



Terms of Reference

JUNIOR CONSULTANT TO SUPPORT IIEP DAKAR RESEARCH AND DEVELOPMENT (R&D) ACTIVITIES

CONTEXT

With more than 50 years of experience developing the capacity of member states, IIEP-UNESCO is the only specialized organization with the mandate to support education policy, planning and management in the UN system.

IIEP's Africa office (IIEP Dakar) contributes to this mission by producing rigorous analysis and data-driven evidence, developing cutting-edge analytical tools, and delivering technical assistance to identify, facilitate and promote the adoption of effective solutions to Africa's most pressing educational challenges.

Through its Research and Development program (R&D), IIEP-UNESCO Dakar is actively involved in the curation, generation, refinement, and expansion of bodies of knowledge for the strengthening of education decision and policy making in Africa.

Within the 11th Medium-Term Strategy, the consultant will contribute to support the design, planning and execution of IIEP Dakar's R&D portfolio and activities.

DESCRIPTION OF ACTIVITIES

Under the direct supervision of IIEP Dakar's Research and Development Programme Manager, and the overall supervision of IIEP Dakar's Head and Deputy Head of Office, the consultant will be in charge of the following assignments:

- Support IIEP Dakar's R&D program manager in the coordination, management and implementation of the IIEP-UNESCO Dakar research and data analysis projects and activities.
- Source information, conduct desk-based analysis and monitor education and research novelties to identify priority needs, challenges, and opportunities in educational planning and management in Africa.
- Contribute to the development of IIEP Dakar's research and data analysis agenda to respond to the needs, challenges and priorities so identified.
- Participate in the conception (e.g. preparation of proposals, concept notes, pre-analysis plans) and technical execution of research and data analysis projects (e.g. design of instruments and prototypes, literature reviews, data cleaning, analysis, etc.), including field missions as required.
- Support the preparation of presentations, concept notes, reports, articles, policy briefs, media, and dissemination products, and similar, and participate in the different research and data analysis communication and dissemination activities.
- Support IIEP Dakar R&D Manager's partnership and fundraising efforts.

- Perform other tasks as may be directed by IIEP Dakar's R&D Manager and the Head and Deputy Head of Office, including potential collaboration into Technical Cooperation and Training activities.

The consultancy will run from mid-January to mid-December 2023 (11 months) and requires full-time commitment.

REQUIRED QUALIFICATIONS

- Advanced university degree (at least Master's or equivalent) in Education, Economics, Political Science, Behavioral Sciences, Public Policy, Sociology, International Development, or related social sciences.
- Minimum two (2) years of relevant work experience in applied research or/and policy analysis in education or/and related social sector issues in developing countries (preferably in Africa).
- Demonstrated experience in conducting rigorous quantitative and/or qualitative research (design, collection, cleaning, coding and analysis of administrative data, surveys, interviews, focus groups, etc.), and data analysis skills.
- Proven skills in producing high quality written documents (concept notes, media products, policy briefs, working papers, blog posts, literature and desk reviews, synthesis, etc.).
- Ability to communicate effectively with diverse stakeholders and audiences, both verbal and written.
- Good understanding of the challenges of education in Africa.
- Proven organizational skills, and able to multitask.
- Excellent interpersonal skills and ability to work in a multicultural environment.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and collaborate with colleagues to achieve organizational and team goals.
- Ability to travel internationally, including fragile and challenging context countries.
- Excellent written and oral proficiency in French or English and good knowledge of the other.

APPLICATION PROCESS

Candidates who meet the required qualifications are invited to apply by submitting updated CV (maximum five pages), and a technical and financial proposal (maximum 3 pages) to **consultant.r&d@iiep.unesco.org** by December 10th, 2022.

Please include the words JC-RD in the subject line of the email, along with your last name (for example JC-RD-Smith).

The technical proposal should outline the candidate's understanding of this ToR and specify how his/her experience are aligned with the activities to be conducted. The financial proposal should specify the candidate's proposed monthly fee. The applications that do not include this information will not be considered for the following phases of the selection process.

Only short-listed candidates will be contacted for interviews.