



## Terms of Reference

### South Sudan AD-HOC TVET Committee Coordinator (Consultant)

**Position:** National Consultant – Ad-hoc TVET Committee Coordinator

**Duty station:** Juba, South Sudan

**Duration:** Eleven (11) Months with possibility of extension subject to availability of funding and performance

**Contract type:** Individual Contract

**Project title:** “Strengthening Technical and Vocational Education and Training in South Sudan”

### Background

The Government of South Sudan through an act of parliament has formed a South Sudan National AD-HOC Technical and Vocational Education and Training (TVET) Coordination Committee chaired by the Ministry of General Education and Instruction (MoGEI) and deputised by the Ministry of Labour. The committee is made up of 19 agencies and institutions representing the government, the private sector, the youth, and the civil society. The National Ad-hoc TVET Committee was mandated to set up legal basis to establish a TVET governance body with the aim to overcome the current fragmentation in the TVET sector and implement more organized, effective and market responsive TVET in the country. TVET is increasingly seen as a vital part of an integrated solution for job creation and sustainable livelihoods and can serve as a vehicle to improve economic means and livelihoods and can contribute to peace building in the face of conflict.

Before the establishment of the Ad-Hoc Committee, all the ministries and agencies mandated to implement TVET were working in silo in terms of implementation of TVET curriculum, TVET policy and setting up qualification framework for the TVET teachers. However, under the leadership of the Transitional National Legislative Assembly (TNLA) – the specialized Committee on Education, Research, Science and Technology and the Committee on Labour, Public Service and Human Resource management, the Ad-Hoc TVET coordination committee since its establishment has progressed with its work and formulated five sub-committees and developed their work plan to accomplish the work of the Ad-Hoc coordination committee in line with its Terms of Reference. The sub-committees include (1) Resource Mobilization Committee, (2) Policy and Legislation Committee, (3) TVET Qualification Framework, (4) Unified Curriculum and (5) Monitoring and Evaluation Committee. Through its sub-committees, the Ad-hoc Committee has worked on the development of unified national TVET Policy, setting up National TVET Qualification Framework

and Occupational Standards and set up of Quality Assurance guidelines. The Committee aims to maintain the current momentum and pace of work leading towards the setup of a national TVET governance and coordination mechanism. Whereas this is a very sensitive and strategic process, the role of the legislative body remains crucial to provide oversight role to the relevant ministries to motivate and ensure that they work together and balance their power dynamics.

Therefore, part of the Swedish funded Strengthening Technical and Vocational Education and Training in South Sudan project objective is to improve and strengthen TVET System. The Ministry of General Education and Instruction, as a lead agency for the national Ad-Hoc TVET coordination committee with technical support from UNESCO is seeking to engage a national consultant responsible for supporting the successful overall coordination of the Ad-Hoc TVET committee activities to strengthen collaboration and efficiency.

### **Purpose and Objectives**

The main purpose and objective of the consultancy is to strengthen and streamline the coordination of the Ad-Hoc TVET Coordination committee work for maintaining effective workflows and smooth management of their roles and responsibilities towards the achievement of desired outputs, and outcomes.

### **Specific objectives of the task include:**

1. Support coordination of the national Ad-hoc TVET coordination committee with various administrative tasks including disseminating correspondence, scheduling, and organizing Ad-Hoc TVET committee and sub-committee meetings etc.
2. Responsible for ensuring that committee tasks or events are carried out successfully by working with all relevant partners and stakeholders to bring together resources, information, and services.
3. Provide secretariat services to the Ad-Hoc committee, maintaining proper committee work documentation and record keeping.

### **Scope of work**

- Under the direct supervision of the Chair of the Ad-Hoc Committee (MoGEI), the incumbent will contribute to the overall planning and management of the Ad-Hoc committee functions and in close collaboration with the supervisor; review committee work plan(s) and ensures timely, efficient, and effective implementation of these plans towards the achievement of outputs, outcomes, aligned Ad-Hoc committee terms of reference.
- Coordinate and support establishment of an appropriate management environment required to implement and manage the Ad-Hoc committee activities.
- In collaboration with MOGEI and partners, support the process for the establishment and coordination of TVET sub-national working group activities, and support orientation on their roles and responsibilities.

- Support in the organization and planning of Ad-Hoc TVET Coordination committee meetings/workshops, specifically: provide technical and administrative assistance; arrange venues and contribute toward the preparation of meeting documents and other materials.
- Assist in any documentation works, such as developing Terms of Reference (TOR) for sub-committee required services, writing minutes, and reviewing documents.
- Write internal communications documents, including hand-outs and emails, to inform team members of important notices
- Review materials created by sub-committees and others and offer suggestions for improvement
- Present progress and results of sub-committee tasks to management and other interested parties in person or in digital format
- Establish contact lists of partners and stakeholders and update information periodically
- Ensure effective implementation of Ad-Hoc committee activities and support with general administrative backstopping as required.
- Perform other relevant duties as required

#### **Deliverables**

1. Coordination of the national Ad-hoc TVET coordination committee
2. Submit monthly report in line with the agreed workplan.
3. Report on establishment and coordination of TVET sub-national working group activities
4. Minutes of the sub-committee tasks meetings and TWG meetings
5. Field visit reports

#### **Qualifications and Requirements**

- At least 4 years of relevant professional experience working in similar position in the development or humanitarian context and/or in government institution context.
- Advanced university degree in education or any other relevant fields.
- Ability to clearly communicate, expressing requirements and expectations to a wide range of individuals
- Substantial experience in networking and coordination with government agencies, private sector, and civil society organizations at different levels
- Excellent written communication skills, especially in the English language
- Strong attention to detail in evaluating the completion of various phases of Ad-Hoc committee tasks.
- Analytical skills to monitor progress of an undertaking and identify areas needing adjustment or improvement
- Critical thinking and problem-solving skills essential
- Willingness to manage multiple tasks at once and adhere to guidelines, budgets, and deadlines
- Hands-on experience with basic MS Office Suite (particularly MS Word and MS Excel), email, and presentation creation software

- Solid time-management abilities with the ability to prioritize tasks

### **WORK EXPERIENCE**

- Experience in training, coordination, and capacity-building.
- Proven record of accomplishment in development of TVET training curriculum and implementation; experience in vocational education preferred.

### **SKILLS AND COMPETENCIES**

- Planning and organizing
- Strong oral, written, analytical, communication and interpersonal skills.
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement
- Results Focus
- Ability to work as a part of a team
- Constructive, flexible, proactive, and responsible work attitude.
- Ability to work under pressure, and meet tight deadlines
- Commitment to UNESCO values and principles of the work

### **LANGUAGES**

- Excellent knowledge (both written and spoken) of English.
- Very good knowledge of Arabic (Juba Arabic) is an asset.

### **Application Process and Requirements**

Qualified and interested individuals are asked to submit the following.

- An updated curriculum vitae or consultant/Company Profile
- A statement indicating how your qualifications and experience make you suitable for the assignment, and

Applications should be submitted electronically to [proposals.juba-ed@unesco.org](mailto:proposals.juba-ed@unesco.org) copying [j.okodi@unesco.org](mailto:j.okodi@unesco.org) on or before (12<sup>th</sup> August 2023) with attachments in pdf and a subject line: Application for National Consultancy for TVET South Sudan Ad-Hoc TVET Committee Coordinator