

Terms of Reference:

TVET Monitoring and Evaluation Specialist

TVET Quality Management (TQUM) Project

1. Description

- Title: TVET Monitoring and Evaluation Specialist
- Location: Rwanda Polytechnic Single Project Implementation Unit, Kigali, Rwanda
- Organisation: Korea Tech University & CANDLE Consulting
- Supervisor: Project Leader - TQUM
- Duration: 6 Months (Renewable)

2. Background

Rwanda has achieved rapid and steady development for the past two decades. However, the unemployment rate has been high, and most of those in employment have still worked in poor conditions. The majority of youth has been less capacitated to meet the demand of labour markets. These challenges have been likely to come from the quality in Technical Vocational Education and Training (TVET), especially including inadequate curricula in relation to labour market demands, ineffective quality assurance and insufficient number of qualified teachers. In these regards, the Government of Rwanda (GoR) has made significant efforts to improve equitable access to relevant, high-quality and demand-driven TVET programmes, through its Education Sector Strategic Plan (ESSP) and related strategies.

To implement the ESSP and strategies, TVET Quality Management (TQUM) Project is established under the strong partnership between the GoR and KOICA (Korea International Cooperation Agency). The main objective of the TQUM is to provide high quality and relevant TVET in order to produce competent graduates to meet labour market demands in Rwanda. The main components of the TQUM are (a) to strengthen TVET competency-based curriculum development framework, (b) to enhance TVET competency-based training and assessment implementation framework and (c) to improve capacities of human resources in curriculum, training and assessment. The total budget of the TQUM is USD 9,000,000, and the implementation period is up to December 2024.

3. Duties and Accountabilities

Monitoring and Evaluation Specialist will be a member of the TQUM project. Under supervision and leadership of Project Leader, she or he will play a leading role in monitoring and evaluating the TQUM project. Duties and accountabilities will include, but not limited to, the followings:

Monitoring and evaluating the TOUM project based on the Result Framework and Action Plans

- Facilitating to develop and review the result framework and yearly action plans.
- Monitoring and evaluating the project based on the result framework and action plans.
- Developing and submitting monthly/quarterly/yearly financial and implementation progress reports.
- Facilitating technical documents development, such as concept notes, detailed implementation plans and implementation progress reports.
- Monitoring both technical and financial matters in the project implementation.
- Managing the TQUM monitoring and evaluation tools, such as dashboard, performance records and/or account books.

Coordinating and implementing surveys, inspections and evaluations in the TQUM project

- Planning and organizing tracer surveys, school inspections and evaluations with sound qualitative and quantitative methods in the TQUM project.
- Managing data in surveys, inspections and evaluations through statistical software and tools.
- Producing and submitting reports related to surveys, inspections and evaluations.

Working with the SPIU-TQUM in accordance with the procedural and operational manual

- Performing performance data management for the TQUM project.
- Performing any logistical and administrative tasks for the TQUM project.
- Ensuring liaison with the internal team members and/or stakeholders, regarding the TQUM schedules, information, documents and/or tasks.
- Managing both soft and hard documentation for the TQUM.

Reporting and Technical Assistance

- Producing and submitting all documents that the supervisor requests regarding the TQUM project.
- Assisting in organising Project Steering Committee to report the progress and to request decision makings in relation to the TQUM project.
- Providing technical assistance and strategic advice to relevant stakeholders, including members of the internal team, implementers, GoR counterparts and development partners, with respects to the TQUM project.

4. Selection Criteria

Education

- Bachelor's degree or equivalent degree in development studies, economics, business and administration, education or related fields is essential.
- TVET Trainer Certificate, Senior TVET Trainer Certificate and/or TVET School Management and Leadership Certificate are advantages.
- Other certifications related to TVET curriculum development, quality assurance, training of trainers, monitoring & evaluation and/or other relevant TVET field are advantages.

Experience

- A minimum of seven (7) years of professional experience related to quality assurance, monitoring and/or evaluation in TVET competency-based training & assessment implementation is essential.
- A minimum of five (5) years of professional experience in East African countries, especially including Rwanda, is essential.
- Verifiable experience in coordinating and/or facilitating data collection and analysis in TVET tracer survey, quality inspections, competency-based training & assessment implementation monitoring is a significant advantage.
- Verifiable experience in TVET data management is an advantage.
- Verifiable experience working with international Development Partners is an advantage.

Skills and Attitude

- Proficient skills in data management using statistical software, such as Programming R, are essential.
- Excellent skills in monitoring and evaluation with qualitative and quantitative methods are essential.
- Good skills in financial monitoring for project implementation are significant advantages.
- Effective technical assistance skills to stakeholders, including but not limited to government officers, Development Partners, school managers, facilitators and the internal team, are advantages.
- Proficiency in English with excellent written and spoken communication is essential.
- Excellent computer literacy, especially for the MS Word, Excel and Power Point, is essential.
- Abilities to work in complex environments with multiple tasks, competing priorities, and short deadlines are desirable.
- Excellent and timely reporting skills are essential.
- Collaboration and cooperation skills to stakeholders, including but not limited to

government officers, Development Partners, school managers, facilitators and the internal team, are desirable.

- Compliance with standards, protocols, regulations and hierarchy in the GoR and the TQUM is desirable.
- Service-oriented skills with enthusiastic attitude to join the TQUM is desirable.
- Ability to undertake field visits is essential.

5. Application Procedures

Interested candidates are required to submit the following documents:

- The C.V. (must be written within three (3) pages in English otherwise the application will be disqualified.)
- The Cover Letter (must be written within one (1) page in English otherwise the application will be disqualified.)
- The copies of degree certificates and related certificates in the relevant field. (otherwise, the application will be disqualified.)

The schedule of the application procedures is the following:

- Application Closing Date: 31 October 2021 (the candidates that do not meet the date will be disqualified.)
- Written Exam Date: 5 November 2021 (the candidates that do not show up will be disqualified.)
- Oral Exam Date: 11 November 2021 (the candidates that do not show up will be disqualified.)
- Tentative Contract Date: 15 November 2021

Please note that only successful candidates will be contacted for the qualified candidates.

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