

## **Terms of Reference**

Title: Coordinator for Science and Mathematics Basic Education

Type of Contract: Individual Consultant Contract

Duration: 11 months

Starting date: 1 December 2019 (TBC)

Duty station: UNESCO Dili Antenna Office, Timor-Leste

### **I. Background and objective**

With the generous support of the Japanese government, UNESCO will be implementing a project entitled “Strengthening Science and Mathematics Basic Education through Scientific Community Engagement in Timor-Leste”. The overall objective of this project is to improve the Mathematics and Science education at the basic level (first and second cycles) in order to enable the educational system and scientific community of Timor-Leste to fulfil its goal. In the long term, the project aims in providing lifelong opportunities and enabling Timorese people to reach their full potential. In order to achieve this objective, a design thinking evidence-based educational best practices for the Mathematics and Science basic (first and second Cycles) education from the region will be shared through the delivery of four major components:

- 1) Establishment and appointment of national steering committee composed of representatives from Ministry of Education, Youth and Sports relevant offices and scientific community.
- 2) Enhancement of curriculum materials for science and mathematics subjects for basic education (first and second Cycles).
- 3) Capacity building of master trainers and continuing professional education of science and mathematics basic education teachers involving science community from UNESCO programmes.
- 4) Documenting and drafting of best practices guidelines on the engagement of scientific community for the enhancement of science and mathematics basic education.

### **II. Purpose of the Assignment**

The Coordinator will be in charge to undertake the following tasks:

- 1) Facilitating the communication between different partners regarding technical aspects to ensure the progress and smooth implementation of the project;
- 2) Facilitating contact with donor institutions in the Japanese government, and provide reports and information to them in a timely manner at their request;
- 3) Reviewing reports submitted by the implementing partners upon request from Project Leader, and providing technical analysis for discussion.

### **III. Duties and Expected Output**

Under the authority of the Director of UNESCO Office, Jakarta, and direct supervision of Programme Specialist of Science Policy and Capacity Building, who is also the Project Leader, the Consultant will act as the Coordinator for the project “Strengthening Science and Mathematics Basic Education through Scientific Community Engagement in Timor-Leste”, here after referred as “the Project”. To this end, the Contractor shall:

1. Provide technical and logistic assistance in the day-to-day management and implementation of the Project in Dili. The Consultant will be responsible to:
  - a) Develop close cooperation with key stakeholders and partners to ensure the progress and smooth implementation of the project;

- b) In close consultation with the Project Leader, ensure harmonious relationship with donor institutions in the Japanese government, and provide reports and information as requested in a timely manner;
  - c) Provide oversight of all administrative and financial matters with regard to the project implementation in line with UNESCO's administrative rules and regulations;
  - d) Undertake assessment and field missions, assisting in the organization of technical meetings, workshops and training activities;
  - e) Upon request by the Project Leader, review reports submitted by the implementing partners and provide technical analysis for discussion.
2. Provide technical guidance for the development of education materials (science and mathematics basic education teachers' guidebooks and students' workbooks), drafting the education materials and training on their utilization in collaboration with the Japanese partners.
  3. Provide technical guidance and drafting of best practices guidelines on the engagement of scientific community for the enhancement of science and mathematics basic education in collaboration with the Japanese partners.
  4. Undertake any other related official assignments as requested by the Director of UNESCO Office, Jakarta and Project Leader.

#### **IV. Timetable and deliverables**

1. Monthly reports covering the progress of project implementation, including the achievements and pending activities for the effective implementation of the project, together with other related output such as: (a) Technical reports; (b) guidebook, workbook and guidelines; (c) Mission reports, and (d) other related documents.
2. Travel plan and estimated costs.
3. A final report at the end of the contract period summarizing activities completed during the contract, including recommendations for the further successful implementation of the project.

#### **V. Qualification**

- Advanced university degree in science and/or mathematics in basic education/ sustainability science related fields;
- At least 5 years or more experience and engagement in science and/or mathematics education in basic education/sustainability science programme;
- Previous engagement with United Nations agencies, international non-governmental organizations, or similar entities will be an advantage;
- Management experience with ability to manage projects independently and team building a strong plus.
- Extensive working experience in Asia and the Pacific, particularly with bilateral and multilateral donor agencies and NGOs.
- Proficiency in written and spoken English and, working knowledge of Japanese and/or Tetum would be an asset.

#### **VI. Working conditions and schedule**

- Based in UNESCO Dili Antenna Office with possibility of the first month based in UNESCO Jakarta Office;
- Working hours shall be the normal working hours of the duty station (40 hrs/week, Mondays to Fridays).
- 2.5 days break-in-service/per month.