

UNESCO Terms of Reference

Title:	Individual Consultant for Project Support
Organizational Unit:	Education
Duty Station:	Karaj, Iran
Recruitment opens to:	Only nationals of Iran may apply for this post
Type of contract:	Service Contract (Three months with the possibility of extension)
Deadline (<i>midnight, Tehran time</i>):	23 rd August 2025

Background

UNESCO Tehran Office (UTO) and UNESCO-UNEVOC International Centre for TVET, with funding support from the Korean International Cooperation Agency (KOICA), are collaborating jointly in implementing the project entitled, Innovating Iran's Instructor Training Centre (ITC) in Karaj, Iran. The five-year project addresses two areas, the needs for modernization of national TVET trainers and instructor training system in Iran and needs for raising the quality and relevance of TVET for employability of young people in Iran. It will focus on three main areas:

1. Innovating and modernizing the teaching and learning system at the Iran Instructor's Training Centre (ITC) for the readiness of current methods of training at ITC and alignment of approach and contents to labour market demands.
2. Creating a new delivery strategy at ITC, and developing the corresponding capacities of the managers, researchers and master trainers to enhance their management, research and pedagogical/technical capabilities.
3. Providing support to low-skilled and unskilled youth through quality and inclusive vocational training, career guidance and mentorship.

The project prioritizes modernization across seven core ITC training departments, addressing critical needs in Iran's highest-growth sectors:

1. Agriculture
2. Construction
3. Fashion Design and Sewing
4. Heating, Ventilation, Air-conditioning and Cooling and Home Appliances
5. Information and Communication Technology
6. Multimedia Instruction and Content Development
7. Pedagogy, Entrepreneurship and Soft Skills

Purpose of the assignment

The purpose of this assignment is to enhance project planning and implementation by engaging an individual Consultant to facilitate effective coordination and communication between UNESCO Tehran Office (UTO) and Iran's Instructor Training Centre (ITC). The consultant will support internal project arrangements at ITC and among stakeholders, assist in the procurement of equipment for the targeted departments listed above, and contribute to programmatic knowledge transfer to ITC staff.

Under the overall authority of the Head of UNESCO Tehran Office and the direct supervision of the Associate Project Officer, through close collaboration with ITC focal point the consultant will ensure smooth coordination with the KOICA Project Coordination team, targeted departments' heads and master trainers, ITC researchers, and UTO's procurement consultant. The consultant will play a key role in maintaining alignment with project objectives and fostering collaboration among stakeholders.

The consultancy services are expected to be completed within a period of 3 months from 1st September 2025.

Duties and Responsibilities

Under the supervision of the UTO KOICA team and in close collaboration with ITC, the individual consultant will be responsible for the following tasks:

1. Coordination & Liaison

- Serve as the primary liaison between UTO and ITC to ensure seamless project implementation.
- Participate in relevant meetings and follow up on action points.
- Facilitate communication with stakeholders and partners to ensure alignment with project goals.

2. Project Implementation Support

- Assist in the day-to-day coordination of project activities in collaboration with UTO and ITC, including discussion with heads of departments and collecting required inputs/documents such as curricula, which are required for implementation of activities.
- Support the Project Coordination Team, including organizing meetings, preparing agendas, drafting invitations, and documenting minutes.
- Monitor and follow up on the implementation of project team decisions at different organizational levels of Iran TVTO and ITC.

3. Reporting & Documentation

- Draft periodic progress reports, technical updates, and activity summaries based on the inputs and requirements.

- Contribute to the preparation of communication materials such as web stories, newsletters, and social media content, in Farsi and English, adhering to donor, UNESCO and Iran TVTO visibility guidelines.
- Provide unofficial translation of relevant documents, correspondence, and event/training materials between Farsi and English as needed.

4. Procurement & Technical Assistance

- Support the procurement process required for the seven targeted ITC departments in close collaboration with departments heads, UTO admin team, and procurement consultant.
- Provide technical guidance to ITC staff to facilitate rolling out different project-related activities.

Timeline and deliverables

The contractor will adhere to the following timeline and deliverables:

Deliverable	Description	Deadline
D1- Monthly report 1	Monthly reports should summarize the main activities of the month including: <ul style="list-style-type: none"> • Summary of meetings, capacity development, and any other relevant technical events conducted at ITC • Key decisions and communications with stakeholders • Overview of communication materials developed • List of drafted or translated reports and other documents 	30 Sep 2025
D2- Monthly report 2		31 Oct 2025
D3- Monthly report 3		30 Nov 2025

Remuneration

The Contractor will receive a payment of 2400 USD in Three installments. The consultancy services are expected to be completed within a period of 3 months from 1st September 2025.

The instalments will be based on the delivery of the following main outputs upon receipt and approval of UTO and ITC:

Payment	Deliverable & Description	Deadline	Payment (USD)
Payment 1	Submission of draft version of D1: Monthly report 1	09 Oct 2025	800
Payment 2	Submission of draft version of D2: Monthly report 2	09 Nov 2025	800
Payment 3	Submission of draft version of D3: Monthly report 3	09 Dec 2025	800
Total			2400

Travel and remote arrangements

The Contractor is responsible for organizing his/her own technical and non-technical arrangements to organize visits to ITC, in consultation with UTO and the ITC, as necessary.

Data protection and Confidentiality

All information to which the Contractor gains access during the course of this assignment is to be treated as confidential. The Contractor is expected to respect this confidentiality, ensuring that such information is not shared with any third party without prior written authorization from UNESCO. Any breach of this confidentiality requirement will be subject to appropriate action in line with UNESCO's policies and procedures.

Other specifications

The Contractor shall respect the time and technical specifications of the deliverables. All rights related to the services provided by the Contractor under this contract, including rights of ownership and copyright are vested in UNESCO, which alone holds all rights of use.

How to Apply

Interested candidates are requested to submit their application by 23rd August 2025 by email to JobVacancy-TEH@unesco.org, quoting reference **"Individual Consultant for Project Support"** in the subject line of the mail.

Application should include: Personal detailed CV, reference contacts and other certifications.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.