



United Nations  
Educational, Scientific and  
Cultural Organization

UNEVOC

International Centre  
for Technical and Vocational  
Education and Training

## UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training

### Call for proposals: Consultancy UNEVOC Knowledge Development

Publication Date: 06 August 2015  
Preferred starting date: as soon as possible  
Duration of appointment: until 31 December 2015 with the possibility of extension  
Deadline for submission: 21 August 2015  
Remuneration: USD 5,000 to USD 7,000 per month (lump-sum) depending on the level of expertise and professional experience.

#### Request for a written proposal

The UNESCO-UNEVOC International Centre based in Bonn, Germany, invites qualified candidates to submit an applications for a work assignment with UNESCO-UNEVOC. The application should consist of: i. a written proposal for a a collaborative research framework on the topic of: *with the UNEVOC Centres as collaborators*, ii. a brief discussion of the approach to undertaking the assignment of knowledge development tasks as specified in the terms of reference below; and iii. a completed P11 form, a full CV, including a list of any relevant publications.

To enable you to prepare the proposal for the assignment, please find below the following information:

1. Background Information and objectives
2. Terms of Reference: Duties and expected outputs
3. UNESCO's contract for individual consultants

Please note that applications should be submitted in English.

#### 1. BACKGROUND INFORMATION AND OBJECTIVES

The **UNESCO-UNEVOC International Centre** in Bonn, Germany is UNESCO's specialized centre for Technical and Vocational Education and Training (TVET), and as such is an integral part of UNESCO. It operates in close collaboration with the Organization's TVET team of experts at its Headquarters and Field Offices, and implements its activities at the country level in cooperation with UNESCO Field Offices and UNESCO Institutes and Centres. UNESCO-UNEVOC acts as the hub of the UNEVOC

Network and leads the UNEVOC Network to play a key role in developing the capacities of decision-makers and practitioners and facilitates the involvement of all stakeholders.

**The UNEVOC Network** is UNESCO's global network for cooperation in TVET and is made up of UNEVOC Centres which are established TVET institutions. The Network provides an environment for exchange and mutual assistance amongst TVET experts, ministries and institutions worldwide.

## PURPOSE OF THE ASSIGNMENT

In order to strengthen the Centre's knowledge management and development functions UNESCO-UNEVOC is hiring a consultant, who shall assist the Head of UNESCO-UNEVOC in the development of several of the Centre's related activities. In particular, the consultant will provide expertise in the development of collaborative research projects, the promising practices database and the proposed new TVET leadership programme. More details on these activities are provided in the terms of reference below.

## 2. TERMS OF REFERENCE

### *Duties*

Under the direct supervision of the Head of Office, and in cooperation with the UNESCO-UNEVOC programme staff, the consultant shall perform the following functions:

### **2.1 Collaborative research project development**

Lead in the development and co-ordination of UNEVOC's collaborative research projects by performing the following tasks to:

2.1.1 Develop a research proposal, including identification and formulation of research questions and appropriate methodologies;

2.1.2 Conduct reviews of related collaborative research projects in TVET to inform the research planning process;

2.1.3 Create a project plan for each identified project that:

- links with objectives and verifiable results;
- considers the diversity and the potential roles and uses of the available expertise within the UNEVOC Centres;
- links contents with UNESCO-UNEVOC's evidence-based knowledge production and research agenda in TVET as well as UNESCO's policy agenda ;
- identifies specific project and work progress logic, including the planning and monitoring of small work packages which contribute to the overall goals and objectives of the research project/s ;
- adopts a collaborative or consortium approach;
- ensures quality

2.1.4 Identify key collaborators among the UNEVOC Centres and/or other members of the external TVET community, facilitate initial coordination and formal agreements;

2.1.5 Ensure project coherence with thematic priorities of UNESCO-UNEVOC, the UNESCO current and future TVET strategies and the UN-wide post-2015 agenda in Education and skills

2.1.6 Prepare budgetary plans and monitoring mechanisms for fund utilization

2.1.7 Review project deliverables, data and reports generated from the various research projects of UNEVOC, writing additional input and guiding the overall implementation of the research projects on behalf of UNESCO-UNEVOC.

2.1.8 Undertake information gathering missions when necessary.

**2.2 Promising Practices** - Lead in the identification and collection of promising TVET practices and their evaluation and validation against a set of quality criteria developed by UNESCO-UNEVOC. The aim of this activity is to share knowledge of established innovative practices – 'success stories'- that have proven to be effective and promote TVET in some profound way, either within a particular TVET sub-sector or at local, regional or national level, that could be a valuable resource to contribute to the knowledge database in TVET.

**2.3 TVET Leadership Programme** -Support the TVET Leadership Programme by:

2.3.1 Participating in the review of TVET-related documents, strategy papers, proposals and reports.

2.3.2 Contributing to the development of a TVET Leadership Programme within area of expertise addressing the needs of the UNEVOC Network.

### **3. EXPECTED OUTPUTS AND OUTCOMES**

3.1 Collaborative Research

- Two research frameworks developed in collaboration with partners
- Research project agreements formalized with Research Partners
- Project work plans with budget utilization plan
- Two research projects started by November 2015

3.2 Promising Practices - At least 10 validated Promising Practices

3.3 TVET Leadership Programme - One module developed

3.4 Monthly progress reports

### **4. QUALIFICATION AND EXPERIENCE**

***Education***

- Advanced university degree in Education, Management, International Development, or related disciplines. Ph.D. will be advantageous.

***Work Experience and other Skills/Competencies***

- Seven to ten years of relevant professional experience;
- Broad understanding of TVET issues and challenges at the international and regional level;
- Experience in strategy development;
- Experience in capacity development for policy makers, practitioners and teachers and trainers;
- Experience in management of professional or institutional networks;
- Experience in the development of project proposals;
- Experience in conducting field and action-oriented research

***Language Skills***

- Fluency in oral and written English is essential. Knowledge of other UN languages is desirable.

***Supervisory Arrangement***

- The consultant shall work under the direct supervision of the Head of Office.

**APPLICATION PROCEDURE**

Complete proposals are to be submitted to [apply.cs@unevoc.unesco.org](mailto:apply.cs@unevoc.unesco.org) by 19 August 2015.