

SECRETARIAT OF EDUCATION DEVELOPMENT PARTNERS GROUP (ED-DPG)

(3+ years' experience required)

SALARY RANGE:	Depending on salary history
OPEN PERIOD:	June 5 - 20, 2014
POSITION TITLE:	Secretariat ED-DPG
PERFORMANCE DATES:	On/about July 01, 2014 to June 30, 2016
DUTY LOCATIONS:	Dar es Salaam, Tanzania

A. Background

The main objective of the ED DPG is to support the Tanzania education system (Mainland and Zanzibar) in achieving efficient, effective and equitable delivery of education services through coordination of Development Partner (DP) interventions with those of Government and other education stakeholders.

The group's is led by the Chair (currently USAID) and a Deputy Chair (currently SIDA). The Chair and Deputy Chair positions are rotational, and are both for a two-year period. The group also maintains an Executive Committee whose members include: Chair, Deputy Chair, and 2 Ex officio members. As part of its functions, the EXCOM determines roles and responsibilities of each member; however, the Chair is the ultimate Leader of the EXCOM and the ED DPG and acts as the main link between the group and the Government.

The ED DPG also maintains a Secretariat, who is an independent Consultant. The main role of the Secretariat is to provide administrative, operational, and strategic support to the group and facilitate information sharing and communication with the MOEVT and other stakeholders. The Secretariat shall also work closely with the Secretariat of the Ministry of Education and Vocational Training (MOEVT) to initiate and prepare sector meetings, such as the Technical Working Groups (TWGs), Education Sector Development Committee (ESDC) Task Team, Task Force and ESDC, Zanzibar Education Sector Committee, Joint Education Sector Reviews (JESRs) for both Mainland and Zanzibar etc, and initiates and facilitates policy dialogue between government and diverse sets of education stakeholders on issues emanating from these meetings.

B. Scope of Work

USAID/Tanzania would like to hire the services of a Consultant to serve as the Secretariat of the Education Development Partners Group (ED-DPG). This will be 24 months position starting from July 01, 2014 – June 30, 2016. The Chair will monitor consultant's monthly performance based on the quarterly work plans and the monthly reports. The monthly reports will form the basis for payment, after the Chair is satisfied that the work accomplished is as per the agreed work plan and is within the Scope of Work.

C. Deliverables

The contractor will be responsible for the following activities:

1. Organize ED DPG meetings, including the annual retreat, prepare agendas, produce and circulate minutes, including matters arising, within one week of the meeting;
2. Circulate key points/issues for discussion to the ED DPG group that have been decided by the chair and the EXCOM including those arising from ED DPG meetings;
3. Compile Education Development Partner Group's responses and comments on issues, documents, studies, papers, etc. and circulate to the members;
4. Work closely with the MOEVT Secretariat to initiate and prepare sector meetings such as the Technical Working Groups (TWGs), Education Sector Development Committee (ESDC) Task Team, Task Force and ESDC, Zanzibar Education Sector Committee, and Joint Education Sector Reviews (JESRs) for both Mainland and Zanzibar and initiates and facilitates policy dialogue between government and diverse sets of education stakeholders on issues emanating from these meetings.
5. In Zanzibar, assist the Coordinating Agency to foster a strong local education group by promoting a broad representation of education stakeholders and collaboration among development partners to ensure harmonized support for the government's education program. Where civil society, the private sector, or both are not engaged in the local education group, assist the CA in Zanzibar to mobilize and include them.
6. Assist the CA in Zanzibar to facilitate a mapping of partner interventions with a view to facilitating coordination, harmonization and alignment of partner interventions with national priorities.
7. Maintain a calendar of events including those obtained from the monthly and annual timetables of the Government and inform ED DPG members;
8. Take minutes at GoT/DP meetings and circulate to the ED DPG members, and with GOT once agreed with the Lead/EXCOM;
9. Regularly up-date the DPG website in collaboration with the Lead/EXCOM.
10. Facilitate communication and information (including e-mails flows) between the Government of Tanzania (GoT) and the Development Partners (DPs) in order for each party to complete tasks by the allotted time.
11. Perform any other duties as will be determined from time to time in support of the ED-DPG.

D. Qualifications (please do not have USAID experience required or preferred)

The following qualifications are preferred:

1. Academic achievement of Master's Degree or higher in education and/or Social Sciences.
2. In-depth knowledge of the Education Sector processes in Tanzania, including planning, management and budgeting of public sector resources;
3. Experience initiating and facilitating policy dialogue between government and diverse sets of education stakeholders is preferred;
4. Experience serving in a related functional area will be an added advantage;
5. Excellent analysis and report writing skills;
6. Fluency in both Kiswahili and English languages.

E. Required Application Materials

The following application materials must accompany applications:

1. CV
2. Writing Sample
3. Three references

To apply:

Please submit a CV and cover letter summarizing relevant expertise and experience and qualification, and all other required documents listed above to usaidthco@usaid.gov. **Write “Secretariat ED DPG” on the subject line.** Please also include your salary history utilizing Form AID 1420-17 as part of your application. The form can be found at <http://www.usaid.gov/forms>. Only finalists will be contacted. No telephone inquiries, please.