

Annex I

Terms of Reference **Individual Contractor**

Expert in Vocational Education and Training

A. Project Title

The Arab Knowledge Report

B. Project Description

UNDP/RBAS and MBRF have partnered since 2007 in the development of a series of Arab Knowledge Reports (AKR) which independently analyzed and monitored trends and issues affecting knowledge in the Arab region. Along the same lines and vision, the Arab Knowledge Index which builds on the three Arab Knowledge Reports (2009, 2010/2011, and 2014), is planned to be produced and launched by the end of the year 2015. The Index will be built using a multi-disciplinary and participatory methodology, and will be launched with the production of a publication that includes an assessment (detailed country profiles), as well as a thorough presentation of the methodology that was followed.

The Arab Knowledge Index will provide an evaluation of Knowledge in the Arab region, using country-based assessment. To this end the Index will be built following seven main thematic areas that were identified as the focal fields for understanding the situation of knowledge, based on the findings of the previous Arab Knowledge Reports. These areas are: Pre-University Education and Literacy, Higher Education, Vocational Education and Training, Research and Innovation and Development, Economy, Knowledge for Development, and Information and Communication Technology.

Two main features are intended in the process, the first being a focus on multidisciplinary which stems from the nature of the topic at hand. The second feature is the policy angle which requires a concrete approach to the analysis of challenges of opportunities within the research framework.

As aforementioned, one of the main areas of research identified for the Arab Knowledge Index is Vocational Education and Training. This area should allow the Index to capture a vital section of education that is in direct relation to knowledge as an input and a driver of production. This educational sector still lacks the required attention and support, hence the need to integrate it in the Arab Knowledge Index in a way that best captures its linkages to the knowledge economy, as well as to knowledge production, transfer and localization.

As such, the AKR project is looking to contracting a number experts and a team leader to form the Arab Knowledge Index Core Team which will work with the AKR Technical Team and report to the Regional Programme Coordinator, and be responsible for the required research, consultations, and drafting of the final publication, as well as all associated processes as per the following sections.

C. Scope of Work

While stressing the collective responsibility of the Core Team for the production of the Index, the corresponding Arab countries' assessment, as well as the production of the final publication, however

and for organizational purposes the work load will be distributed among Core Team members. The Core Team Member, expert on Vocational Education and Training, is primarily responsible for this thematic area in terms of generating knowledge, setting and implementing the adequate consultative process in full coordination with the AKR technical team. Along with that, and working under the direct supervision of the Team Leader, and reporting to the Regional Programme Coordinator, the expert on Vocational Education and Training, shall be responsible of:

- Contributing to the drafting and finalization of the research methodology and conceptual framework, as well as the required action plans; through both the production of the components that are related to Vocational Education and Training, as well as participating in the consolidation of all the other components as advised by the Core Team leader;
- Producing a synopsis of relevant indices in relation to Vocational Education and Training that are already available, with a focus on the features and shortcomings of each;
- Collecting and soliciting knowledge products and data to produce the Index and build the indicators that are related to Vocational Education and Training;
- Drafting / co-authoring in Arabic the final publication report covering the methodology (including the selection process of the indicators), and results of the Arab Knowledge Index.

The Index Production and Publication Drafting process shall involve:

- Participation in 4 to 6 Core Team meetings at which substantive matters will be discussed;
- Planning, preparing and implementing 7-10 consultative meetings with experts and stakeholders from at least four different Arab countries as part of a first round of consultations around measuring knowledge and the adequate indicators related to Vocational Education and Training;
- Planning, preparing and implementing 3-5 consultative meetings with experts and stakeholders from at least two different non-Arab countries as part of a first round of consultations around measuring knowledge and the adequate indicators related to Vocational Education and Training;
- Contributing to the planning, preparation and participation in at least 1 thematic workshop discussing the assessment of Vocational Education and Training as part of a second round of consultations which will be based on the first round, but will focus on consolidating results through sessions of group consultations instead of individual ones;
- Coordination of data sources and data with the Technical Team in order to ensure consistency;
- Substantive management and integration of background papers in accordance to the criteria and process as agreed upon with the Core Team leader and Technical Team;
- Delivery of drafts by the timeline and deadlines agreed upon;
- Participating in relevant review meetings and events (Advisory Board meeting or Readers Group meeting);
- Assisting in the identification of reviewers or Advisory Board members when needed;
- Reviewing and proofreading the printer ready version of the final publication.

