

Consultancy UNEVOC Network Support

Duty Station: Bonn, Germany

Starting Date: As soon as possible

Duration: 6 months

Payment: USD 5,000 to USD 7,000 per month (lump-sum) depending on level of expertise and professional experiences.

Request for a written proposal

The UNESCO-UNEVOC International Centre based in Bonn, Germany, is issuing a request to submit a written proposal for a work assignment with UNESCO-UNEVOC.

UNESCO-UNEVOC is inviting you to submit a written proposal for a work assignment described in the below. To enable you to prepare a proposal for the assignment, kindly 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 (per attachment)**

Your proposal should consist of your CV (curriculum vitae), an approach and methodology for the assignment of undertaking the developmental and management support as specified in the below TOR, a work plan with an indicative timeframe and any comments on the terms of reference (in brief). Your proposal can only be accepted 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 Section at its Headquarters in Paris, 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 UNEVOC Network and pursue the multiphased development of Network management UNESCO-UNEVOC is hiring a consultant, who shall assist the Head of UNESCO-UNEVOC in performing various leadership roles and functions for the Network, *inter alia*, promoting cooperation amongst UNEVOC Centres and contributing to the various areas of support of the Centre, including networking, capacity development, knowledge management and knowledge development.

2. TERMS OF REFERENCE

DUTIES

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

Developmental Support

- Perform an overall comprehensive Network progress analysis. Devise an indicative plan of action that ensures complementarities and synergies between the five regions;
- Contribute to designing a Performance Management System for the UNEVOC Network by establishing a set of indicators and propose a mechanism to implement the system;
- Develop global and regional network strategy documents and a work plan for implementation;
- Co-design multidisciplinary capacity development programmes and activities to translate the TVET Strategy into measurable and result-based propositions in collaboration with thematic programme staff;
- Develop innovative TVET project proposals to strengthen the UNEVOC Network;

Management Support

Assist the Head of Office in managing and coordinating the worldwide network of UNEVOC Centres through the following:

- identify gaps in the existing UNEVOC Network – Manual of Operating Procedures (MOP) based on its pilot implementation and propose mechanisms/content for further improvement;
- Collaborate with the Regional Focal Points on plans and approaches for actively engaging cluster coordinators and UNEVOC Centres within a given region and provide technical support in developing regional strategies; establishing synergy and alignment between the UNEVOC Network global strategy and the regional strategies;
- Promote cooperation with potential contacts within the host country and elsewhere, as well as with reputable development partners and multi-lateral organizations, to create synergy of work and reinforce the objectives of the UNEVOC Network with results-based management approach;
- Participate in activities organized by and for the UNEVOC Network and create opportunities for establishing synergies with the UNEVOC International Centre, promoting the principles of the UNEVOC Network and advancing the capacities of the UNEVOC Centres in the various aspects of TVET transformations;
- Support the drafting and reviewing of programme proposals and other related documents related to programmes and projects;
- Provide guidance to the Programme Assistant (Network) on Network management;
- Develop periodic operational work plans and ensure their implementation.

Undertake any other activity as assigned by the Head of Office

3. EXPECTED OUTPUTS

- UNEVOC Network progress report and strategic plan of actions
- Develop and implement a Performance Management System for UNEVOC Network
- Region based UNEVOC Network strategy
- Innovative project proposal to strengthen the UNEVOC Network
- Result of Network manual review
- Monthly progress report

Requirements:

Qualifications:

Advanced university degree in Education Management, Sustainable Development, Developmental Economics or related disciplines. Ph.D. will be advantageous.

Language Skills

Fluency in oral and written English is compulsory. Knowledge of any other UN languages is desirable.

Experiences and other skills

Seven to ten years of relevant professional experiences.

Broad understanding of TVET issues and challenges at the international and regional level

Strategy development

Capacity development for policy makers, practitioners and teachers and trainers

Management of professional or institutional networks

Demonstrated capacity in handling programmes and projects relevant to ESD in education, as well as training and TVET.

Development of project proposals.

Result based management applications.

Supervisory Arrangement

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

The above tasks shall be carried out within a period of 6 months, starting as soon as possible. The duty station is Bonn, Germany and tasks have to be carried out at the duty station.

APPLICATION PROCEDURE

Complete proposals are to be submitted to apply.cs@unevoc.unesco.org by the 10th of April 2015.

Documents

[UNESCO's Contract for Individual Consultant](#)