

Call for a Short-Term Consultancy Service

Position Title	Position Grade	Types of Contract
Short term Consultant		Consultancy firm
BEAR II Document review, standardization, printing and publication in Ethiopia		
BEAR II project	Sector/Bureau/Office Unit/Division	Immediate Supervisor
526RAF1003 (WBS 526 RAF 1003.4.11)	EDU/ADI	Albert Mendy Education Sector

A. Background

Overview of the functions of the consultancy

The Better Education for Africa's Rise II project (BEAR II) is a joint initiative of UNESCO and the Republic of Korea (RoK) to cooperate with five countries of Eastern Africa – Ethiopia, Kenya, Madagascar, the United Republic of Tanzania and Uganda – to improve the relevance, quality and perception of Technical and Vocational Education and Training (TVET) systems.

The project builds on national reforms and strategies as well as on UNESCO's existing work in the region, namely the Mahe Process to strengthen TVET in Eastern Africa, which includes recommendations to develop quality assurance mechanisms; enhance the quality of TVET teacher training; strengthen the teaching of entrepreneurship, basic and generic skills in TVET; facilitate the transition to self-employment; and develop and strengthen partnerships with the private sector. The project is also aligned with the 2030 Education Agenda and the UNESCO Strategy for TVET 2016-21. In general, the project objective is contribute to the global efforts to implement the Education 2030 Agenda and the Continental Education Strategy for Africa (2016-2025).

In order to achieve this, objective, a broad range of activities will be conducted under the framework of the project, corresponding to the following three expected result areas:

- I. Increasing the relevance of TVET to the needs of the economy by developing training curriculums to respond to market demand of skills;
- II. Enhancing the quality of TVET delivered to trainees by building capacities of TVET trainers and institutions; and
- III. Improving the perception of TVET among young people, enterprises and society, therefore making it a more appealing education and training option.

To address the identified issues, the BEAR project supports Ethiopia in transforming their TVET systems in a perspective of sustainable development through specific sectoral interventions and capacity-building activities in the area: Agro-processing sector. Among the overall TVET stakeholders, the BEAR II project is working with Ethiopia's Ministry of Science and Higher Education and Federal TVET Agency on agro-processing occupations.

Thus, to create visibility about the project at national and regional levels to broad audiences, through different media, all the documents on agro-processing occupations need to be organized, reviewed and documented by the result areas of the project. The aim is to promote TVET by showcasing the results and benefits of investing in TVET systems in alleviating poverty, empowering individuals through employment and entrepreneurship, and contributing to sustainable economic growth.

Specifically, the communication activities will aim to promote and support the activities being implemented under the 3 expected results of the BEAR II project, specifically improving the image of TVET; to disseminate information on the achievements of BEAR II project and foster interest, collaboration and engagement from stakeholders; to promote UNESCO's work and demonstrate its credibility and to ensure the visibility of the partnership in Ethiopia

To improve the visibility and the readability of different knowledge's' production according to UNESCO publication model and the dissemination of different documents produced from countries support is central in communication dimensions. This consultancy aim to support specifically Ethiopia to review, standardize and make ready for printing and uploading training materials (Labor Market Assessment, Research outputs, Curriculum and training modules) documents produced under BEAR II Project support and to improve the accessibility and ease of usage of the prepared documents for end users. (Trainers, Youth trainers, industry experts, etc.)

The way of performing the activities required to organize taskforces incorporating Federal TVET agency Curriculum and Training material team and communication and public relation directorates with the actual involvements of reviewing , arranging and validation activities.

Thus, UNESCO would like *to hire the experienced consultancy firm with the team of experts and have better experiences in the TVET sector.* The team of experts need to have the required qualifications to execute the assignment ;and their CV should be submitted together with the technical proposal.

B.Scope of the Assignment

Under the overall supervision of the Director of UNESCO Addis Ababa office and the direct supervision of the Education Coordinator based in Addis Ababa and the BEAR II project Coordinator and with support of relevant officers in the Ministry Science and Higher Education in charge of TVET, with direct supervision and involvement's of curriculum and Training material development Team and the National project officers, the incumbent will undertake the following tasks;

1. Provide orientation and establish Taskforce (from FTA, curriculum team, communication team, consulting firm, kolfe industrial college if necessary) and collect information.
2. Develop action plan for detailed activities.
3. Polish the different documents (study report, 13 Occupational Standard, 11program curriculum, 172 unit competence Training modules prepared/developed in Ethiopia under the BEAR II project including the necessary adjustment the form and content of the document in close collaboration with the different firms and technical institutions which are produced those documents.(research document, curriculum and Training material of agro processing training program)

- Polish different documents using the correct language/ grammatical expressions and vocabulary

in line with the UNESCO glossary of terms in TVET sector and logical order (learning taxonomy), operational flow of teaching and learning.

