



Terms of reference

Support to the Secretariat functions of the TCG

1. Background

The UNESCO Institute for Statistics (UIS) plays a critical role in the Education 2030 Agenda by producing cross-nationally-comparable education indicators and working with partners to develop new indicators, methodologies, statistical approaches and monitoring tools to better assess progress towards the international education targets. It has been designated as the lead agency for producing the indicators needed to track global progress towards Sustainable Development Goal 4 (SDG 4), while sharing responsibility for some targets with other agencies.

As part of this agenda UIS established a Technical Cooperation Group (TCG) to serve as the technical forum for the continuous development of SDG4 Indicators in an open, inclusive and transparent manner. The TCG It is composed of regionally representative members of Member States, multilateral agencies and civil society groups as well as the Co-Chair of the SDG-Education 2030 Steering Committee. The UNESCO Institute for Statistics (UIS) hosts the TCG Secretariat.

During the April 21, 2020 online meeting of the TCG 6, one of the main topics of discussion was the need to revise SDG 4 indicator benchmarks to include the structural changes that may affect education within and after the COVID emergency. Issues like distance education, teaching standards, certification of online programs, the measurement of learning outcomes, the use of household surveys to estimate the impacts of the COVID crisis on teacher and student attendance, student learning, and the types of data needed to develop the proper indicator benchmarks, were briefly discussed by TCG members during the meeting. TCG members stressed the need to monitor student attendance and learning, participation in learning programs in or outside the classroom, and their levels of learning.

Although it is not yet clear what structural changes in education delivery and in student participation in distance education will remain for the long term, TCG members would like for UIS to take the lead in preparing strategies for identifying and

revising SDG 4 indicators, for advising Member States on solutions for the above issues, and on developing frameworks for action on specific technical issues.

2. Objectives

The objective of this consultancy is to assist UIS management in the functioning of the TCG working groups, particularly in the development of a strategy for improving the SDG 4 indicators and their benchmarks, through innovations in data collection, the inclusion of critical issues Post-COVID, and the development of a policy framework that includes the structural changes in education that countries will have to face for the medium and long terms.

3. Activities

Under the overall authority of the Director of the UIS, the Consultant will:

1. Provide assistance for the TCG and Working Groups meetings:
 - a. Coordinate the TCG and working groups meetings, working with UIS staff in setting up meeting dates, overseeing the timely notification of meeting dates and times to TCG and Working Group members, and coordinating the delivery of any materials or presentations to be given at the meetings.
 - b. Manage the documentation produced in these meetings, ensuring that concept papers, minutes, agreements, and any other relevant documents produced during the meetings, are channeled to the proper UIS staff for recordkeeping.
 - c. Coordinate with UIS staff on issues of venues, communications, and the handling of post-meeting evaluations, to ensure that the meetings run smoothly.
 - d. Working in close contact with UIS staff, coordinate the development of TCG work plans, periodical work sessions and meetings of the Working Groups, and orientation meetings as needed.
 - e. Manage the work plan of the TCG and coordinate its implementation as per agreed deliverables under the oversight of the UIS Management Group.
 - f. Review deliverables agreed during TCG and working group meetings, track their timelines for deliveries, and ensure that deliverables are sent on time
 - g. In collaboration with UIS staff and consultants, coordinate the development of a strategy for the implementation of the SDG4 benchmarks.
 - h. Identify implementation arrangements and needed resources to implement the TCG agenda
 - i. Draft the TCG budget, identifying funding needs and requirements

- j. Prepare, or supervise the preparation of Working Groups progress reports on the benchmarks as per requests of UIS management
 - k. Provide periodic and timely progress reports to the Management Group and Technical Working Group on the implementation of the work plan
2. Supervise the creation and running of a dedicated SDG4 Benchmarks webpage:
- a. Oversee the design and set up of dedicated web page within the structure of UIS current website, dedicated to the SDG4 benchmarks, ensuring its visibility and easy access to TCG members and all other users
 - b. Manage the development and operation of the TCG website by:
 - 1. Drafting the Terms of References of IT consultants in charge of setting up the website
 - 2. Manage the work of the hired consultants by monitoring their progress on deliverables specified in their contracts; providing feedback as necessary, and
 - 3. Coordinate the work of the IT consultants to ensure that the content of the website is consistent with the strategy for the implementation of SDG4 Benchmarks.
 - c. Oversee the production of fact sheets, blog posts, and concept papers related to the SDG4 benchmarks during and after the COVID crisis that will be posted in the dedicated webpage

4. Deliverables

- a. Monthly reports for the UIS Director. The monthly report will update the actions taken on each of the activities listed in the previous section.
- b. Special Progress Reports, as needed, on
 - i. The strategy for implementation of the SDG4 benchmarks;
 - ii. The meeting calendar for TCG and Working Groups, and the Agendas for each of the meetings.
 - iii. Curation and storage of the documentation produced at the meetings, ensuring their access by those staff and TCG and Working group members authorized by the UIS Director.

5. Duration of contract

Six (6) months from start date.

6. Payment installments

The consultant will present a monthly invoice to UIS for the number of days spent of the activities specified in section 3 of this document, along with a copy of the progress report for that month. It is expected that the consultant will spend at least 8 days a month on consulting activities leading to the progress report. In addition. The consultant will provide separate invoices for the preparation of Special Progress Reports,.

7. Required competencies, technical background and experience

Academic Qualifications:

- A minimum of a Master's degree (or equivalent degree) in statistics, social sciences, economics, or another relevant discipline is required. A Ph.D. is an added advantage.

Years of experience:

- A minimum of 10 years of programme and project co-ordination with countries as part of a global initiative is required;
- Experience in survey design and implementation in the field of education and/or learning assessments is required;
- At least 2-3 work experience within the UN is desirable;
- At least 3 references relating to survey administration and capacity building at the national level are desirable.

How to Apply:

Interested and suitable candidates for the consultancy should submit their application to uis.procurement@unesco.org by **June 12, 2020** and should submit the following documents:

- Letter of Confirmation of Interest and Availability;
- Personal CV and UNESCO CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.