

TERMS OF REFERENCE FOR A CONSULTANCY

FOR THE REVISION, ADAPTATION AND DELIVERY OF A BILINGUAL PORTUGUESE-SPANISH EDITION OF THE

« SHORT COURSE ON GENDER-RESPONSIVE EDUCATIONAL PLANNING »

TARGETING LUSOPHONE AND HISPANOPHONE AFRICAN COUNTRIES,

IN THE FRAMEWORK OF THE GENDER AT THE CENTER INITIATIVE PROJECT

(2 VACANCIES)

CONTEXT AND JUSTIFICATION OF THE CONSULTANCY

In line with its strategy and commitment to reducing inequalities in education, UNESCO's International Institute for Educational Planning (IIEP-UNESCO) Headquarters and its Africa-based Office in Dakar (IIEP-UNESCO Dakar) provide technical leadership for the Gender at the Center Initiative (GCI). Within the framework of GCI, IIEP is committed to providing training in gender-responsive educational planning and monitoring and evaluation in order to strengthen the capacity of Member States to integrate gender issues in a cross-cutting manner in all the planning cycle and the development, implementation and monitoring of education policies. A first online training programme, the "Université de l'IIEP-UNESCO sur la Planification de l'Education sensible au Genre", was held from October 2020 to January 2021, for managers of centralized and decentralized administration in Francophone African countries. This programme was then revised and adapted for an English-speaking audience. Namely, the Short Course on Gender-Responsive Educational Planning was held online from 4 October to 17 December 2021 and completed by around 40 education sector managers from governmental and non-governmental institutions from almost 20 Anglophone African countries. The next edition of the Short Course on Gender-Responsive Educational Planning will be held online from May to July 2022 and will be offered to up to 50 education sector managers from governmental and non-governmental institutions in 5 Lusophone and 1 Hispanophone African countries. The workload and priorities are the same undertaken by the members of IIEP's Team in charge of this project and require the call to and external two external consultants for the revision of previous editions of the course in French and English, in order to adapt it to a bilingual edition in Portuguese and Spanish, targeting educational planners and managers in Portuguese and Spanish speaking African countries. The consultancy is also required to participate in the delivery and evaluation of the course.

TASKS AND RESPONSIBILITIES OF THE CONSULTANT

The consultant will:

Under the authority of the Head of Office of IIEP-UNESCO Buenos Aires, and under the direct supervision of the IIEP Paris Programme Specialist and the IIEP BA Training Coordinator, join a small team in charge of reviewing and adapting previous editions in French and English of IIEP's "Short Course on Gender-Responsive Educational Planning" and of designing, developing, delivering and evaluating of a bilingual edition of the course in Portuguese and Spanish, to be offered in 2022 to education public officials from all Lusophone and Hispanophone African countries.

More specifically, the consultant will be responsible for the following tasks:

1. Develop a detailed training plan defining intended learning outcomes and objectives and learning and assessment activities, following the template provided by IIEP and with the contribution of members of the instruction team;

2. Proof-edit the translation into Portuguese and Spanish of the English version of the Short Course on Gender-Responsive Educational Planning including course booklets, pedagogical resources, activity instructions and assessment matrices for each of the three modules (“Introduction to mainstreaming gender equality in and through education”, “Mainstreaming gender into education sector analysis” and “Mainstreaming gender in Education Sector Planning”);
3. Adapt training contents, learning and evaluation activities from the English version to the target audience of the bilingual Portuguese-Spanish edition in all 3 modules and contextualize the course with a few exercises related to the Lusophone and Hispanophone countries;
4. Replace, in the training materials, bibliographic and web references in English and/or French by references to equivalent or similar resources available in Portuguese and Spanish;
5. Elaborate the syllabus for each module in Spanish and Portuguese;
6. Contribute to the elaboration and to the quality control of audiovisual support resources adapted to the online training following the training plan, including the writing of scripts, the preparation of visual support (e.g. slides), and the recording of presentations;
7. Participate in the delivery of all course modules as a member of the Team of Instruction and undertake the role of main instructor of at least one module; including marking participants’ assignments;
8. Ensure the follow-up of participants during the delivery of the course;
9. Contribute to the internal global evaluation of the training.
10. Prepare a report aiming at the development of an equivalent course adapted to Latin America, including:
 - (a) Proposal of a detailed Training Plan;
 - (b) Brief narrative of changes proposed;
 - (c) New description of new learning and evaluation activities;
 - (d) Listing of readings in Spanish and Portuguese relevant for the Latin American context;
11. Participate in regular team remote meetings.

