

TERMS OF REFERENCE *for*

GPE System Transformation Grant Development in Vanuatu

Name and Position:	National Program Development Consultant	
Country:	Vanuatu	
Date:	From: May 10 th	To: September 10 th
Days	45 days	
Key contact person(s)	Jack French Jack.french@savethechildren.org.au	

Background

The Ministry of Education and Training (MoET) led a highly collaborative, Government-driven education sector plan development process over the course of 2018 and 2019 to produce the Vanuatu Education and Training Sector Strategy (2020-2030).

The Government of Vanuatu, in partnership with its development partners, finalized a Partnership Compact in December 2023 with the goal to:

Improve literacy rates in primary school, innovative resources, while fostering a holistic Vanuatu curriculum.

Vanuatu is eligible for several grants from the Global Partnership for Education (GPE) to transform its education system, including the System Transformation Grant (STG), Multiplier, and System Capacity Grant (SCG).

On 15 March 2024, the Ministry of Education and Training (MoET) selected Save the Children as the grant agent for the STG. To support the government to prepare the STG application, the grant agent is applying for a Program Development Grant (PDG).

To develop a strong STG application, with the support of the grant agent, the MoET will establish a multidisciplinary Technical Working Group (TWG), facilitate national and subnational consultation workshops, and submit draft documents to the LEG and GPE for feedback and Quality Assurance Review (QAR). The TWG will be supported by one international consultant and one national consultant, and one remotely based international expert.

Objective

The National Program Development Consultant will use education expertise, understanding of the Pacific context, relationship management skills and demonstrated experience leading complex program development processes to develop the STG application package for Vanuatu.

As they will be working in a team, the National Program Development Consultant will receive mentorship and guidance from the international Program Development Consultant and Save the Children Education Specialist.

The role would involve working closely with counterparts within the Ministry of Education and Training to:

- Support the implementation of the program development process, and report back to the Save the Children PDQ Director and Education Specialist on progress against outputs
- Support data collection for the program development, including collating reading materials for desk review, accessing relevant data from MoET education management information systems and co-facilitating consultation workshops and key informant interviews with LEG members, provincial education offices, schools, teachers, parents and children (with technical support from Save the Children's child protection adviser)
- Support the writing of the application package;
- Build relevant MoET staff capacity to manage program development processes, including but not limited to;
 - o Building facilitation and consultation skills;
 - o Deepen knowledge of GPE processes, policies and guidance;
 - o Planning, implementation and monitoring program development processes;
 - o Preparing application packages to multilateral donors

Locations

Vanuatu (based in Port Vila, with travel to provinces)

During their time in Port Vila the consultant will usually be based in the Ministry of Education and Training and Save the Children Vanuatu.

Key deliverables

Program outline: (20% payment)

As the National Program Development Consultant you will be required to work closely with the international Program Development Consultant and MoET Focal Point and relevant staff within the ministry to coordinate and manage all necessary meetings, consultations and validation workshops. You will start with bilateral consultations with MoET SMT and all LEG members and use this to draft, with technical supervision from the Education Specialist and PDQ Director, the program outline.

You will be required to work autonomously and coordinate logistics in collaboration with the Government & Save the Children requirements.

You will be required to collaborate with the MoET and coordinating agency to ensure the program outline is shared with the LEG with sufficient time for them to review and provide feedback.

First draft of program documents (40% payment)

You will prioritise consultations in areas of Vanuatu with low performance indicators and high gender disparity rates to ensure the program design is informed by challenges faced by the most marginalized groups.

You will work with the MoET, PDQ Director, and Save the Children's Child Protection Adviser to involve school children in consultations in a way that allows them to engage meaningfully and safely in the program development process.

You will prioritise capacity building the MoET focal points, and other relevant MoET staff to lead facilitation and consultation.

Activities under this deliverable may include:

1. Complete a stakeholder mapping of all relevant stakeholders in consultation with MoET. Stakeholders will include those at national, sub-national and community level, including development partners and civil society organisations.
2. Develop a detailed work plan to include consultations and validation workshops. Consult with the Education Specialist and PDQ Director to ensure consultations and validation workshops are completed within the necessary timeframe for the development of the application documents.
3. Ensure high quality data management and document archiving.
4. Work with MoET to conduct in-country consultations with relevant stakeholders at the national, sub-national and community level including children. Ensure MoET and relevant provincial education staff jointly facilitate consultation workshops as a way of building MoET capacity in GPE grant preparation. Ensure all relevant divisional staff are involved in project and budget design. Ensure all consultations are child safe and facilitators are trained by the child protection technical advisor.
5. Consolidate information and data collected through consultation workshops and work with the Education Specialist and PDQ Director to prepare presentations for the LEG and MoET
6. Working closely with the education specialist and PDQ Director, review and revise the application, ensuring high quality project design, budget and application form in line with GPE guidance.

Final draft of program documents (40% payment)

1. Work with the Education Specialist, PDQ Director, and MoET to incorporate recommendations from the GPE secretariat made during QAR
2. Share changes to the application package, with the MoET and the LEG for review to ensure GPE feedback has been adequately addressed.
3. Work with the Education Specialist, PDQ Director, and MoET to provide to the Coordinating Agency (CA) for final submission.

Key skills and experience

- At least 5 years' relevant experience in education sector planning, project delivery or management
- Strong understanding of the Vanuatu education system, particularly at the national and provincial departmental level
- Strong facilitation skills for participatory consultations
- Excellent written and oral skills
- Ability to produce high quality written work to tight deadlines
- Experience in Vanuatu and/or the Pacific
- Knowledge of English and Bislama. French desirable.
- Sensitivity to Vanuatu culture, tact and constructive problem solving are essential

Payment Structure:

Payments will be made on successful and timely submission of milestones according to the following structure laid out in the table above.

The Consultant is responsible for providing professional liability and medical/emergency evacuation insurance. The assignment will include travel to remote locations. The Consultant must adhere to Save the Children's child safeguarding and Prevention of Sexual Exploitation and Harassment (PSEAH) policy at all times during the mission.

The Team:

The Consultant will report directly to the International Program Development Consultant, and receive technical supervision from the Education Specialist at Save the Children.

Health, safety, security, and risk management

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Act in a safe manner always, including complying with all safety instructions and training given at the workplace.
- Report all incidents, injuries, and potential hazards in a timely manner.
- Participate in, and contribute to, health and safety awareness and improvements.
- Be aware of, document and manage the risks associated with your team's workplaces and ensure appropriate elimination or mitigation measures are applied.

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, always acting in the best interests of children.
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details).
- Demonstrate the highest standards of behaviour towards children in both your private and professional life.
- Always maintain a safe and positive relationship when working with children and young people.
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes.