

30-H-3

Approved by
Director



TERMS OF REFERENCE

Position:	Education Field Monitor
Locations:	Yei, Torit, Yirol Town, Yambio, Aweil Centre, Gogrial West, Abyei Municipality, Nasir Town, Bentiu
Length of contract:	3 Months with possibility of extension
Application start:	04/05/2023
Application end:	24/05/2023

OVERVIEW OF CTG GLOBAL

CTG staff and support humanitarian projects in fragile and conflict-affected countries around the world, providing a rapid and cost-effective service for development and humanitarian missions. With past performance in 17 countries – from the Middle East, Africa, Europe, and Asia, we have placed more than 20,000 staff all over the world since operations began in 2006.

CTG recruits, deploys, and manages the right people with the right skills to implement humanitarian and development projects, from cleaners to obstetricians, and mechanics to infection specialists, we're skilled in emergency response to crises such as the Ebola outbreak in West Africa. Key to successful project delivery is the ability to mobilise at speed; CTG can source and deploy anyone, anywhere, in less than 2 weeks and have done so in 48 hours on a number of occasions.

Through our efficient and agile HR, logistical and operational services, CTG saves multilateral organisations time and money. We handle all our clients' HR related issues, so they are free to focus on their core services.

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OVERVIEW OF THE POSITION

Purpose of Activity/Assignment:

The purpose of the Education Field Monitors is primarily to support programmatic visits for the 39 CSOs implementing Education Programme particularly the construction of semi-permanent classrooms through community participation in 68 counties. The Education Field Monitors will contribute to the achievement of education programme targets through the provision of safe and protective learning environment to enhance equitable access to quality education for all children. Education Field Monitors will ensure that the education programme documents with CSOs are implemented as planned.

Background & Rationale:

The organization Country Office as a grant agent for Global Partnership for Education (GPE) is implementing the Education Sector Programme Implementation Grant. The main components of this programme include the provision of learning spaces through the construction of 970 semi-permanent classrooms with the involvement of communities. The construction of the semi-permanent classrooms has been delayed initially due to COVID-19 Pandemic and subsequently due to the changes in standards and specification by the Ministry of General Education and Instruction with the need to move from temporary learning spaces to semi-permanent classrooms for improved quality and sustainable school infrastructure. Following the approval of blanket local procurement authorization from Supply Division and the placement of programme documents with 39 CSOs have been developed, and implementation has commenced in the last quarter of 2022. As of the beginning of 2023, to maximize implementation during the dry season, the education section in collaboration with the implementing partners is endeavouring for full scale implementation with completion of the planned target by end of the year ahead of the expiry of the grant in February 2024. The construction sites are over 300 across 68 counties which makes it challenging for the education officers in the seven field offices to conduct regular monitoring, identify the bottlenecks and propose timely corrective measures and solutions.



The expectation from the proposed education field monitors is to carry out at least one Field Monitoring Visit (FMV) to CSOs in each of the 68 counties and visit more than 300 sites on a quarterly basis. These field monitoring visits will help to assess progress towards expected results and the quality of construction work and community mobilization conducted by CSOs staff. At the end of each field monitoring visits, the identified gaps will be analysed, and corrective actions be proposed for remedial action. Currently, education programme has one education officer in each of the seven (7) field offices, therefore it is challenging for one staff to reach the targets of field monitoring visits per quarter. Moreover, accessibility to some counties under the field office area under the responsibility of the field education officer remains challenging and most of the time the locations are only accessed by flight through Juba City. These staff movements have high costs in terms of time spent on travel, flight tickets and DSA. At the end it becomes challenging for one education officer per field office to balance time for other office requirements. Given the high expectations in terms of field monitoring visits by the donor including the local education group and the limited number of field office education officers, the education programme is planning to recruit nine (9) education field monitors through a third party to be based within counties accessible to the construction sites. The education field monitor consultants will be fully funded by GPE fund which is valid up to 28 February 2024.

The Education Field Monitors should be identified from the state and priority will be given to applicants within the respective locations mentioned. Where accommodation is required, the third-party agency should facilitate the arrangement. Costs for travel to sites for monitoring will be agreed based on a travel plan and shall be reimbursed to the third-party agency following successful completion of the missions.

These field monitors will be under the supervision of the respective education officers in the field office with an overall administrative guidance from the Chief Field Office with oversight and technical guidance from the Education Manager

Scope of Work:

The Field Monitors staff on third-party are expected to primarily provide monitoring and supervision support, while education officers should have more time to provide leadership to sub-national education cluster, as well as coordination and representation with government line ministries and the inter-agency framework. However, this does not preclude the education officers from performing field monitoring.

GENERAL FUNCTIONS

Main Duties and Responsibilities:

1. Plan, carry out, report and follow up actions points for programmatic visits/ field monitoring visits to CSO partners using direct observation and remote monitoring modality.
2. Analyze monthly and quarterly reports from CSO partners and track achievement against approved Programme Document (PD) targets; ensuring that key bottlenecks are identified, discussed, and resolved.
3. Provide technical support to CSOs in reporting through UNPP reporting portal.
4. Support school-based data collection, verification, analysis, and reporting.
5. Monitor construction implementation in line with the approved designs and standards and provide timely guidance and recommendation for required corrective measures.
6. Assess CSO partners capacity on program monitoring and supervision and support capacity building of CSO partners on program monitoring and supervision.
7. Support CSO partners to train and supervise Parent Teacher Associations (PTAs) to conduct systematic.
8. community mobilization, back to learning campaign, enrolment monitoring and follow-up of at-risk children especially adolescent girls and children with disabilities.
9. Support sMoGEI and CSO partners on community mobilization activities during back to learning campaigns.
10. Conduct end user monitoring of textbooks and teaching and learning materials distributed by the respective CSO implementing partners.
11. Support rollout of any new guidelines for education such as school calendar, implementation guidelines on new curriculum, school supervision, examinations, assessments etc.

- Document any good practices developed as part of the implementation of provision of learning spaces through community involvement, return of out of school children particularly vulnerable girls and children with disabilities including human interest stories (with accompanying high resolution quality photographs).

ESSENTIAL EXPERIENCE

Knowledge/Expertise/Skills required:

- Experience of field monitoring of education Programmes
- Excellent oral and written communication skills and report writing.
- In-depth analytical and problem-solving skills.
- Excellent facilitation skills, training skills and ability to organize and implement training.
- Ability to work in a multi-cultural environment and proven interpersonal skills.
- Experience in building successful relationships with government counterparts, UN agencies, CSOs and other relevant stakeholders.
- Ability to cope with hardship conditions.
- Knowledge of computer management skills including Microsoft Word, Excel, and PowerPoint software.



Minimum Qualifications required:

- Bachelor's degree or equivalent in Education, Social Science, or a related technical field.
- Minimum five years of progressive professional work experience in management of education interventions including program monitoring within CSOs or Ministry of Education, particularly in developing countries in humanitarian settings.

Languages: English and the main local language used in the applied state

Expected results / Key function, accountabilities, and related duties / tasks:

Support programmatic visits for the 39 CSOs implementing Education Programme particularly the construction of semi-permanent classrooms through community participation in 68 counties. The Education Field Monitors will contribute to the achievement of education programme targets through the provision of safe and protective learning environment to enhance equitable access to quality education for all children. Education Field Monitors will ensure that the education programme documents with CSOs are implemented as planned.

Other relevant information:

- **Qualified female candidates are encouraged to apply for this role.**
- **Candidates must be locals to the community.**

In order to apply for this role please send your CV and Cover letter most preferably by email to the address:

southsudan@ctg.org - Please make sure the subject of your email states "**Education Field Monitor**", or your application might be overlooked

For hardcopy applications, please deliver to CTG Office in Juba - Rock City.

