A. Project Title

Arab Knowledge Project (AKP)

B. Project Description

The Arab Knowledge Project (AKP) seeks to promote knowledge generation and dissemination in the Arab region. The project is firmly linked to the Regional Programme Document (RPD) as the main driver behind Outcome 4 (Promotion of Knowledge for Human Development). Further, it is aligned to the timeframe of the RPD as well as the UNDP Strategic Plan, both of which are in force through 2017.

It is the fruit of the partnership between UNDP and Mohammed bin Rashid Al Maktoum Foundation that has launched a five-year second phase of the collaborative effort on the Arab Knowledge Project, a pioneering regional programme which started in 2007. Focusing on knowledge as a cornerstone of development in the Arab region, the project published, over the course of eight years, three widely disseminated Arab Knowledge reports underscoring key opportunities and challenges to building effective knowledge-based societies in Arab countries.

The Arab Knowledge Project builds on three Arab Knowledge Reports, the Arab Knowledge Index and the portal knowledge4all.com. The three Reports are: the “Arab Knowledge Report 2009: Towards Productive Intercommunication for Knowledge”, the “Arab Knowledge Report 2010/2011: Preparing Future Generations for the Knowledge Society” and the “Arab Knowledge Report 2014: Youth and Localisation of Knowledge”. Throughout the preparation stages of all three reports, it has been continuously confirmed that there is a significant lack of credible data and research that can feed the decision making process in the areas of knowledge and development. This led to the development of the Arab Knowledge Index, an index that best reflects “knowledge from a development perspective” in the Arab region, while taking into consideration the Arab region’s specific context, needs and challenges, and focusing as well on the critical role of Arab youth in the establishment of the knowledge society in the Arab region. The Arab Knowledge Index focuses on six critical sectors: Education at its Pre-University, Higher and Technical Vocational and Training levels, Research & Development and Innovation, Economy, and ICT.

As part of its new phase, the AKP will be developing the second Arab Knowledge Index, a summary measure that best reflects knowledge accumulation, production and consumption from a development perspective, taking into consideration the specific socio-cultural context, needs and challenges of the Arab region.

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 Technical 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 AKP is looking to contracting a number experts and a team leader to form the Arab Knowledge Index Core Team which will work with the AKP Technical Team and report to the Chief Technical Advisor (CTA), 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 workload will be distributed among Core Team members. The Core Team Member, expert on Technical 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 AKP technical team. Along with that, and while reporting to the CTA, the expert on Technical Vocational Education and Training, shall be responsible for:

- 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 Technical Vocational Education and Training, as well as participating in the consolidation of all the other components as advised by the CTA;
- Producing a synopsis of relevant indices in relation to Technical 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 Technical 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;
- Conceptualising an analytical study on the results of the TVET Index 2015 results.

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 one consultative meeting with experts and stakeholders from at least four different Arab countries in the form of a consultation on measuring knowledge and the adequate indicators related to Technical Vocational Education and Training;
- Coordination of data sources and data with the Technical Team in order to ensure consistency;
- 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 be:

- 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 Chief Technical Advisor 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 AKP Technical Team on the research methodology to be used; and coordinate with the AKP 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 AKP 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

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Output 1:</strong> Preparation and satisfactory submission of the detailed action plan for the first round of consultations on the adequate indicators for assessing Technical Vocational Education and Training.</td>
<td>Within 5 calendar days from contract signature date</td>
<td>Reviewed and Approved by the AKP CTA</td>
</tr>
<tr>
<td><strong>Output 2:</strong> Implementation and satisfactory completion of the first round of consultations involving individual experts on Technical Vocational Education and Training indicators.</td>
<td>Within 10 calendar days after satisfactory delivery of output 1</td>
<td>Reviewed and Approved by the AKP CTA</td>
</tr>
<tr>
<td><strong>Output 3:</strong> Preparation and satisfactory submission of the first consultations report (results consolidation).</td>
<td>Within 5 calendar days after satisfactory delivery of output 2</td>
<td>Reviewed and Approved by the AKP CTA</td>
</tr>
<tr>
<td><strong>Output 4:</strong> Preparation and satisfactory submission of the detailed action plan for the second round of consultations based on the findings on</td>
<td>Within 10 calendar days after satisfactory delivery of output 3</td>
<td>Reviewed and Approved by the AKP CTA</td>
</tr>
</tbody>
</table>
the first round and involving a group of experts on assessing Technical Vocational Education and Training.

