11 to 23 September 2023).

In the framework of the implementation of this new Anglophone edition of the SCGREP, IIEP-UNESCO wishes to contract **a consultant, training programme assistant**, to support IIEP-UNESCO Dakar in the design, development and deployment of its online training on gender equality. The work will be carried out mainly in English. The work will be carried out in collaboration with and under the supervision of the IIEP training team and the Gender at the Centre Initiative team.

#### TASKS AND RESPONSIBILITIES OF THE CONSULTANT

The consultant will, under the authority of the Head of Office of IIEP-UNESCO Dakar and the direct supervision of the Training Programme Manager, support the successful implementation of the 2023 anglophone edition of its online course on gender equality: the Short Course on Gender-Responsive Educational Planning (SCGREP EN 2023). In particular, he/she will support the (re)design, development, management, delivery, monitoring and evaluation of the of the SCGREP EN 2023. More specifically, the consultant will be responsible for :

**ITEM 1: SUPPORT FOR THE IMPLEMENTATION OF THE COURSE AND FOLLOW-UP OF THE PARTICIPATION IN THE SCGREP EN 2023, INCLUDING DURING THE CATCH-UP PERIOD**

1. Assist in the revision/adaptation/development of course materials and activities (course guide for participants, syllabus, calendar, roadmaps, scripts for course videos, webinar agendas, PPT, etc.);
2. Regularly monitor participants, checking their progress and timely submission of all required course activities and their fulfilment of validation requirements, including following up on latecomers during the remediation phase following the end of the course to help them complete the training;
3. Plan course-related announcements based on existing templates;
4. Support trainers in their tasks, including the preparation and implementation of meetings and webinars (training team coordination meetings, course welcome webinar, course thematic webinars, course closing webinar);
5. Write weekly status reports on the implementation of the course based on activities on the course platform, including summaries of participants' contributions to the platform (learning logs, forums, individual and/or group activities) and validation requirements;
6. Liaise with trainers/course coordinator regarding participants' questions;
7. Check the results of the automated quizzes for modules 1, 2, 3, and enter the results on the platform if necessary;
8. Summarise the results of surveys and polls using existing models;
9. Support users in their use of the platform and resolving problems reported by users;
10. Manage instructor feedback on assignments using agreed rubric and share it via the platform;
11. Edit the videos of the course.

**ITEM 2: SUPPORT FOR THE COMPLETION OF THE COURSE EVALUATION AND VALIDATION OF THE SCGREP COURSE REQUIREMENTS.**

1. Managing participants' notes in Excel ;

2. Validation of the completion of the course requirements for certification in collaboration with the training course coordinator;
3. Establish a list of participants eligible for certificates of participation or achievement;
4. Check the spelling of participants' names for certificates;
5. Contribute to the writing of the course evaluation report according to the template provided by the course coordinator.

The consultant is expected to work closely with the course coordinator and the training specialist.

#### PROFILE OF THE CONSULTANT

The consultant must meet the following requirements:

##### Education

- ✓ University degree (minimum Bachelor's degree or equivalent) in the field of education (curriculum designer, e-learning specialist, etc.), with a focus on adult education and training. Any other relevant university degree combined with several years of qualifying experience may also be considered.
- ✓ Knowledge of gender issues and/or educational planning is desirable.

##### Professional experience

- ✓ At least three (3) years of proven experience in the field of e-learning for adult learners, including participant monitoring and evaluation;
- ✓ Proven relevant experience in e-learning and tutoring of online courses;
- ✓ Proven relevant experience in developing/implementing online courses on Moodle.

##### Competencies

- ✓ Good knowledge of best practice in online course facilitation;
- ✓ Knowledge of pedagogical theory and/or learning design, including assessment;
- ✓ Knowledge of learning management systems (LMS), and in particular Moodle (use, configuration and administration);
- ✓ Ability to work under pressure and pay attention to detail and quality of work;
- ✓ Excellent oral and written communication skills in English;
- ✓ Ability to work in multidisciplinary and multicultural teams.

##### Languages

- ✓ Excellent oral and written communication skills in English.

#### DELIVERABLES

The consultant is expected to provide :

1. The edited videos of the SCGREP EN 2023;
2. Reports on teaching-learning and assessment activities for the different modules of the SCGREP EN 2023, at the end of each module and at the end of the course;
3. Follow-up documents on participants' contributions and grades at the end of each module and at the end of the course;
4. A final evaluation report of the consultation carried out containing an indication of the main difficulties encountered, recommendations, etc.

UNESCO IIEP reserves the right to amend any of the above deliverables according to the needs of the teams and activities.

Fees will be discussed between the successful candidate and UNESCO IIEP Dakar and will be based on the candidate's experience, in accordance with UNESCO's indicative remuneration scale for consultants.

#### WORKING CONDITIONS

The consultation will be carried out remotely.

In order to carry out this work, the IIEP-UNESCO Dakar will provide the person in charge of the consultancy with all the administrative and analytical documentation available in relation to the object of the service. IIEP-UNESCO Dakar will, if necessary, facilitate contacts with the institutions/persons he/she wishes to meet in the framework of this service, as well as other aspects related to logistics. The Training team will provide guidance and technical support throughout the period of the assignment.

#### CALENDAR

The consultation is planned to last 6 months, starting on June 21, 2023.

#### APPLICATION FORM

Those interested in this consultation should submit to UNESCO IIEP Dakar an application file consisting of the following documents

1. An updated and detailed curriculum vitae.

All required documentation must be submitted in French or English and applications must be submitted by email no later than **midnight GMT on June 18, 2023** to: [consultant-formations-DK@iiep.unesco.org](mailto:consultant-formations-DK@iiep.unesco.org)

Applications will be assessed as they are received, and selection may be made before the end of the above-mentioned date, on the basis of the applications received. Candidates are therefore encouraged to send in their applications as soon as possible.

Following the analysis of the applications received, the IIEP-UNESCO Dakar may also contact candidates who meet the requirements for a telephone interview.