Stressing the collective responsibility of each of the Core Team members of the full production of the Arab Knowledge Index and the final publication, each Core Team Member shall also:

- Assuming responsibility along with the other members of the Core Team for ensuring that the deadline of each phase of the process is met- based on the agreed upon work plan and set timelines;

- Maintaining close consultation and coordination with the Core Team leader and the Regional Programme Coordinator on a regular basis to report progress toward deliverables as well as substantive opportunities and challenges;
- Consulting with and advise other Core Team members, and the AKR Technical Team on the research methodology to be used; and coordinate with the AKR Technical Team to ensure reliability and consistency of data and data sources;
- Reviewing the work presented by other Core Team members, as well as the work produced collectively (Indicators, Index, Methodology, Conceptual Framework, Publication...) and provide feedback, comments and suggestions;
- Participating with the AKR Technical Team in organizing and preparing substantively any event or meeting to be conducted in connection with the Arab Knowledge Index.

D. Expected Outputs and Deliverables and Sequence of Core Team Meetings

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
Output 1: Preparation and satisfactory submission of the detailed action plan for the first round of consultations on the adequate indicators for assessing Vocational Education and Training.	5 calendar days from signing the contract	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator
Output 2: Implementation and satisfactory completion of the first round of consultations involving individual experts on Vocational Education and Training indicators.	45 calendar days from satisfactory delivery of output 1	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator
Output 3: Preparation and satisfactory submission of the first consultations report (results consolidation).	10 calendar days from satisfactory delivery of output 2	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator
Output 4: Preparation and satisfactory submission of the detailed action plan for the second round of consultations based on the findings on the first round and involving a group of experts on assessing Vocational Education and Training.	10 calendar days from satisfactory delivery of output 2	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator
Output 5: Implementation and satisfactory completion of the second round of consultations.	20 calendar days from satisfactory delivery of output 4	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator
Output 6: Satisfactory completion of the final conceptual framework with the suggested indicators from the various disciplines.	30 calendar days from satisfactory delivery of output 5	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator

Output 7: Finalization and satisfactory production of the Index, the final results and the publication.	50 calendar days from satisfactory delivery of output 6	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator
Output 8: Revision and final approval of the printer ready draft of the AKR-Arab Knowledge Index publication.	15 calendar days from satisfactory delivery of output 7	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator

E. Institutional Arrangement

The Core Team member will report to The Regional Programme Coordinator and will work under the supervision of both the Core Team leader and the Regional Programme Coordinator.

Day to day follow up on implementation will be conducted by the AKR Technical Team under the supervision of the Regional Programme Coordinator.

F. Duration of the Work

The expected duration of the work is of up to 6 months following the signature of the contract (185 calendar days as per section D).

Given the strict timeline of this assignment and the nature of the collaborative work, the expected duration assigned for each output should be respected.

Any anticipated delays should be immediately reported to the Core Team Leader and the Technical Team in order to make convenient recommendations to the Regional Programme Coordinator.

Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract.

G. Duty Station

This assignment is home based.

Core Team members are expected to attend all Core Team meetings (At least three anticipated core team). All related travels and accommodation and expenses will be arranged and covered by UNDP.

H. Qualifications of the Successful Individual Contractor

1. Education

- A PhD degree in a field relevant to technical and/or vocational education, with extensive experience in the latter field of education.

2. Work Experience

- 15 years minimum experience in the field of Vocational Education and Training, as well as Relevant experience in designing and implementing research consultations;
- Extensive experience in the thematic area of technical and vocational education and training, including the following:
 - National Qualifications Frameworks
 - Technical and Vocational Education Systems and Governance
 - Vocational Training and Employment
 - Evaluation of Education Systems

3. Key Competencies

- Excellent drafting skills with a sound publishing record (both in Arabic and in English);
- Extensive knowledge of the region and its knowledge-related challenges and priorities.
- Strong analytical and synthesis skills
- Ability to work independently and achieve quality results with limited supervision and within tight schedules;
- Strong quantitative and qualitative research skills.

4. Language Requirements

- Fluency in both written and spoken English and Arabic is required.