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**International Institute
for Capacity Building
in Africa**

Title:	Monitoring and Evaluation Consultant
Organizational Unit:	UNESCO-IICBA
Primary Location:	Addis Ababa, Ethiopia
Duration of contract:	04 Months
Deadline (midnight, Ethiopia time):	25 August 2021
Application to be sent to:	i.recruitment@unesco.org

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

1. Background and Objective

Under the overall authority of the Assistant Director-General for Education, with guidance from the Director of the Institute for Capacity Building in Africa (IICBA), and under the direct supervision of the IICBA Senior Education Programme Specialist and the Senior Hub Management Consultant, the incumbent be responsible for the strengthening the implementation of the Anglophone Africa Regional Knowledge and Information Exchange (KIX) Hub and its programme activities through the development and implementation of a robust M&E framework related to monitoring and evaluation in collaboration with all of the Consortium Partners (CPs) involved in the project, namely IICBA, UNICEF and the African Union. This person will be responsible for supporting the implementation of research, development of comprehensive and accurate data collection, analysis, reporting and identification of M&E good practices to be shared across Developing Country Partners (DCPs).

2. Purpose of the Assignment

The KIX Hub's purpose is to collect, generate, exchange and facilitate effective use of data, knowledge and innovation for education policy formulation and implementation among 19 Anglophone African countries in six thematic areas, namely (i) strengthening learning assessment systems, (ii) improving teaching and learning, (iii) strengthening early childhood care and education, (iv) achieving gender equality in and through education, (v) leaving no one behind, and (vi) meeting the data challenge in education.

3. Duties/Tasks and Expected Output:

S/he will perform the following duties:

- Lead the Monitoring and Evaluation portfolio of the Anglophone Africa Regional Knowledge and Information Exchange (KIX) Hub and its programme activities;
- Monitor and evaluate progress of the KIX hub activities and beneficiaries on a quarterly basis through qualitative and quantitative data collection;
- Ensure that the KIX hub programs and activities are monitored and results are easily measurable and reported against set indicators as per Results framework;
- Analyze emerging data needs and initiate/coordinate operational research activities linked to the KIX Hub Program delivery;

- Guide hub's discussion on program progress, constraints to program success and learning and adaptation through learning insights and reports.
- Document progress against intended outcomes including a review of progress markers for each key actor.
- Present insights and lessons on knowledge brokering engagement and peer learning.
- Report findings and lessons learnt from monitoring and evaluation activities throughout the project/s lifespan.
- Ensure that the evidence derived from the programme as well as research and lessons learnt are increased, utilized and are effectively disseminated to all staff and all relevant stakeholders to ensure fine-tuning of project implementation;
- Provide quality assurance through the development and implementation of an M&E Operations and Reporting Manual for the KIX Hub;
- Liaise and maintain relationships with concerned partners (AUC, UNICEF etc) ensuring linkages with other project activities.
- Perform any other duties as may be required by his/her supervisor and IICBA's Director

4. Timetable and Deliverables

- Report on Hub's incorporation of knowledge and skills related to Gender Equality and Social Inclusion (GESI) in activities including capacity strengthening and knowledge sharing events, policy and practice dialogues, conferences and symposiums, *submitted by 28th September, 2021;*
- Report on Africa 19 hub member states' achievements against program's intended progress and outcome as per the M&E results framework, *submitted by 31st October, 2021;*
- Report on countries reporting improved capacity for policy formulation as a result of KIX hub activities, *submitted by 30th November, 2021;*
- Report on policies, programmes, and/or research documents relevant to the six KIX thematic areas published in Africa 19 hub within the reporting period, *submitted by 15th December, 2021;*

5. Competencies (Core / Managerial)

- Ability to work with minimal supervision
- Communication
- Accountability
- Innovation
- Knowledge sharing and continuous improvement
- Planning and organizing
- Results focus
- Teamwork
- High level of technical writing skills, excellent communications, and analytical skills.
- Excellent organizational, networking and partnership building skills, tact and discretion
- Personality: The post requires maturity, excellent interpersonal skills, tact and diplomacy, ability to multi-task, prioritize and deliver to deadline, as well as work under pressure. A key requirement is credibility and confidence, with high level representational and partnership building skills, involving a wide range of partners (including relevant Ministries, UN Agencies, donors and civil society).

6. Qualifications

- Master's degree, required in Monitoring and Evaluation, Project Management or its equivalent from a recognized university;
- Good writing and researching skills, computer literacy (statistical packages such as SPSS and STATA, Microsoft Office Suite, GIS (Mapping) packages);

7. Work Experience

- At least Four to seven years of relevant experience in Results based Monitoring and Evaluation and management acquired at national and international level, in one or more of the following themes: Education policy formulation, project management, knowledge and information management or any related area;
- Experience in developing indicators, data collection tools, M&E plans and results frameworks for education and in the KIX hub related thematic areas;
- Ability to write clear and comprehensive reports
- Knowledge of EMIS system is desirable,
- Broader experience in programme management
- Able to demonstrate, apply and share technical knowledge and recommendations to government partners and national officials.
- Able to work effectively in a multi-cultural work environment.
- Set high standards for quality of work and consistently achieves project goals.
- Work experience with the United Nations or a specialized agency of it or with an international organization is an asset.

8. Languages

- Fluency (oral and written) in English with proficiency in the other language.

9. How to Apply

Interested applicants should send their motivation letter, CV, technical and financial proposals in English by email to: i.recruitment@unesco.org; [c.c. v.kisaakye@unesco.org](mailto:c.c.v.kisaakye@unesco.org). Application files will have to reach IICBA on or before 25 August 2021 midnight (Addis Ababa time). Please label the subject line “**Monitoring and Evaluation Consultant**”.

NOTE:

- All Applications should be submitted with a clear work methodology that is costed
- Please note that only selected candidates will be contacted.

Thank you for your interest in working with UNESCO.

