Terms of Reference – TVET Country Profiles

I. Background

The UNESCO-UNEVOC International Centre assists UNESCO Member States to achieve high quality, relevant, lifelong and cost effective technical and vocational education and training for all. It aims to maximise learner’s prospects in the labour market. It creates synergies with UNESCO Headquarters, UNESCO Institutes/Centres and Field Offices; and works in close partnership with other international and national agencies in the field of technical and vocational education and training. The Centre is the main hub of the international UNEVOC Network made up of UNEVOC Centres in UNESCO Member States.

In 2020, UNESCO-UNEVOC has relaunched its TVET Country Profiles service. This service has been converted into a dynamic tool that, on top of displaying key information on TVET systems, now features relevant TVET statistical data and allows for the dynamic creation of education system diagrams.

To this effect, UNESCO-UNEVOC is engaging a Junior-level consultant to work on the further completion of TVET country profiles with a particular emphasis on creation of TVET system diagrams.

II. Description of the work

Under the direct supervision of the Leader of the KMIT team, the contractor will perform the following tasks:

1. Create education system diagrams using the newly created TVeT diagram editor from information in existing UNEVOC TVET Country profiles and based on other sources;
2. Use information from existing UNEVOC TVET Country Profiles and transfer them to the new service;
3. Collect TVET-related data and content to further complete profiles;
4. Work closely with the Middle-level consultant to finalize TVET profiles;
5. Collaborate with the UNEVOC Network Secretariat to validate information by national actors in UNESCO Member States;
6. Backstop and support the UNEVOC Knowledge Management and IT team in any other tasks related to completing and improving the TVET Country profiles service.

III. Timeline and expected deliverables

1. 30 draft TVET profiles with focus on TVET diagrams completed until 25 March 2021, 3,750 USD
2. 40 draft TVET profiles with focus on TVET diagrams completed until 25 April 2021, 3,750 USD
3. 40 draft TVET profiles with focus on TVET diagrams completed until 25 May 2021, 3,750 USD
4. 40 draft TVET profiles with focus on TVET diagrams completed until 25 June 2021, 3,750 USD

IV. Remuneration

For the services specified under Article I.II, the contractor shall be paid a lump sum of 15,000 USD as agreed upon by UNESCO-UNEVOC and the consultant.

Remuneration shall be made in 4 instalments after the submission of the deliverables specified above and upon submission of a detailed invoice/payment claim and satisfactory results of the deliverable.

Should the final invoice amount exceed the amount under Article I.V, an amendment will be prepared prior to payment of the invoice.

V. Duration of the contract

From 26 February until 25 June 2021.

VI. Other Specifications

The Contractor shall respect the time and technical specifications of the deliverables and shall ensure that the level of English in all deliverables is of a high standard. All rights related to the services provided by the Contractor under this contract, including rights of ownership and copyright are vested in UNESCO, which alone holds all rights of use.

Qualifications and Experiences – TVET Country Profiles

Requirements

- A University degree in education, economics, social or natural sciences or developmental studies.
- 2 years of experience in related areas or relevant internships

Desired skills and experiences

- Ability to conduct desk research or a high level of analytical work
- Excellent verbal and written communication skills
- Solid general computer skills
- Knowledge of general education and/or TVET systems
Language

- Excellent communication skills in English required with the ability to write clear and concise texts.
- Knowledge of other UN languages is an asset, especially French or Spanish

Application – TVET Country Profiles

All applications should contain a letter of motivation and an up-to-date Curriculum Vitae. Applications must be sent to unevoc.hr(at)unesco.org.

Qualified female candidates are especially encouraged to apply.

Closing date for applications: 15 February 2021

We will confirm receipt of your application. However, only candidates under serious consideration (and contacted for an interview) will receive notice of the final outcome of the selection process.