

**QUALITY EDUCATION STRATEGIC SUPPORT PROGRAMME (QESSP)**

Terms of Reference for a General Education Adviser, Ministry of Education

*Version 1*

1. **BACKGROUND**
2. Ethiopia has significantly expanded access to education at all levels particularly at primary education level. Equitable access to education has been a key driver for the education sector in the past decade. Efforts are being made to match the gains in equity and access with tangible quality improvements.
3. The Government of Ethiopia (GoE) has launched a major, nationwide comprehensive General Education Quality Improvement Programme (GEQIP) to improve the quality of general education (Grades 1-12) in Ethiopia. The overall objectives of the reform are to: (i) improve student learning outcomes; (ii) increase primary completion rates; and (iii) increase secondary enrolment rates. The programme, packaged into phases, has been implemented since 2009. The programme is implemented by schools, woreda education offices, zonal education offices, regional education bureaus, teacher education institutes and the Ministry of Education (MoE). GEQIP has five components ranging from curriculum to teacher training to ICT.
4. The general education sub sector is headed by a State Minister and there are 11 directorates in the sub sector. The Ministry directorateswork closely with regional education bureaus on anumber of key activities in this sub sector. With support from various development partners, these directorates and the regional education bureaus also deploy and make use of external technical assistance.
5. The General Education Adviser is recruited to strengthen the sub sector with an emphasis on strategic planning, follow up and monitoring of implementation and reporting.
6. **OBJECTIVES AND SCOPE OF WORK**

**Objectives**

1. The Adviser is primarily responsible for providing technical and managerial support to

the General Education State Minister and his team in order to ensure that timely, efficient and effective systems and processes for planning, monitoring and reporting exist and are in use.

 **Scope of the Work**

1. The Adviser will support the directorates under the general education sub sector and the regional education bureaus. The expected support will be technical and managerial in nature.
2. **RESPONSIBILITIES AND MAIN DUTIES**

**STRATEGIC PLANNING, MONITORING & EVALUATION AND REPORTING (40%)**

1. Produce high level direction paper to guide periodic plans;
2. Coordinate, quality review and synthesise plans and reports of various departments and regional education bureaus;
3. Develop and implement a robust system for tracking and reporting on progress of the implementation of strategic plans;
4. Develop and implement standards for reporting.

**POLICY ADVICE (20%)**

1. Produce analytical products in the form of policy briefs;
2. Provide high quality and timely strategic and technical advice to the General Education State Minister, Directors and Heads of Regional Education Bureaus;
3. Provide technical support to policy review and formulation initiatives relevant to the general education sub sector.

**QUALITY REVIEW AND COORDINATION (20%)**

1. Review quality of study reports, policy and other key documents;
2. Ensure that the various directorates are benefitting from the work of each other particularly in relation to studies commissioned, capacity building initiatives, etc;
3. Facilitate information sharing and better communication among the various directorates in the sub sector.

**CAPACITY DEVELOPMENT (20%)**

1. Lead capacity assessment for the sub sector and coordinate capacity building initiatives together with other Directors in the Ministry;
2. Implement and lead a continuous quality improvement process for the sub sector;
3. Lead on building the capacity of directorates in the general education sub sector and regional education bureaus in planning, follow up and reporting;
4. Develop and implement quality standards for the various activities of the sub sector;
5. Actively identify opportunities for development within and outside of the Ministry and develop a system for matching the opportunities with the appropriate beneficiaries;
6. Provide capacity building support to Directors and regional education bureaus to meet agreed quality standards;
7. **INSTITUTIONAL AND ORGANISATIONAL ARRANGEMENTS**
8. The Adviser will report to the General Education State Minister. S/he will work closely with the government appointed adviser to the General Education State Minister. The Adviser will also work closely with the Directors within the sub sector and, with direction from the State Minister, with the regional education bureaus.
9. The Adviser will produce monthly reports for the State Minister and Team Leader, QESSP.
10. The Adviser will conduct her/ his work in accordance with the QESSP TA management guidelines.
11. **PROFILE OF THE ADVISER**

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|  | **Essential**  | **Desirable**  | **Assessment stage** |
| **Behaviours**  | * **Creating Shared Purpose** ( Inspiring others to want to take a specific role as part of a shared purpose)
* **Being Accountable** (Showing real dedication to the long-term mission of the team.)
* **Making it Happen** (Achieving stretching results when faced by change, uncertainty or major obstacles)
 |  | Interview only |
| **Skills and Knowledge** | * Excellent analytical skills
* Skill of synthesizing information and excellent report writing skills
* Good understanding of the Ethiopian education system\*
* Knowledge of other donor programme priorities
 | Expertise in either teacher education or curriculum development | Short-listing and interview  |
| **Experience** | * Previous experience of providing strategic advice in education\*
* Experience of managing teams\*
* Experience of developing strategic plans\*
* More than 10 years of professional experience in education\*
 | Experience of coordinating Government – donor partnerships | Short listing and Interview |
| **Qualifications** | Masters degree or equivalent in education\* | A PhD in a relevant discipline is preferred. | Short Listing  |

Those marked with \* are to be reviewed during shortlisting.

1. **DELIVERABLES**
2. The following are some of the key deliverables:
* High quality and agreed upon annual plan for the sub sector.
* Policy documents and directives under preparation are finalised and in use.
* Special plans drawn up and implemented by the MoE and regional education bureaus. These plans include special plan for the achievement of the remaining EFA goals and special plan for adult education and special needs education.
* A system for tracking progress and reporting in place.
* Procurement of goods and services under GEQIP are successfully conducted on time.
1. **GENERAL INFORMATION**

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| Expected start date | First week of August |
| Duration of assignment | 12 months with a possibility of extension |
| Based at | Ministry of Education, 4 kilo |
| Mandatory checks | Medical and criminal checks |

May 2015