

TERMS OF REFERENCE

Lead National Implementing Partner (LNIP) –Malawi

Project: Valorisation of Evidence on Inclusive Social Development in Southern Africa

Implemented by

UNESCO Regional Office for Southern Africa, UNESCO Regional Science Bureau for Asia and the Pacific

Background

This project is designed to support the implementation of the 2030 Agenda and, in particular, its inclusive social development goals, by building the national capacities to understand the challenges of social inclusion, and by improving the availability, accessibility and usage (valorization) of research and evidence for inclusive policy and planning. Having already successfully delivered this initiative in Malaysia, the Philippines and Indonesia, UNESCO is expanding the research and capacity-building activities to benefit the countries in Southern Africa, with a primary focus on Malawi, and the engagement of stakeholders from Zimbabwe and Mozambique.

The focus of the project in Malawi will be on the National Adult Literacy Policy, and the way the evidence is collected and used in all stages of policy cycle by the government and the civil society. Malawian government has embraced an inclusive approach in its policies towards the vulnerable and the excluded, and has recognized adult literacy as one of the top priority areas. However, despite the widespread agreement that social inclusion should be a primary objective of the policy, practices of using evidence in all stages of the policy cycle (design, implementation, monitoring and evaluation) are still to be established and re-enforced. The proposed project will support the Malawian government to conduct situational analysis and to design the operational guidelines and protocols towards improving the availability, accessibility and usage of critically important evidence in policy processes. The project will also introduce the relevant methodologies and strategies for valorization of evidence for inclusive policymaking to the stakeholders participating in the Malawian process from Zimbabwe and Mozambique.

Purpose of the Assignment

Under the supervision of the Social and Human Sciences Programme Specialists in UNESCO Regional Office for Southern Africa in Harare (ROSA) and UNESCO Regional Science Bureau for Asia and the Pacific in Jakarta, and in close collaboration Malaysian partner institution (IKMAS), the *Lead National Implementing Partner* (LNIP) will have the following major responsibilities:

- Identifying, mobilizing and coordinating the Members of National Working Group in Malawi from key government agencies and the civil society to play an active role in this project;
- Taking the lead role in research and analytical activities within the National Working Group throughout the project;
- Developing key outputs of the project: the situational analysis, the operational protocols on valorisation of evidence, and the related training materials for capacity-building;

- Organizing Capacity-building workshop (MOST School) for the application of the developed materials;
- Serving as the main interlocutor for UNESCO in the implementation of this project;
- Closely coordinating research and the development of relevant materials with the Malaysian partner institution (IKMAS), which will provide technical guidance for all stages of the project implementation

UNESCO and IKMAS will work closely with LNIP on all relevant stages of project implementation.

LNIP will follow the *Action Research* approach, where all participants of the project are co-investigators in the process of policy assessment and revision, contributing to and benefiting from a structured group learning experience.

LNIP will play a key role the following consecutive phases of the project:

1. Stakeholder mapping and Initial Coordination Workshop

Action: To hold the initial coordinating workshop of the project to bring together the core group of participants, to launch the National Working Group for the project and agree on modality of its work.

Deliverable: Programme of the Coordination Workshop and the list of stakeholders consulted on participation in the project and invited to the workshop.

2. Situational analysis

Action: To gain understanding of “the state of the art” with respect to the use of evidence in inclusive policy design and planning in Malawi, and to analyze specific cases of valorization practices relating to the production and usage of evidence for inclusive adult literary policy.

Deliverable: Situational analysis of regional practices in terms of availability, accessibility and usage of evidence in the design of inclusive policy interventions in relation to adult literary policy.

3. Production of operational protocols

Action: In close cooperation with UNESCO and IKMAS, develop operational protocols to provide stakeholder groups with actionable recommendations and scenarios for boosting systemic and systematic valorization of evidence in inclusive policymaking in education policy. The operational protocols will emphasize solutions for robust and institutionalized coordination mechanisms at the national level, involving all stakeholder groups.

Deliverable: Operational protocols for boosting systemic and systematic valorization of evidence in inclusive policies

4. Production of training manual and learning materials

Action: In close cooperation with UNESCO and IKMAS, develop a training manual and a set of learning materials on valorization of evidence and inclusive policies, tailored to the realities in Malawi and to the needs of various stakeholder groups in the country. The content of this work will be used for preparing background for MOST Academy on Social Inclusion and production and wide dissemination of a set of “fast” capacity-building products aimed at being short, easy to digest yet informative (e.g., podcasts, videos etc.) under the UNESCO Inclusive Policy Lab and its Southeast Asian arm.

Deliverable: Training manual on valorization of evidence for inclusive policies.

5. MOST School on Inclusive Social Development (National brokerage and capacity building workshop)

Actions:

1. Organize and provide logistical support for the MOST Academy on Inclusive Social Development for a mix of practitioners from all relevant stakeholder groups.
2. Develop a programme for the event in consultation with the National Working Group, UNESCO and IKMAS.

- Identify and invite the national stakeholders to participate in the event (UNESCO will be responsible for inviting and ensuring participation of stakeholders from Zimbabwe and Mozambique).

Deliverables:

- Programme for the MOST Academy on Social Inclusion and a validated List of Participants
- Final outcome report of the MOST Academy on Inclusive Social Development

Duration of the Contract

The project is expected to run for 5 months

Indicative Budget expenditures:

Project costs	Unit cost	Unit	\$
1. Stakeholder mapping and Initiation Workshop (1 Day, 30 Participants)			
Coordination/ initiation Workshop (venue, catering, related expenses)		1 day	
2. Situational analysis			
Fee for research required for Situational Analysis		Number of experts	
3. Production of operational protocols (In collaboration with IKMAS)			
Fee for research required for the production of operational protocols		Number of experts	
4. Production of training manual and learning materials (In collaboration with IKMAS)			
Fee for research required for the production of training/learning materials		Number of experts	
5. MOST Academy (3 day event, 30 participants)			
1. MOST School (venue, catering, related expenses; additional expenses related to travel and accommodation for international participants will be covered directly by UNESCO)		2 days	
2. Publication of materials for the MOST School		30 persons	

If interested, please submit a proposal that describes the actions to be undertaken in line with the above Terms of Reference by your organization in order to attain the objectives of this project, including a detailed budget. The submission should be made to the UNESCO Regional Office for Southern Africa at SHS.harare@unesco.org and vacancies.harare@unesco.org by the 15th of December 2018.