



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	Training Manager (TM)
Main Duty Station and Location:	Monrovia, Liberia
Mission/s to:	Missions to rural areas as required. To be authorized separately as a travel request.
Start of Contract (EOD):	
End of Contract (COB):	
UNIDO project ID:	160082
EU grant ID:	FED/2018/399430
EU financing instrument:	11th European Development Fund (EDF) / 2014-2020 National Indicative Programme (NIP)
Type of contract:	Individual Service Agreement – Level of SB4 – National Expert

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise.

At Head Quarter level the consultancy will be managed by the Agro-Industries Technology Unit (PTC/AGR/AIT), which is part of the Agribusiness Development Branch (PTC/AGR). The Unit is responsible for technology aspects of agro-based industries in textile, leather, wood and agricultural mechanization. It also leads UNIDO's work in bio-systems engineering with a focus on new technologies in precision systems for irrigation, production and harvesting; new systems for bio-energy production; advanced packaging systems to maximize product quality; recycling agro-products and prevention of emissions to protect the environment; and information technologies to optimize bio-process strategies. Emphasis is placed upon the design of projects and programs to serve engineering needs of the agricultural/biological industries and water resources/environmental engineering needs of various governments, industries and communities, and the support to enhance the required industrial skills for sustainable development.

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 INFORMATION:

<u>Project Title:</u>	EU Support to Technical and Vocational Education and Training (TVET) for young people in Liberia
<u>Project Duration:</u>	72 Months (as of 1 September 2018)
<u>Financed by:</u>	European Union (EU) – 11 th European Development Fund / 2014-2020 National Indicative Programme (NIP)
<u>Government of Liberia partner Ministries:</u>	<ul style="list-style-type: none"> ▪ Ministry of Education ▪ Ministry of Youth and Sports
<u>Implementing Agency:</u>	United nations Industrial Development Organization
<u>Total Budget:</u>	19,500,000 Euro
<u>Location of project activities:</u>	<ul style="list-style-type: none"> ▪ Montserado County ▪ Margibi County ▪ Grand Gedeh County ▪ Sinoe County ▪ Maryland County

PROJECT CONTEXT

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 – Montserado 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

MAIN DUTIES

Under the overall supervision of the Chief Technical Advisor (CTA) based in Monrovia, Liberia, the **Training Manger (TM)** will be responsible for all national training coordination including. liaison with counterpart ministries. The TM will manage all operational issues related to the organization of trainings in-country as well as preparing selected trainers for travel abroad. This support may include scheduling of training, classroom logistics, purchasing of materials, collection and analysis of training feedback, travel preparations including.

visas, etc. The TM will spear-head engagement with the private sector by conducting regular visits as required to facilitate the training objectives of this project. This will include creating opportunities for industrial attachments for trainers as well as students. The TM will provide operational and administrative support to lead all efforts related to the set-up of career guidance service units. More specifically, he/she will carry out the following duties:

<u>MAIN DUTIES</u>	Concrete/ measurable Outputs to be achieved	Expected Duration	Location
<u>National Training Management:</u> <ul style="list-style-type: none"> ▪ Manage all operational issues related to the organization of trainings in-country as well as preparing selected trainers for travel abroad. This support may include scheduling of training, classroom logistics, purchasing of materials, collection and analysis of training feedback, travel preparations including. visas, etc. 	<p>Provided overall general management of the training of the project;</p>	<p>Continuous</p>	<p>Project site, Liberia</p>
<u>Liaison with Counterpart ministries</u> <ul style="list-style-type: none"> ▪ Liaise with government officials and project counterparts on an ongoing basis. 	<p>Liaised with government officials and project counterparts on an ongoing basis;</p>		
<ul style="list-style-type: none"> ▪ Supervise the implementation of training programmes including the management of the trainers. 	<p>Training programmes timely implemented;</p>		
<u>Supervision of Training Coordinators at the project sites. :</u> <ul style="list-style-type: none"> ▪ Responsible for the performance of TCs at the project sites as per work plan. 	<p>TCs working as per JDs and work plan.</p>		
<u>Private sector linkage:</u> <ul style="list-style-type: none"> ▪ Spear-head engagement with the private sector by conducting regular visits as required to facilitate the training objectives of this project. This will include creating opportunities for industrial attachments for trainers as well as students. 	<p>Private sector engaged in the activities of the project.</p>		
<u>Career guidance service units:</u> <ul style="list-style-type: none"> ▪ Provide operational and administrative support to lead all efforts related to the set-up of career guidance service units. 	<p>Career guidance service units created and working.</p>		
<u>Project Records:</u> <ul style="list-style-type: none"> ▪ Ensure all technical and administrative files including equipment inventory for all project sites, are collected and organized in the project record. 	<p>Completed collation of all records.</p>		

<ul style="list-style-type: none"> ▪ Capture and store relevant technical data and training related information for improving training program delivery; 	Maintained document management of technical and training data;	Continuous	Project site, Liberia
<ul style="list-style-type: none"> ▪ Monitor, evaluate and report on the impact of training; 	Reports provided as required;		
<p>Others:</p> <ul style="list-style-type: none"> ▪ Authorized to drive or operate UNIDO equipment (i.e. project cars or training equipment). 	As required.		
<ul style="list-style-type: none"> ▪ Comply with UNIDO rules and regulations. 	At all times.		
<ul style="list-style-type: none"> ▪ Ad-hoc tasks assigned by the CTA. 	As required		

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

- A university degree in economics, business administration, education, engineering or relevant field.

Technical and Functional Experience:

- Minimum of 5-7 years' professional experience in the related fields of the job description.
- Experience working in the vocational education sector will be considered an advantage.
- Experience working as a training will be considered an asset.
- Experience with the curriculum development and the preparation of training materials will be considered an advantage.
- Full proficiency of MS Office and e-mail is required.

Languages:

- Fluency in both written and spoken English is required.

REQUIRED COMPETENCIES

Core values:

- Integrity
- Professionalism
- Respect for diversity
- Adaptability and flexibility
- Resilience

Core competencies:

- Results orientation and accountability
- Planning and organizing
- Communication and trust

- Team orientation
- Client orientation
- Organizational development and innovation

HOW TO APPLY

Interested applicants are requested to send application letter with detailed CV to youthrising@unido.org. In the application letter, please indicate whether you are applying for which position through mentioning the vacancy title.

Applicants must register their profile online in 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).