



## **TERMS OF REFERENCE (ToR)**

### **Strengthening Technical, Vocational and Education Training in South Sudan.**

**Position title: National Consultant – Management Information System (Technical, Vocational and Education Training) -TVET MIS**

**Organizational Unit: Education**

**Duty station: UNESCO Juba and National Ministry of General Education and Instruction -TVET Directorate**

**Contract Type: Individual Consultant**

**Duration of contract: 11 months**

**Opening date: 13<sup>th</sup> September 2023**

**Closing date: 21<sup>st</sup> September 2023.**

### **Overview of the organization and functions of the position.**

UNESCO's mission is to contribute to the building of a culture of peace, the eradication of poverty, sustainable development and intercultural dialogue through education, the sciences, culture, communication, and information. UNESCO is the lead UN Agency for Education 2030 framework for action, and it's accompanying the government of South Sudan in the effort towards the achievement of SDG4, through strengthening Technical, Vocational and Education Training (TVET) systems in South Sudan and advance youth employment, access to decent work, entrepreneurship, and lifelong learning opportunities. UNESCO South Sudan Office with funding from Sweden is implementing a four (4) year Strengthening Technical and Vocational Education and Training (TVET) in South Sudan project. Aimed at reducing unemployment and boost livelihood amongst young women and men from poorer families through strengthening gender responsive governance, quality, and relevance of the TVET system in South Sudan, including strengthening environment and climate change awareness and adaptation capacity to reduce vulnerability and incident of internal communal conflict.

### **Main Responsibilities.**

The position is under the overall authority of the UNESCO Head of Office in South Sudan and direct supervision of the UNESCO Chief of Education/Education Programme Specialist with technical guidance from Project officer and MEAL Officer. The National consultant will work in

collaboration with the Strengthening TVET in South Sudan project teams in Juba. His/her will majorly focus on establishing a robust TVET Management Information system, at the National Ministry of General Education and Instruction, State Ministries of Education, and TVET Centers in close collaboration with the implementing partners (IP).

**Specific roles and responsibilities.**

- Assess TVET- Management Information systems development enablers and disablers in the country and provide context-based recommendations.
- Design the framework and architecture of the TVET Management information system
- Provide technical advice on the appropriate technology required for a robust, TVET-MIS
- Support planning process (standards, methodologies) quality assurance guidelines and technical advice on, TVET Management Information system, identification of indicators, data management and analysis methods.
- Support in development of data collection tools.
- Develop TVET Management Information- data management procedures and standards
- Support the National Ministry of General Education and Instruction in developing a TVET-Indicators framework.
- Develop capacity building training materials on TVET-MIS
- Facilitate Capacity building training for the Ministry of General Education and instruction, at National level, states and TVET centers and TVET implementing partners on TVET-Information
- Provide Support in the collection, storage, management, and protection of data of TVET -MIS
- On monthly basis provide analysis of the TVET-sub sector performance across the TVET centers.
- Identify risks and opportunities based on insights derived from the systems
- Improve data quality through field support, capacity building, monitoring, and feedback.
- Support and leverage geographic data for map production and use in geographic information systems (GIS).
- maintain Portal data and information in-line with agreed frequencies.

**Desired Candidate Profile (Education level and Work experience and competencies)**

The candidate should possess a bachelor's degree in information management, or Masters level degree or a related field, ideally with 5+ years of professional experience in data management, data processing, information management, and/or record keeping. A strong understanding of emerging technologies and the ability to develop innovative solutions to complex information management challenges. The candidate should be proficient in data analysis, report writing, and be comfortable working with large data sets. Knowledge of English is required.

The Incumbent should also be able to work independently and under supervision, effectively prioritize tasks, and develop strong working relationships with stakeholders.

The successful candidate should also have the ability to identify opportunities for data management process improvement and develop solutions to enable the organization to maximize the value of its data.

Finally, the incumbent should demonstrate a commitment to continuous learning and professional development, to keep up with the latest trends and best practices in data management.

### **Required Skills.**

CL-Cluster Information Management Tools, Resources and Approaches, DM-ArcGIS (Geographic Information System), DM-Data collection methodologies, DM-Data Management, IM-Statistics Analysis,

### **Certification**

Computer Science, Data Management, Geographic Information Systems, Information Management Information Technology - Other, Social Sciences, Statistics.

### **Competencies.**

Technological awareness, Accountability, Client & results orientation, Commitment to continuous learning, Communication, Innovation & creativity, Judgement & decision making, Organizational awareness, Planning & organizing, Teamwork & collaboration.

### **Terms and Conditions.**

The terms and conditions for the position are in line with UNESCO's standard Terms and Conditions of Services, Under local consultancy position.

This is a local position; preference will be given to only South Sudanese citizens who meet the requirements. UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence, and integrity.

UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply.

All applications will be treated with the highest level of confidentiality. UNESCO does not charge a fee at any stage of the recruitment process.

**Application submission**

Interested and suitably qualified persons should submit their application letter, Curriculum Vitae with three professional referees with full contacts and proof of all academic qualifications to email: [proposals.juba-ed@unesco.org](mailto:proposals.juba-ed@unesco.org) with subject line as “Application -Individual Consultancy TVET-MIS” before or by 21<sup>st</sup> September 2023.