



United Nations  
Educational, Scientific and  
Cultural Organization

Organisation  
des Nations Unies  
pour l'éducation,  
la science et la culture

Consultancy contract

**Request for written proposal**

**Reference: GEM Report 2020 – Operations and Programme consultant**

**Request to submit a written proposal for a work assignment with UNESCO**

UNESCO is inviting written proposals from Individuals for the work assignment described in Annex A.

To enable you to prepare a proposal for this assignment, please find attached the following Terms of Reference (see Annex A).

Your written proposal should comprise:

a) A Technical Proposal consisting of:

- an up to date curriculum vitae & UNESCO Employment Form
- an approach and methodology for the assignment (no longer than 1 page)
- The amount to be charged for the assignment, which should be quoted in US dollars or in euros only for the period 21 September 2020 – 19 March 2021 **as a monthly fee.**

Please include any costs for travel to Paris as a separate budget line.

Please submit your supporting documents in English.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in relation to the criteria set forth in the Terms of Reference, UNESCO shall select the proposal that offers the Organization best value for money.

Your proposal should be submitted by e-mail no later than close of business (18:00) on 8 September 2020. E-mail proposals should not exceed 5MB.

The e-mail should be addressed to

Anissa Mechtar [a.mechtar@unesco.org](mailto:a.mechtar@unesco.org)

It is the individual's responsibility to ensure that his/her proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.

Anissa Mechtar  
Operations and programme  
Development  
Global Education Monitoring Report

## **Annex A**

### **Terms of Reference – Operations and Programme consultant (Consultancy)**

#### **I – Background**

The Global Education Monitoring Report (or GEM Report), formerly known as the Education for All Global Monitoring Report (GMR), is an editorially independent, authoritative, and evidence-based annual report that monitors progress towards the global education goal and targets adopted at the UN General Assembly in September 2015. Each annual GEM Report series will identify effective education policies and analyze a major theme or topic. The Report is funded by a group of governments, multilateral agencies and private foundations and published annually by UNESCO to serve the international community. It is widely recognized as an indispensable advocacy and technical tool for ensuring the provision of quality basic education for all and other policy priorities in education and learning.

With its renewed mandate in 2015, and drawing on accumulated expertise, the GEM Report team launched a new series of internationally focused education monitoring reports starting in 2016. These reports analyze global education trends and advocate for effective education policies and practice in the next decade and beyond. The latest in this series, the 2020 GEM Report, was published in June 2020.

In addition, a key priority of the 2019-2024 GEM Report strategy is to strengthen ties with countries and make the Report content more relevant at the national level. To achieve this ambition, the GEM Report has initiated regional reports (one or two editions per Report cycle) to provide in-depth coverage using examples from all countries in a region; adapt recommendations to make them more relevant for regional audiences; build ties with countries; and support policy dialogue through existing peer learning mechanisms. Four regional reports (LAC, Eurasia, South Asia and Africa) are expected to launch between 2020-2022.

#### **II – Objectives**

The GEM Report Team is seeking to recruit an Operations and Programme consultant to support the team in the management of its programme and various outputs.

Under overall direction of the Team manager and the Communications and Advocacy Specialist, the consultant will:

- Provide support in the preparation of programme work plans, budgets, and progress reports;
- Provide support in the preparation of contracting processes for commissions for the regional reports;
- Provide support in reviewing/improving current KPIs and reporting on those especially in the light of Covid-19;
- Provide support in developing new/improved monitoring tools for administrative and procurement components especially the research commissions.
- Provide support on the preparation and finalization of bidding documents for large procurement and HR processes;
- Prepare process flowcharts related to HR and Procurement;
- Organize, compile, and process documentation and information from donors, and programme team as inputs to various databases and documents.
- Provide support in adding new information to the GEM Report contacts' database.
- Provide support in logging shipments of publications sent out by the GEM Report team and adjusting levels of GEM Report products accordingly.

### **III – Outputs**

- Report showing inputs into workplans and budgetary activities
- Background papers commissioned for regional reports
- Review of GEM KPIs completed and Development of excel monitoring tools
- Support provided on procurement and HR aspects of GEM Work
- Flowcharts drafted and Databases and files completed
- All shipments logged during contract period and stock levels adjusted

### **IV – Requirements**

#### **Essential Skills & Capabilities**

- Highly organised; Able to support and co-ordinate busy, varied work schedules
- Very strong administrative skills; Able to produce structured concise and clear reports and meeting minutes and actions
- Strong knowledge of UNESCO's administrative and HR manuals
- Strong Communicator with very good professional verbal and written skills in English and French
- Demonstrated experience with Excel
- Able to work in a flexible, self-driven manner working remotely
- Great customer service approach: Friendly and solutions focused, with a can-do attitude and problem solving skills.

#### **Education and certification:**

- Bachelor's degree in Business or Public Administration.

#### **Experience:**

- At least 2 years of progressively responsible experience in administrative or programme management/support;
- Experience in working in a computer environment using multiple office software packages especially Excel;
- Experience in supporting a team is an asset.

#### **Language Requirements:**

- Fluency in English and French is required