<table>
<thead>
<tr>
<th>Output 5: Implementation and satisfactory completion of the first draft of the report based on the second round of consultations.</th>
<th>Within 10 calendar days after satisfactory delivery of output 4</th>
<th>Reviewed and Approved by the AKP CTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output 6: Satisfactory completion of the final conceptual framework with the suggested indicators from the various disciplines (second draft).</td>
<td>Within 10 calendar days after satisfactory delivery of output 5</td>
<td>Reviewed and Approved by the AKP CTA</td>
</tr>
<tr>
<td>Output 7: Preparation and completion of the analytical study on the findings of TVET Index 2015.</td>
<td>Within 15 calendar days after satisfactory delivery of output 6</td>
<td>Reviewed and Approved by the AKP CTA</td>
</tr>
<tr>
<td>Output 8: Finalization and satisfactory production of the Index, the results and the publication.</td>
<td>Within 15 calendar days after satisfactory delivery of output 7</td>
<td>Reviewed and Approved by the AKP CTA</td>
</tr>
<tr>
<td>Output 9: Revision and final approval of the printer ready draft of the AKI-Arab Knowledge Index publication.</td>
<td>Within 15 calendar days after satisfactory delivery of output 8</td>
<td>Reviewed and Approved by the AKP CTA</td>
</tr>
</tbody>
</table>

E. Institutional Arrangement

S/He shall perform tasks under the general guidance of the Regional Programme Coordinator and the direct supervision of the AKP CTA. The supervision of the AKP CTA will include approvals/acceptance of the outputs as identified in the previous section.

S/he will report to and consult with the AKP CTA on regular basis. Reports shall be prepared by the expert on the basis of specific requirements.

F. Duration of the Work

The expected duration of the work is of up to 95 calendar days following the signature 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.

If the consultant expects delay in the completion of the work, S/he should notify UNDP management in a duly manner. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract.

Throughout the duration of this assignment, the UNDP team will provide feedback no later than 7 working days from the date of submission.
G. Duty Station

- The contractor is home-based and is not expected to be present at office.
- Part of the assignment may require travel to attend different core team meetings. In such cases, all related travel and accommodation expenses will be arranged and covered by UNDP in line with applicable rules and regulations.

H. Qualifications of the Successful Individual Contractor

I. Education

- A PhD degree in social sciences or relevant fields, with extensive experience in the field of Technical Vocational Education and Training.

II. Work Experience

- 10 years minimum experience in the field of social sciences, as well as Relevant experience in designing and implementing research consultations
- Extensive experience in the thematic area to be covered, including the following:
  - National Qualifications Frameworks
  - Technical and Vocational Education Systems and Governance
  - Vocational Training and Employment
  - Evaluation of Education Systems

III. Key Competencies

- Extensive knowledge of the region and its knowledge-related challenges and priorities;
- Excellent drafting skills with a sound publishing record (in Arabic);
- 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.

IV. Language Requirements

- Fluency in written and spoken Arabic and English is required.
I. Scope of Price Proposal and Schedule of Payments

All proposals must be expressed in a lump sum amount. This amount must be “all-inclusive”. Please note that the contract price will be fixed regardless of changes in the cost components.

As per section G, all travels related to project implementation with prior approval will be covered by UNDP as per applicable rules and regulations.

The schedule of payment will be distributed upon satisfactory submission of the deliverables listed in the table hereunder:

<table>
<thead>
<tr>
<th>Phases</th>
<th>Estimated due date</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following the successful delivery of output 1</td>
<td>Within 5 days from contract signature date</td>
<td>10% of the total amount</td>
</tr>
<tr>
<td>Following the successful delivery of outputs 2, 3 and 4</td>
<td>Within 25 days after the delivery of output 1</td>
<td>30% of the total amount</td>
</tr>
<tr>
<td>Following the successful delivery of outputs 5</td>
<td>Within 10 days after the delivery of output 4</td>
<td>20% of the total amount</td>
</tr>
<tr>
<td>Following the successful delivery of outputs 6 and 7</td>
<td>Within 25 days after the delivery of output 5</td>
<td>20% of the total amount</td>
</tr>
<tr>
<td>Following the successful delivery of outputs 8 and 9</td>
<td>Within 30 days after the delivery of output 7</td>
<td>20% of the total amount</td>
</tr>
</tbody>
</table>