Estimated time/workload per consultancy: 20 days for the preparation of the course and 30 days to course delivery.

PROFILE

The consultant must meet the following requirements:

Education

- ✓ University degree (minimum Master's / Specialization / Postgraduate degree or equivalent) in education, gender studies, public administration, political science, human rights, social sciences or related field. Any other relevant university degree combined with years of qualifying experience may also be considered.

Professional experience

- ✓ At least 5 (five) years of relevant experience in the design and development of online learning supports for professional development training programmes, preferably in the field of education;
- ✓ At least 7 (seven) years of relevant experience working in the field of gender in education or in educational planning and policymaking or both;
- ✓ Work experience with public officials from Ministries of Education and international organizations.

Competences

- ✓ Advanced knowledge of gender inequalities in education at the global level and in Africa and Latin America, in particular;
- ✓ Advanced knowledge of policy frameworks adopted at the global and regional levels (Africa and Latin America) regarding gender equality in education;
- ✓ Advanced knowledge of gender-responsive and transformative policies in education;
- ✓ Advanced knowledge of gender-sensitive indicators in education;
- ✓ Ability to analyze access, learning and the internal and external efficiency of educational systems in early childhood, primary and secondary education;
- ✓ Good knowledge of methods used in education sector planning;
- ✓ Ability to design and deliver training in Moodle platforms;
- ✓ Excellent oral and written communication skills in Portuguese and proficiency in English and Spanish;
- ✓ Ability to work in multi-disciplinary and multi-cultural teams.

DELIVERABLES

The consultant will be expected to deliver:

1. Training Plan for the “Short Course on Gender-Responsive Educational Planning” in Spanish and Portuguese for African countries;
2. Draft of contents, activities and learning resources (including audiovisual resources) revised and/or proposed for the 2022 edition in Spanish and Portuguese for African countries;
3. Final version of Module 1 uploaded to the platform.
4. Final version of Module 2 uploaded to the platform.
5. Final version of Module 3 uploaded to the platform.
6. Report of co-delivery of Module 1
7. Report of co-delivery of Module 2
8. Report of co-delivery of Module 3
9. Report on the consultant’s evaluation of the course
10. Report aiming at the development of an equivalent course adapted to Latin America.

CALENDAR

The consultation will run from January 2022 to August 2022, according to the following provisional schedule:

Description (deliverable)	Ref. Deliverables	Deadline
Training Plan	1	10/02/2022
Draft of contents, activities and learning resources	2	10/03/2022
Final version of Module 1 uploaded to the platform	3	10/04/2022
Final version of Module 2 uploaded to the platform	4	10/05/2022
Final version of Module 3 uploaded to the platform	5	10/06/2022
Report of co-delivery of Module 1	6	20/06/2022

Report of co-delivery of Module 2	7	01/07/2021
Report of co-delivery of Module 3	8	01/08/2022
Report on the consultant's evaluation of the course	9	15/08/2022
Report aiming at the development of an equivalent course adapted to Latin America	10	30/08/2022

APPLICATION

Candidates must apply *by submitting* the following *4* 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, *consisting of a description of the proposed approach and methodology for undertaking the assignment, a work plan taking into account the provided schedule and key deliverables, and comments on the Terms of Reference, if any (in brief).*
4. A financial offer (lump sum fee for the duration of the project; in the event of field missions, the expenses will be paid by IIEP-UNESCO Dakar).

If candidates fail to submit all 4 required documents, applications will not be considered. All required documentation must be submitted in English and applications must be sent by email no later than midnight GMT on Sunday, January 16th, 2022 to the following address:
gender.course.gci@iiep.unesco.org

Applications will be reviewed as they are received, and a candidate may be selected before the deadline mentioned above, on the basis of the applications received. Candidates are therefore encouraged to send in their applications as soon as possible.

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

INTELLECTUAL PROPERTY RIGHTS

IIEP is the sole owner of all work, materials and other results generated by the consultation, including the sole owners of the intellectual property rights. The IIEP reserves the right to use and adapt all documents resulting from the consultation.