

## Terms of References

**Position Title:** Project Coordinator, Digitalization of Education

**Post Location:** STEM & Innovation Division, DSE, Ministry of Education and Skills Development, Thimphu, Bhutan

### Background and purpose of the job:

Impressive progress has been made in Bhutan in advancing children's right to education, attaining almost universal access. However, there are disparities in the quality of education based on location and socio-economic factors. These were exacerbated during the COVID-19 pandemic when, due to limited access to digitalization of education, learning was discontinued for almost one year.

One of the solutions to making the education system more resilient to future shocks and to increasing the quality of education is to digitize curriculum, pedagogy, and assessment by connecting schools to digital gateways. Transformation of Bhutan's education ecosystem through digitalization is one of the goals of the 13<sup>th</sup> Five Year Plan.

In collaboration with the Ministry of Education and Skills Development (MoESD) and with funding support from the EU, UNICEF will aim to realize the initiative on 'Supporting inclusive access to digitalization in education and skills in Bhutan' and contribute to increasing the quality of education, equity and include out of school children since digital solutions and connectivity can become a bridge for their return to education.

The position of Project Coordinator will support the coordination and implementation of appropriate digital solutions to set the ground for the integration of technology into the education system in an equitable manner. More specifically, the Project Coordinator will support the implementation of the initiative on 'Supporting inclusive access to digitalization in education and skills in Bhutan.'

**Job organizational context:** The Project Coordinator will be an integral part of the MoESD team. The incumbent will be hired for the duration of the initiative, from May 2024 to December 2026, to support the MoESD in the implementation of the education digitization initiative. The Project Coordinator will be placed at the MoESD and report to the Chief of Policy Planning Division, STEM, and Innovation Division of the Department of Schools Education.

The incumbent will also work closely with the Education Officer (Digitalization) hired by UNICEF for managing the education initiative on digitalization.

**Purpose for the job:** This purpose of the position is to coordinate and support the implementation of the initiative 'Supporting inclusive access to digitalization in education and skills in Bhutan.' The incumbent will be based in MoESD, and work closely with UNICEF Education Team, particularly with the Education Officer, Digitalization. The incumbent contributes to the fulfillment of the goals and results outlined in the digitalization of education initiative.

### Key functions, accountabilities and related duties or tasks

The key functions, accountabilities and related duties include:

1. Planning and Coordination of activities with MoESD involving relevant stakeholders and other key partners

2. Strengthening communication and network with key stakeholders for successful execution of digitalization of education initiatives
3. Provision of technical and operational support for the implementation of the initiative, including monitoring and reporting

More specifically, the task will include:

- 1. Planning and Coordination of activities with MoESD involving relevant stakeholders and other key partners**
  - Contribute to the planning of the proposed activities for realization of its broad goals and objectives and keep the relevant Division of MoESD informed and engaged.
  - Identify the key stakeholders for the project, map them and specify the stakeholders' roles and engagement.
  - Develop a calendar of activities in order of year-wise priorities based on the description of action and detail out the implementation plan, in close coordination with the UNICEF Education Officer, Digitalization
  - Engage with Govtech Agency on national policy, standards and protocols related to digitalization of education in Bhutan.
  - Documentation of other initiatives on digitalization of education in MoESD for greater synergy
  - Share opportunities to collaborate with other development partners on digitalization of education.
  - Organize knowledge management and sharing events on digitalization among wider stakeholders, including parents and CSO communities.
- 2. Strengthening communication and network with key stakeholders for successful execution of digitalization of education initiatives**
  - Liaise, communicate, and act as a bridge between the MoESD, UNICEF, and key stakeholders on all matters related to the digitalization of education.
  - Provide strategic direction to the implementation of the activities based on the interests and needs of the three parties.
  - Organize project group meetings periodically and provide updates on the progress of the project.
  - Organize Steering Committee meetings and share minutes of the meeting for endorsement, validation, and information of stakeholders.
  - Organize all major events related to the planning and implementation of the project.
  - Bring to the notice of all the three parties any bottlenecks in the implementation of the project and recommend course corrections.
- 3. Provision of technical and operational support for the implementation of the initiative, including monitoring and reporting**
  - Ensure timely implementation of all the activities specified in the EU initiative.
  - Support development of capacity building and training programmes specific to the EU-funded initiative, based on the outputs outlined in the project proposal.
  - Provide technical inputs based on the local context as well as global good practices for the development of the Education Technology Framework: Policy and Standards for digitization of Education in Bhutan
  - Contribute to the development of Terms of Reference for all consultancy works related to the project.
  - Prepare and contribute to the organization of procurement of services and products for the EU initiative, in line with the UNICEF procedures and EU procurement policy.

- Contribute to the development of the Monitoring and Evaluation Framework for project implementation.
- Undertake visits to the project sites together with relevant UNICEF personnel engaged in the project, prepare reports and share with relevant entities, including the core team of the project.
- Document actions and sub-activities related to the project for reporting, including collection of relevant data from the field on project milestones and compile reports for management information.
- Draft and submit periodic progress reports, including yearly reports, as agreed in the proposal for reporting to EU and stakeholders.
- Prepare, in consultation with the UNICEF Education Officer, Project Manager, Communication Officer and with MoESD, a communication and visibility plan for the project.
- Identify and provide information for communication and visibility actions, including human interest stories to UNICEF Communication Officer

## Impact of Results

The efficiency and efficacy of the support provided by the Project Coordinator to the planning and implementation of the initiative on digitalization of education, contributes to the achievement of sustainable results to improve learning outcomes and universal access to quality, equitable and inclusive education, including by leveraging digital technology.

The role of the Project Coordinator, Digitalization of Education is critical for the success of the initiative on digitalization of education which will set the ground for the integration of technology into education systems in an equitable manner, with focus on women and girls.

The successful implementation of the initiative of digitalization of education will potentially leverage resources to continue the digital transformation of the education system.

## Requirements for qualification

<b>VI. Qualifications</b>	
<b>Education:</b>	University degree is required in computer science, education, software engineering, information technology management, or another relevant technical field.
<b>Experience:</b>	<p>A minimum of two years of professional experience in Education or any other relevant technical field focusing on Technology for Development in Education, managing projects related to information technology in an international organization and/or corporation.</p> <p>Desired Experience:</p> <ul style="list-style-type: none"> <li>- in working with government structures and systems, including education sector</li> <li>- in supporting and coordinating project activities</li> <li>- with a UN or multilateral organization is an asset</li> <li>- with ICT hardware, mobile-phone, and web-based technologies, particularly designing or deploying technology solutions appropriate for difficult-to-reach areas.</li> </ul>

	<ul style="list-style-type: none"> <li>- working with education, technology for development or other development programmes</li> <li>- knowledge of Open Source, mobile and emerging technology applied to UNICEF programme areas is desirable</li> </ul>
<b>Technical Competencies:</b>	<p>Preferably have:</p> <ul style="list-style-type: none"> <li>- a hybrid background combining technology skills, understanding of education systems and project management competency.</li> <li>- ability to interact diplomatically with high-level officials, as well as experience working directly with community level partners</li> <li>- skills in technical project management in ICT-led innovations.</li> </ul>
<b>Language Requirements:</b>	<p>Fluency in English and the local language of the duty station is required. Mastery of another UN language is an asset.</p>



**HUMAN RESOURCE DIVISION**