# Job Description

**Job title:** Senior Consultant

**Group:** Africa, Middle East and Asia (AMEA)

**Dept/Programme/Service:**  Secondary Education Improvement Programme (SSEIPII)

Pillar 1

**Reports to:** Team Leader

**Responsible for:** N/A

**Usual office base:** Freetown, Sierra Leone

Grade: Will be awarded following job evaluation

**Project overview:**

Pillar 1 of the Secondary Education Improvement programme (SSEIP) has been supporting the Ministry of Basic and Senior Secondary Education (MBSSE) in Sierra Leone with their policy planning and reform agenda for over two years. Working closely with the Ministry’s Operations Policy and Planning Pillar, the programme focuses on strengthening the policy development process by ensuring compliance and coherency to standards and supporting the drafting and implementation of policies. Current focal areas for policy support and planning reform are around improving education provision for girls and children with disabilities.

**Job purpose and scope:**

The Senior Consultant provide technical assistance, delivery and ongoing support to the development of policies and guidelines, as well as the implementation of recently published policies. The postholder will work alongside the MBSSE to ensure that policies are carefully and thoughtfully developed and implemented across the country. This will require the ability to oversee, and quality assure the development of policy and policy guidelines and develop templates and training tools to roll out implementation, in consultation with the MBSSE. This role will be embedded at the MBSSE in Freetown.

**Job objectives:**

1. Deliver high quality education research and consultancy services that meet the requirements of the client. Provide specialist technical expertise research and evaluation methods and methodologies and research approaches.
2. Supports the MBSSE to develop policies and policy guidelines and costed implementation plans through quality assuring and/or drafting policy documents.
3. Supports the MBSSE to develop an implementation process (timelines, templates, roles and responsibilities, etc).
4. Supports the development of communication and training plans, training toolkits, etc) in close collaboration with the MBSSE and EPG team to support the implementation of policies nationally.
5. Quality assure internal and external publications materials and provide input to improve final research reports drafted by others.
6. Review project documents and secondary data, carry out qualitative and quantitative data collection, data processing and analysis.
7. Supports evidence-based research to inform policy development and implementation.
8. Maintains constructive relationships with key stakeholders, including government officials, consortium partners and donors in close collaboration with the Team Leader. Develop strong relationships with a range of stakeholders and maintain highly effective working relationships with key internal stakeholders, eg. Regional Directors, Research and Consultancy colleagues and Business Development
9. Contributes to the writing of programme deliverables, such as donor reporting.
10. Supports with programme management tasks including monitoring and evaluation, work planning, financial management and donor reporting. Escalate any major risks, for example on delivery, budget or safeguarding to the Team Leader in a timely manner.
11. Support the design and delivery of a range of policy-related work, including the revision the revision of existing policies, drafting of new policies, policy guidelines and standard operating procedures

**Person specification:**

#### **Knowledge**

**Essential**

* Qualified to Masters level or above in a relevant field, e.g. education, international development, Social Sciences or another related degree
* A good understanding of the current policy and planning landscape in Sierra Leone
* A strong knowledge of the mechanisms and practices of policy development
* Knowledge of political economy analysis in education

#### **Experience**

**Essential**

* Demonstrable previous experience in education policy and planning, particularly with out of school children (OOSC
* Proven track record of support for policy and planning development on technical assistance programmes at a national level in Sierra Leone or a comparable context
* Experience in synthesising and analysing qualitative and quantitative data in the education sector
* Experience in the drafting and formatting of education policy documentation
* Experience in project management including planning, monitoring and reporting
* Experience of analysing and presenting data to non-technical audiences
* Experience of drafting objective, high quality technical reports
* Use of quantitative and qualitative research methods

**Desirable**

* Experience in any of the key thematic areas of the programme: inclusion, girls education, Out of School Students, learners with disabilities
* Published research or presented conference papers related to areas of expertise

#### **Skills**

**Essential**

* Strong analytical and problem-solving skills.
* Specialised quantitative and qualitative analysis skills
* Exceptional organisational skills with excellent attention to detail
* Strong stakeholder engagement skills including with government counterparts, donors and implementing partners
* Calm and assured in a pressurised environment

Competency Band: 4

Key Competencies for the role:

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| --- | --- | --- |
| *Our Values* | *Key Competency 1* | *Key Competency 2* |
| *Excellence - Creating and Leading Success* | Delivering the vision | Motivating Others |
| *Integrity - Supporting and Building Trust* | Upholding principles and values | Communicating with impact and empathy |
| *Accountability - Delivering and Improving* | Driving performance | Delivering commercial outcomes |
| *Collaboration - Engaging and Partnering* | Engaging others to achieve goals | Influencing and negotiating |

**Job Family: Research and Consultancy**

***Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles and successful candidates are subject to relevant criminal record checks with national police authorities or the UK’s Disclosure and Barring Service. Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we will request information from relevant job applicants’ previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.***