

**Consultant:**  
Level 1: Junior Consultant - Research,  
Communication, and M&E

**Tasks and Responsibilities**  
(February 2023 – December 2023)

## **I. CONTEXT**

UNESCO-IICBA is seeking a consultant to support in resource mobilization, research, communication, and M&E activities. The consultant will also support program activities such as organizing meetings, serving as rapporteur during meetings, and preparing meeting reports.

## **II. ROLES OF THE CONSULTANT**

Under the overall authority of UNESCO IICBA's Director and under the direct supervision of the Director's designated representative(s), the **Research, Communication, and M&E Consultant** will:

### **(a) For Research and Program Activities**

- Guided by the supervisor and in line with UNESCO IICBA's strategy and emerging issues, support in development and submission to potential funders of research proposals or concept notes.
- Conduct desktop review of ECCE workforce initiatives for at least one AU Member State.
- Support the IICBA's project teams with the finalization (editing and designing) of project reports.
- Assist IICBA's project teams in organizing meetings, participate in meetings as a rapporteur that assists to document and compile the meeting reports including the concrete recommendations arising from the meetings.

### **(b) For M&E Activities**

- Liaise with projects management to collect and analyze M&E data and determine progress achieved by individual projects.
- Document all IICBA program activities in liaison with project managers.
- Assist in IICBA's publications including posting in IICBA's website and various social media platforms.
- Produce M&E monthly, quarterly, semi-annual, and annual reports to the Director and donors, as needed.
- Support the CESA Teacher Development Cluster in its meetings, M&E and regular reporting activities.
- Perform any other duties as may be required by his/her supervisor(s) and IICBA's Director.

## **III. TIMELINES, DELIVERABLES AND PAYMENT SCHEDULES**

The timelines, deliverables and payment schedules will be discussed and agreed upon with the successful candidate.

## REQUIRED QUALIFICATIONS

### *EDUCATION*

Bachelor's degree

### *WORK EXPERIENCE*

- At least **2** years of relevant work experience in the field of education.
- Experience working at international level - preferably within a UN or similar agency or in government ministry.
- Strong writing skills
- Excellent interpersonal and organizational skills and ability to work in culturally diverse environments and under pressure.

### *SKILLS/COMPETENCIES*

- Strong interpersonal and communication skills, both oral and written, including the ability to prepare reports.
- Ability to work effectively in a team and to maintain effective working relations in a multi-cultural environment.
- Ability to work under pressure

### *LANGUAGES*

Excellent knowledge of English and French

## HOW TO APPLY

To apply, please express your interest by sending your application letter and your CV in English by email: [info.iicba@unesco.org](mailto:info.iicba@unesco.org) ; [n.hungi@unesco.org](mailto:n.hungi@unesco.org) no later than **21 December 2022** at midnight (Ethiopia time). Please specify the subject line "Junior Consultant – Research, Communication, and M&E".