TOE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title: TVET Gender Champion (National)
Main Duty Station and Location: Monrovia, (Liberia)
Mission/s to: Margibi, Zwedru, Sinoe, Voinjama and Harper in Liberia (as required to be authorized separately)
Start of Contract (EOD): 01.02.2020
UNIDO project ID: 160082 (83%) & 140095 (17%)
Sweden grant ID: 10048
EU grant ID: FED/2018/399430
Type of contract: ISA Contract (regular)

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO’s mandate is fully recognized in SDG-9, which calls to “Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation”. The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization’s programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO’s four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

COUNTRY CONTEXT

Liberia’s youth constitutes nearly half of the Liberian labour force but is exposed to high unemployment, underemployment and vulnerable employment rates. The global commodity prices crisis, combined with the effects of the Ebola crisis, have devastated the Liberian economy and worsened youth’s fragility problems. A socially and economically marginalised young population can pose serious risks to national security, social cohesion and stability. Liberian youth generally lack employable skills and are ill-equipped to access new economic opportunities. Efforts to improve their employability are constrained by a Technical and Vocational
Education and Training (TVET) sector characterised by serious shortcomings in terms of quality and relevance, access and equity, funding, and governance. The Government of Liberia (GoL) recognises that the transition towards inclusive growth will not happen unless human capabilities are enhanced and the quality of education and vocational training are improved to match the demands of the labour market. The present intervention will seek to strengthen the Liberian TVET sector in its capacity to deliver equitable and gender-balanced access to high-quality and demand-driven TVET. This will be done by supporting capacity development at central and TVET provider level, and by strengthening links with the private sector. The intervention will address equity issues with emphasis on remote South East rural areas and vulnerable youth, including people with disabilities.

**PROJECT CONTEXT (UNIDO PROJECT ID: 160082)**

UNIDO has received funding from the EU to implement a project to support the Government of Liberia strengthen technical and vocational education and training (TVET) in the country. To achieve this goal, the project will work closely with the Ministry of Education (MoE) and Ministry of Youth and Sports (MoYS) in the delivery of its key mandate, which is to provide efficient, quality and relevant education and training. The project will support six (6) schools located in the counties of – Montserrado County (Monrovia), Margibi (Kakata), Grand Gedeh (Zwedru), Sinoe (Greenville) and Maryland (Harper). The project will support the development of TVET systems as follows:

- Curriculum Development
- Human Resource Development for Instructors
- Institutional management
- Pedagogical skills development
- Education Infrastructure and technology for TVET
- Private-public partnerships
- TVET approaches for apprenticeships
- TVET financing
- TVET access to rural areas (i.e. South East Liberia)
- Entrepreneurship development

**PROJECT CONTEXT (UNIDO PROJECT ID: 140095)**

UNIDO has received funding from the Swedish International Development Cooperation Agency (SIDA) to implement a project to support the Government of Liberia strengthen technical and vocational education and training (TVET) in the country. To achieve this goal, the project will work closely with the Ministry of Education (MoE) and Ministry of Youth and Sports (MoYS) in the delivery of its key mandate, which is to provide efficient, quality and relevant education and training. The project will support (1) school located in the counties of – Lofa County (Voinjama Multilateral Highschool). The project will support the development of TVET systems as follows:

- Curriculum Development
- Human Resource Development for Instructors
- Institutional management
- Pedagogical skills development
- Education Infrastructure and technology for TVET
- Private-public partnerships
- Inclusive education and learners with special needs

**MAIN DUTIES**

Under the overall supervision of the Chief Technical Advisor (CTA) based in Monrovia, Liberia, the **TVET Gender Champion** will support the enrolment of female youth in TVET programmes through regular engagement at community and school levels. The aim is to change the general perception of TVET, breakdown any social barriers and provide good information as well as practical demonstrations to generate interest of female youth to join TVET programmes including trades that are male dominated. More specifically, he/she will carry out the following duties:
<table>
<thead>
<tr>
<th>Main Duties</th>
<th>Concrete / measurable outputs to be achieved</th>
<th>Expected duration</th>
<th>Location</th>
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<tbody>
<tr>
<td><strong>A. Female enrolment support</strong></td>
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<tr>
<td>1.1 Perform regular engagement at school and community levels including out-of-school children to promote interest and access to TVET education.</td>
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<td>Female enrolment increased and social barriers broken in the target counties and institutions</td>
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<td>1.2 Liaise with government officials and project counterparts on an on-going basis to promote TVET.</td>
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<td>1.3 Give inputs to curricula and training materials development to support female participation</td>
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<td><strong>B. Training and information on TVET</strong></td>
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<td>Increased awareness, interest and participation in TVET as a career pathway.</td>
<td><em>Monrovia, Liberia</em></td>
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<td>1.4 Carry out practical demonstrations to generate interest of female in TVET programmes including trades that are perceived to be male dominated.</td>
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<td>1.5 Conduct focus group meetings and training with females to increase participation and awareness in TVET.</td>
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<td>1.6 Engage with industry / private sector to identify female role models and organize career talks for sharing experiences with prospective female students.</td>
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<td><strong>C. Project team support</strong></td>
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<td>1.7 Assist with duties related to travel arrangements, study tours, workshops and trainings for experts and the project teams.</td>
<td>• Training missions implemented successfully.</td>
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<td>1.8 Support the Communications and Social Media with new approaches for female empowerment.</td>
<td>• Contribute to project CSM approaches.</td>
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<td>1.9 Maintain regular contact with the project field offices to provide information as required.</td>
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D. Project knowledge management

1.10 Ensure all technical and administrative files are collected, organized and stored as per project requirements.
1.11 Apply technical knowledge and lessons learned to improve training improving training program delivery.
1.12 Monitor, evaluate and report on the impact of the female empowerment.

• Project technical documents and lessons learned maintained and applied respectively
• Evaluation reports submitted as required.

E. Others

1.13 Comply with UNIDO rules and regulations.
1.14 Ad-hoc tasks assigned by the CTA.

At all times
As required

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

- A high school certificate and a minimum of 15-month formal vocational training certificate from recognized vocational institution.

Technical and Functional Experience: (considered an asset / desirable):

- Experience as an instructor will be considered an advantage.
- Experience with community engagement related work will be considered an advantage.
- Experience working with the private sector in Liberia will be considered an advantage.
- Experience using computers and e-mail communication is required (i.e. Microsoft Office).

General Functional Skills:

- Strong communication skills (oral and written). Ability to work as a member of a team with good interpersonal communication skills.
- Demonstrates leadership skills with ability and willingness to face challenges, solve problems, and motivate others, while maintaining effective relations (internal and external).

Languages:

- Fluency in written and spoken English (fluent) is required.

REQUIRED COMPETENCIES

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies
WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

Interested applicants are requested to submit their applications through the UNIDO portal (go to http://www.unido.org/employment.html, then click on “Create candidate Profile”, and follow the easy step-by-step procedures).