



## TERMS OF REFERENCE

<b>Position:</b>	<b>Education Advisor</b>
<b>Location:</b>	Tehran, Iran (with frequent travel to the field)
<b>Duration:</b>	1 year with possible extension
<b>Reports to:</b>	Program Director
<b>Number of staff to manage:</b>	Managing 1 Education Coordinator and 1 Education Officer - with over responsibility for the management of the Education team

**About RI:** Relief International (RI) is a leading global organization and home to teams of humanitarian and development professionals committed to providing immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, integrated programming, strategic partnerships, and a focus on civic skills, aiming to empower communities to find, design and implement the solutions that work best for them. By partnering with beneficiaries and communities on the front-lines, RI innovatively bridges the gap between immediate relief and long-term community development.

**Position Summary:** RI is looking to expand its Education programming and is recruiting an Education Advisor, to be based in Tehran, who will focus on the development of RI-Iran's Education strategy, Education program development, and technical support for program implementation, external representation and facilitation of learning within the organization.

The candidate is expected to be fluent in English and Farsi

### **Position Responsibilities and Duties:**

#### **Education Strategy and Program Development (30%)**

- Regularly update and strengthen the RI-Iran Education sector strategy.
- Provide leadership and strategic direction to the team in the development of proposals and program planning.
- Promote adherence to standards and best practices (INEE standards) taking into account the need for local adaptation.
- Ensure that humanitarian education needs are identified by planning and coordinating joint, inter-cluster, initial rapid assessments which are adapted to the local context.
- Liaise with M&E.
- Contribute to the identification of critical issues that require multi-sector responses and coordinate with other RI-Iran sectors, with sector working groups and clusters (where applicable) to develop appropriate responses.



### **Program Management (20%)**

- Coordinate implementation of all education activities within the scope of the project.
- Manage the education country work plan, attending all project review meetings and developing action plans.
- Develop team induction pack, ensuring all staff are trained in the core principals of the education program.
- Oversee the procurements of Education sector as per RI and donor standards and policies.
- Ensure all education project activities are in line with government strategy and that permissions and approvals from BAFIA and partner government agencies are in place.
- Lead on the development of the MoUs with central governmental bodies and national partners.
- Lead on the cash component of the project in all locations, working with all project team members in field offices to ensure compliance to all project activities.

### **Technical leadership (20%)**

- Provide technical oversight to ensure the quality of RI-Iran's Education programming.
- Establish guidelines and oversee the beneficiary identification and selection process for RI's Education programming.
- Explore new fields of intervention in the Education sector, such as literacy activities, technical education, early childhood education, etc.
- Provide regular updates on the sector to the rest of team, including updates on national education policies.
- Liaise with RI Global Technical Advisor for Education to ensure that good practices are considered in the field of education when designing, implementing and evaluating a program.

### **Monitoring and Reporting (10%)**

- Work closely with the MEAL team in the monitoring of Education interventions; ensuring the collation, analysis and sharing of data related to project activities and broader Iranian context for the purposes of designing new interventions, donor advocacy and fund raising.
- Initiate and support the development of needs assessments, training needs assessments, etc. and conduct in-depth analysis of the data collected through the use of these tools.
- Set up, update and share a MEL timeframe where all necessary MEL activities are included, from needs assessments to PDM and impact evaluation.
- Support the MEAL team and field teams in ensuring that robust monitoring systems are in place and that reviews are undertaken periodically.
- Work with the MEAL team to design and implement a data management and reporting system to monitor and evaluate projects in terms of achievement of objectives, indicators and outcomes.
- Lead on the preparation of Education components of project reports – contributing both in terms of narrative reporting and data analysis.
- Conduct monitoring visits to project locations, develop field reports and follow up on critical issues in a timely manner.



### **External Representation and Communication (10%)**

- Establish and maintain communications with key Education stakeholders (including BAFIA, MoE, SWO, LMO and civil society actors) and engage actively with existing coordination mechanisms.
- Represent RI in relevant working groups (such as the Education working group) and external meetings.
- Lead on the development of Education related position, policy and research papers relevant to the Iran context.
- Join national and international forums to raise RI's profile in the field of education.
- Work smoothly with the Communication and Advocacy Manager to increase awareness of educational challenges in Iran and improve the visibility of RI's response.

### **Capacity Building (10%)**

- Regularly assess and strengthen the capacity of RI-Iran's Education team, ensuring that team members are able to access training and professional development resources appropriate to their capacity gaps/needs.
- Coordinate the dissemination of key technical material and organize trainings (including on market assessments and value chain analysis) with a special focus on standards and best practices.
- Build the technical capacity of RI teams, partners, NGOs and government counterparts as required.

### **Areas of Expertise:**

RI wishes to identify an Education Advisor with demonstrated experience and expertise in:

- Education program design and development, most notably for DEVCO, ECHO and/or GFFO.
- Design and implementation of Education programs in fragile states and for refugee and IDP populations.
- Technical writing for Education proposals and reports.
- Monitoring, Evaluation, and Learning in Education programming.
- Education programming in emergencies, protracted crisis, and development settings.

### **Qualifications & Requirements:**

This position demands a dynamic individual with a demonstrated ability to achieve results in demanding and often difficult environments.

- Third level qualification in relevant field.
- 5 years of experience in the Education sector working on donor-funded projects and supporting project teams on full project cycle technical needs (design, implementation, M&E, lessons learned).
- Experience in emergency or protracted crises setting desired.



- Demonstrated ability to manage multiple priorities, deadlines, tasks efficiently in a high-stress environment.
- Excellent time management skills, resourcefulness, with strong attention to detail.
- Ability to work virtually with team members spread out around the world.
- Excellent analytical and organizational skills.
- Ability to think critically and creatively.
- Proficiency in Microsoft Office.
- Excellent representation, presentation and communication skills.
- Creating an empowering and motivating environment; building relationships internally and externally.
- Respecting and promoting individual and cultural differences

#### **RI Values:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

#### **How to apply:**

If you are interested in this job, please email your cover letter and CV in English together with **RI Application** to [tehran@ri.org](mailto:tehran@ri.org) and mention the <Job Title\_FULL NAME> in the subject line. **Applications close on 13 March 2022.**

**Due to limited resources, only short-listed candidates will be contacted.**

Note to external agencies, we will not be accepting CVs from third parties.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment. All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.