- Improve the quality of the documents by mobilizing relevant designers.
 - Improve the quality of document design according to UNESCO model of publication through the presentation of the text, the colours and different images and figures used in the different document by considering the copy right level of all contents. (in line with Federal TVET agency document preparation standard)
 - Re-Arrange research outputs, the curriculum and Training material documents to standard printing format and uploading format
 - Reproduce documents after validation of the technical committee with 100 copies for each (higher quality).
4. Develop relevant communication tools for BEAR II project Ethiopia to support its visibility such as leaflets, website, social media messages, news items, press-releases, Short videos on project activities etc.
 5. Develop a Communication plan for BEAR II in Ethiopia.

D. Outputs/Deliverables

- a. An inception report (10 days)
 - Detailing the methodology of the overall consultancy integrating the timeline and the different steps. – 7 *days after signing of contract*
 - *Involvements of taskforces.*
- b. Different polished documents will be produced under BEAR II project with higher quality of design and based on UNESCO's and Federal TVET agency publication standards (**15 days**)
- c. Re-Arrange the curriculum and Training material document as a program appropriate to standard printing format(**5 days**)
- d. Re-Arrange the curriculum and Training material document appropriate to standard uploading format(**5 days**)
- e. Reproduced documents after validation of the technical committee with 100 copies for each (higher quality) (**10 days**).
- f. The communication plan of BEAR II Ethiopia is developed (**5 days**)
- g. A final report of the intervention integrating the methodology and the different main results. (**10 days**)

E. Required qualifications/Languages and Duration of the Assignment

Competencies

- The consultancy firm should be composed of a team of at least 4 members
- The consultancy firm should have at least 7 years of experience in consultancy services in the TVET Sector.
- The consultancy should possess at least 3 certificates of good completion for previous consultancies for the development of TVET guidelines, training materials, content development and policy frameworks.

Qualifications: (Team leader, International/national consultant)

Advanced university degree (Masters or higher level) in the area of TVET sector , in Science/Technology , Communication

Knowledge, Skills and Experience:

- ✓ Sound knowledge and understanding of the TVET sector; the development of Communication strategy, communication guideline, revision of materials, digital content...
- ✓ Experience in the communication, revision and documentation of teaching and training materials,
- ✓ Experience in developing at least 2 high quality national policy Frameworks and communication strategy over the past 5 years.
- ✓ A minimum of five years experience in TVET sector and/or education sector especially material development and revision
- ✓ Conversant with the key issues around TVET and Policy Framework and communication strategy
- ✓ Sound knowledge of the gender legal and policy framework and other relevant national and sector strategies in the TVET sector of Ethiopia
- ✓ Proven experience working in the Ethiopian context, particularly in policy formulation, communication and planning processes.
- ✓ Proven experience in training material development document revision, institutional development and organizational management

Minimum requirements for team members:

The team should be composed of a minimum of 4 technical members with at least the following qualifications and skills:

- ✓ A Bachelor's degree in TVET, Technology and Engineering, Social Sciences, communication
- ✓ Experience in Results-based planning and management, communication, designing, M&E and TVET

sector management

- ✓ Deep understanding of the national socio-economic and political context.
- ✓ Familiar with Ethiopia legal and policy development frameworks.
- ✓ Good communication and facilitation skills.
- ✓ Proven experience in research and data analysis.
- ✓ Proficient in oral and written English.

Duration of assignment

The consultant shall perform the services 60 days after signing of contract.

Mandatory documents

- Certificate of incorporation
- Valid business permit
- Valid tax compliance certificate

How to apply

Applications should be sent by e-mail to aa.recruitment@unesco.org by midnight on 15 December 2020. The subject of your email must be clearly marked “**BEAR II Document Review, Standardization, printing and Publication of TVET Ethiopia**”. Please provide your technical and financial proposals integrating CV of experts along with a cover letter. Applications received after the closing date set in the notice will not be accepted.

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