A. Background
The COVID-19 pandemic has substantially brought challenges to the world economy. 1.2 billion workers are already affected by job losses, displacement, and reduced working hours. In addition to economic and health concerns, the pandemic has also significantly impacted the education and training sector.

To manage the impact of the ongoing global disruptions, many countries have adopted strategies to develop and maintain resilience of TVET systems. However, the magnitude of the ongoing challenges demand an urgent package of support measures for TVET systems to strengthen their capacity to respond\(^1\).

With adequate support, TVET institutions – comprised of schools, colleges, institutes, technical universities and centres delivering TVET programmes – as well as vocational training providers that work exclusively to support the training needs of the vulnerable groups, are well-placed to contribute in the delivery of TVET in the post-COVID-19 era. The aim of the project ‘\textit{Strengthening the responsiveness, agility and resilience of TVET institutions for the post-COVID-19 era}’ is to support the TVET institutions in developing and implementing their COVID-19 mitigation response. The project contributes to the TVET institutions’ approaches in managing training to close the skill gaps and shortages, providing short-term training to meet the urgent skill demands and strengthening their own preparedness for future crises and disruptions through capacity building, knowledge sharing and peer learning opportunities.

The project is implemented by UNESCO-UNEVOC for six months (January – June 2021). The project is due for a self-evaluation to enhance both the project learning and to promote the project accountability. A validation of the self-evaluation shall ensue thereafter.

B. Purpose
The aim of this assignment is to conduct a self-evaluation of the project, and thereby allowing an opportunity for project learning and ensuring the organization’s accountability for the project. The self-evaluation shall be undertaken within the months of April – May 2021. The self-evaluation process is designed to collect and analyze data and to produce a report which will be used in a separate external validation process that will be organized in June 2021.

C. Duties and responsibilities
UNESCO-UNEVOC is in need of a Contractor, who will facilitate an evaluation of the project, in close collaboration with the UNEVOC project team. Under the supervision of the Programme Officer at UNESCO-UNEVOC, the Contractor shall perform the following duties and responsibilities:

1. Review the evaluability of the project which includes examining the project’s overall framework, its monitoring rituals and the available data for each activity at the time of the preparation for a self-evaluation.


2. Facilitate a self-evaluation exercise for the project by:
   2.1 Co-developing and defining the scope of the evaluation and the main evaluation questions;
   2.2 Reviewing all the relevant project documents including the project’s history, the pandemic-related contexts to which the project activities are responding, the project logic model/results framework, the project’s objectives, the alignment with UNESCO’s programme(s), the collaboration with stakeholders & beneficiary groups, as well as other related information;
   2.3 Developing and applying an evaluation methodology according to the purpose of the evaluation, creating a data collection tool and the interview protocol(s) involving key project partners and stakeholders. The performance criteria to be used for the evaluation shall be agreed upon with UNESCO-UNEVOC team; and
   2.4 Gathering data and making an analysis of collected information.
3. Write a narrative self-evaluation report which should feed into the preparation of the project’s final narrative report. The self-evaluation report to be produced shall not exceed 12 pages excluding appendices, and shall be organized according to the following sections:
   - Executive Summary
   - Programme description
   - Self-evaluation purpose
   - Methodology
   - Findings
   - Lessons learned
   - Recommendations (for management response and action)
   - Annexes (including the list of stakeholders consulted during the evaluation, key documents reviewed, survey forms and aggregate findings, budgetary analysis, etc.)

4. Participate in selected virtual activities of the project to observe or collect additional information.
5. Finalize and present the final evaluation report.
6. Provide an additional input as may be requested for the project’s external validation of self-evaluation report.

D. Timeline and Deliverables
The self-evaluation process shall be carried out for a maximum of 21 days within the months of April – May 2021. The final report shall be made available in the first week of June 2021.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Dates required</th>
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<tbody>
<tr>
<td>1. An evaluation plan with proposed methodology and a list of evaluation questions by:</td>
<td>05 May 2021</td>
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<tr>
<td>2. A draft narrative of the self-evaluation report with a list of consulted documents and stakeholders engaged and consulted by:</td>
<td>28 May 2021</td>
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<tr>
<td>3. A final report presented to the project team by:</td>
<td>03 June 2021</td>
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E. Remuneration

Remuneration will be based on the proposal provided by the Contractor and negotiated with UNESCO-UNEVOC. Payments shall be made upon submission of itemized invoices/payment claims and satisfactory results.

F. Travel and remote arrangements

This assignment does not require mission or travel from the Contractor. All tasks listed in this terms of reference are expected to be conducted remotely from the original duty station of the Contractor. The Contractor is responsible for organizing his/her own technical and non-technical arrangements to participate in virtual planning meetings with the project team, or to organize interviews with key informants of the project in different time zones.

G. Other Specifications

Length of report

All of the output to be produced under this Contract will be written in English. The final written report shall not exceed 12 pp, excluding appendices. The report shall contain approximately a standard 320 words per page; a 2-3 page Executive summary. Appendices to include shall contain a detailed list of people contacted for interviews/surveys; a list of documents referenced and websites used.

Language and quality

The Consultant shall respect the time and technical specifications of the deliverables, shall ensure that the level of English in all deliverables is of a high standard, and shall take into account UNESCO’s Style Manual for the presentation of English-language texts intended for publication by UNESCO. The consultant shall also ensure that the final report is adapted to a wide range of technical and non-technical audiences.


In the final report, the Consultant shall seek to present a balanced overview with regard to regional coverage and gender.

Confidentiality and ownership

All rights related to the services provided by the Consultant under this contract, including rights of ownership and copyright are vested in UNESCO, which alone holds all rights of use.

Data Protection
The Contractor agrees that any personal information (name, telephone, email address, address etc.) shared by UNESCO-UNEVOC shall only be used for the work covered under this contract. It shall not be used or disseminated after the contract period or for any other purpose. All records of the personal information shared must be deleted after the contract period.

H. Eligibility criteria
UNESCO-UNEVOC is seeking a middle level Individual Consultant/Evaluator, who holds the following qualifications to be eligible for this consulting opportunity:

1. A university-level degree or post-graduate degree in the broad field of education, social sciences, public or business administration and management and related fields;
2. At least 5 years of continuous experience in international project management, or project development, monitoring and evaluation;
3. Experience in applying qualitative and quantitative evaluation methods;
4. Excellent communication skills;
5. Excellent writing abilities in English;
6. Knowledge of the contexts of TVET and its role in international development;
7. Familiarity with the issues of education community response during the COVID-19 pandemic;
8. Knowledge of the role of the UN and its programming

List of other attachments
- Attachment A1: Project background
- Attachment A2: Project flyer
- Attachment B: UNESCO contract template for Individual Consultants