GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES

The Department of Human Development, Education and Employment

MONITORING AND EVALUATION CONSULTANCY

Type of contract: Results-based consultancy (CPR)

Organizational Unit: Department of Human Development, Education & Employment

Contract Start Date: July 1, 2019

Contract End Date: December 31, 2019, with the possibility of renewal through November 2021.

Deadline for Application: June 15, 2019

The Inter-American Teacher Education Network (ITEN) is a project of the Department of Human Development, Education and Employment of the Organization of American States (OAS). ITEN aims to contribute to the improvement of the quality of education in the Americas by promoting knowledge exchange, capacity building and technical assistance among Ministries of Education of OAS member states and teachers, through the use of virtual and in-person activities.

Under the direction of the ITEN Coordinator, the consultant will be responsible for developing monitoring tools, collecting and analyzing data, and measuring the efficiency, effectiveness, and sustainability of the project as a whole as they relate to expected outputs.

This consultancy will support a new three-year phase of ITEN. If work is satisfactory, this contract may be renewable for a total consultancy period up to the duration of the phase.

OBJECTIVES and ACTIVITIES

The candidate is expected to complete the following:

- Create a detailed monitoring and evaluation framework and work plan within 60 days of signing the contract.
- Create and submit bi-weekly and quarterly reports to the U.S. Permanent Mission to the OAS and follow up reports to be presented to the Department of Planning and Evaluation (DPE).
• Advises the development of necessary reporting tools when necessary, and is responsible for the preparation of follow-up reports (narratives and financial) to be presented to the DPE and the U.S. Mission

• Administer and synthesize the results of a Health of the Network survey and Quality Partnership Effectiveness Rubric for ITEN Project Team participants to measure changes in collective network engagement and team collaboration.

• Administer and synthesize the results of pre and post-tests and interview protocols for Teacher Fellows, including assessments of STEM competence, teaching self-efficacy, instructional quality, equitable practices, and leadership self-efficacy and engagement.

• Monitor general activities as they align to intended results, outputs and timeline expectations, and provide feedback to the ITEN Coordinator to make required adjustments to activities.

• Collect consistent data and analyze it throughout the duration of the project.

QUALIFICATIONS
The OAS-ITEN seeks candidates who possess:

- Bachelor’s Degree (or equivalent), with a minimum of (6) years of relevant work experience in project monitoring and evaluation, project management, or a related field; OR
- Master’s Degree (or equivalent), with a minimum of four (4) years of relevant work experience in project monitoring and evaluation in particular with a focus on Result Based management or a related field;
- Ability to forge relationships across cultural and linguistic lines;
- Ability to coordinate efforts of diverse teams toward focused goals;
- Strong organizational and time-management skills;
- Excellent oral and written proficiency in English and Spanish; Portuguese and French is a plus;
- Strong diplomatic, interpersonal and teamwork skills;
- Ability to work in a multi-cultural environment with minimal supervision;
- Knowledge and experience related to any of the following is a plus: STEM education, particularly teacher education issues; Caribbean cultural and educational context; Latin American cultural and educational context; multilateral organizations; international development projects.

APPLICATION REQUIREMENTS
Please submit, no later than June 15, 2019, to Rebecca Vieyra at rvieyra@oas.org with the subject line “ITEN Monitoring Consultancy”:

- CV
- Cover letter

CONTRACT TERMS

Compensation: This position begins at a rate of $6,000/month, and is commensurate with relevant experience and education.

Period: This is a full-time 6-month consultancy based in Washington, D.C., with the possibility for extension based on performance.

ITEN is a small team with a dynamic work environment. This position is best suited for candidates interested in education, especially in teacher development in the Americas. The candidate is expected to
work under the direction of the ITEN Coordinator in the Department of Human Development, Education and Employment and in collaboration with the other team members.

The Consultant will work at all times in coordination with the OAS Department of Planning and Evaluation and will follow institutional guidelines and policies.

- To qualify, candidates must be nationals of at least one OAS member state. See list here: http://www.oas.org/en/member_states

- Only short-listed candidates will be contacted. The Organization of American States is an equal opportunity employer.

The consultant will serve under a consultancy contract as detailed in the applicable OAS rules and regulations. The consultant will not be considered as staff member or official of the OAS, but shall abide by the relevant standards of conduct.

The OAS is entitled to all intellectual property and other proprietary rights deriving from this contract.