

## TERMS OF REFERENCE FOR THE RECRUITMENT OF A TRAINING PROGRAMME SPECIALIST 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](#).

### 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 Office for Africa 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 specialist**, 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 the IIEP-UNESCO Dakar Office 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 SCGREP EN 2023. More specifically, the consultant will be responsible for:

**ITEM 1: SUPPORT FOR THE REDESIGN AND DEVELOPMENT OF THE SCGREP EN 2023**

1. Advise IIEP-UNESCO Dakar on its strategy for (re)designing learning activities for its SCGREP EN 2023, including advising IIEP-UNESCO Dakar on the choice of teaching-learning and assessment activities, including the digitalisation and integration of interactive pedagogical activities (videos, audio, tutorials, quizzes, etc.) on the Moodle platform.
2. Support the design and development of the SCGREP EN 2023:
  - a. Advise and support the development and mobilisation of partnerships (academic, technical and scientific) for content development, peer review, training facilitation, etc. ;
  - b. Support the definition of Intended Learning Outcomes and the design of learning paths relevant to the achievement of these outcomes;
  - c. Review scenarios to ensure pedagogical alignment between objectives and activities and advise on the choice of activities;
  - d. Support the coordination and monitoring of content development by IIEP-UNESCO Dakar experts, partners and external experts;
  - e. Etc.
3. Support the development of the SCGREP EN 2023 content:
  - a. Support the revision of the course modules in collaboration with the programme specialists.
  - b. Support the development of training materials and resources (Participants' Guide, calendar, syllabus, scripts for course videos, etc.)
4. Support the implementation of the SCGREP EN 2023 on the MOODLE platform (to set up and configure the course on the MOODLE platform, to conduct testing, to integrate the content, to develop quizzes, forums, etc.):
  - a. Design and develop effective and engaging teaching/learning experiences, activities, assignments and assessments informed by learning outcomes;

- b. Set up the Modules and sub-sections of the course on the platform;
- c. Developing and managing resources :
  - i. Develop learning activities (discussion forum, FAQ, bibliography, resources, etc.) and assessment activities (quizzes, etc.) based on the course content and resources developed by IIEP-UNESCO;
  - ii. Download the resources (.doc, .PDF, .ppt documents, videos, etc.) provided by IIEP-UNESCO Dakar;
  - iii. Etc.
- d. Customise the course (customise the graphic environment by integrating logos and images provided by IIEP-UNESCO Dakar, etc.);
- e. Manage users :
  - i. Create and set up groups and clusters of registered participants;
  - ii. Configure user status and access to the platform ;
  - iii. Etc.
5. Conduct several deployment tests of the SCGREP EN 2023 using distinct roles (teacher-developer, teacher, student, etc.);
6. Support the SCGREP EN 2023 users in their use of the platform and resolve problems reported by users;
7. Participate in the evaluation of quality of the SCGREP EN 2023 activities;
8. Build the capacity of the GCI team in learning design, instructional scripts and educational technology.

**ITEM 2: SUPPORT FOR THE IMPLEMENTATION OF AND MONITORING OF PARTICIPATION IN THE SCGREP EN 2023**

1. Support and facilitate the organisation and implementation of the course activities
2. Support the preparation and implementation of the course meetings and webinars (training team coordination meetings, course welcome webinar, course thematic webinars, course closing webinar);
2. Supervise the course's training assistant in monitoring the progress of the participants.

**ITEM 3: SUPPORT FOR THE IMPLEMENTATION OF THE CATCH-UP PERIOD OF THE SCGREP EN 2023**

1. Guide the organisation and start of the catch-up period (November/December) of the course, according to the coordination guidelines;
2. Monitor participants during the catch-up period and guide the teaching team in order to offer participants the best conditions for success.

**ITEM 4: SUPPORT FOR THE CERTIFICATION AND EVALUATION OF THE SCGREP EN 2023**

1. Validate the completion of the course requirements for certification in collaboration with the course coordinator;
2. Establish a list of participants eligible for certificates of participation or achievement;
3. Support the evaluation of the course;
4. Write the course evaluation report according to the template provided by the course coordinator and develop related infographics.

**PROFILE OF THE CONSULTANT**

The consultant must meet the following requirements:

**Education**

- ✓ A postgraduate degree (Master's or equivalent) in the field of educational sciences with a focus on adult education and training. Any other relevant university degree combined with several

years of qualifying experience may also be considered.

### **Professional experience**

- ✓ At least five (5) years of proven experience in the field of adult education, of which one (1) year preferably at international level;
- ✓ Proven experience in the design, development and delivery of training, including e-learning;
- ✓ Proven experience in delivering training courses on MOODLE ;
- ✓ Knowledge of gender issues and/or educational planning desirable;
- ✓ Experience in MOOC development would be an asset.

### **Competencies**

- ✓ Excellent skills in andragogy and training engineering and/or learning *design and in* particular in the design and development of e-learning content;
- ✓ Excellent skills in using, setting up and administering the MOODLE learning platform;
- ✓ Excellent knowledge of the MS Office suite (Word, Excel, PowerPoint, etc.);
- ✓ Excellent organisational and coordination skills;
- ✓ Ability to lead and mobilise a team;
- ✓ Ability to work under pressure and pay attention to detail and quality of work;
- ✓ Ability to work in a diverse and multicultural environment;
- ✓ Excellent communication and interpersonal skills.

### **Languages**

- ✓ Excellent oral and written communication skills in French or English and good knowledge of the other language.

## **DELIVERABLES**

The consultancy will result in the creation of several deliverables, spread over the duration of the contract (6 months):

1. The release of Module 1 of the SCGREP EN 2023 on the MOODLE platform;
2. The release of Module 2 of the SCGREP EN 2023 on the MOODLE platform;
3. The release of Module 3 of the SCGREP EN 2023 on the MOODLE platform;
4. The contents of the SCGREP EN 2023 training are revised and archived, including administrative documents (learning scenarios, timetables, guides, etc.);
5. A report on the SCGREP EN 2023 teaching-learning activities and the participants' results for the 3 modules;
6. A final evaluation report, including infographics, of the SCGREP EN 2023 training;
7. A final report on the GCI Consultation, including a section on SCGREP EN 2023 participant progress, indications of major challenges, 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;
2. A letter of interest detailing, among other things, their qualifications for the tasks described above and their professional experience;
3. A technical offer ;
4. A financial offer (fees only in the form of a lump sum for the planned duration, in case of field missions the expenses will be covered by IIEP-UNESCO Dakar).

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.