



## **Integrated Technical Education Cluster (ITEC)**

### **Terms of Reference**

### **International Team Leader**

**Location: Doki, Giza, with field missions in Abu Ghaleb**

**Duration: One year, renewable**

#### **Background**

The Italian-Egyptian Integrated Technical Education Cluster (ITEC) in Abu Ghaleb City, benefitting of the Institutional cooperation between Regione Emilia Romagna (RER) and the Education Development Fund (EDF), intends to contribute improving the professional and technical education system in Egypt, in order to meet the needs of the Egyptian labour market, and enhance the competitiveness of Egyptian technicians in regional and global markets.

Building on the experience and lessons learnt of the Integrated Technical Education Cluster (ITEC) established in Demo, Fayoum Governorate, under the second Italian-Egyptian Debt for Development Swap Programme, the project is running a new ITEC in the City of Abu Ghaleb, Giza Governorate, under the aegis of Education Development Fund (EDF), as the implementing agency.

The ITEC will adopt a 3+2 model, comprising two educational paths: Electrical Solar Photovoltaic Junior Technician (ESPJT) and Garment Junior Technician (GJT).

The new ITEC will indeed support the efforts exerted by the Egyptian Ministry of Education (MoE) to upgrade Technical Secondary Education and by the Egyptian Ministry of Higher Education (MoHE) to upgrade Higher Technical Education Programs. These actions will contribute to improve matchmaking between labour market needs and skills possessed by graduated technicians/technologists.

#### **Objectives**

The Team Leader is expected to support EDF with the implementation of all TVET activities being provided under the present Term of Reference. It is expected that s/he will be responsible for the overall coordination of the project implementation and all its related activities and the effective supervision and management of the international and national key experts. S/He will also be substantially involved in project activities.

#### **Scope of the work**

The role of the Team Leader is to assist the Project Director in field operations particularly in developing implementation plans, organising the activities, reporting on the progress, and assuring the coherence of the activities implemented with the general objectives of the project and the plans approved. The Team leader will assist the Project Director in establishing and maintaining the institutional relations with the Italian partners and will assure the proper coordination and support for the implementation of the educational model.



As such, the Team Leader, **under the supervision of the Project Director** will implement the following activities, grouped in the 8 areas, and any activity deemed necessary to implement the project and achieve the results expected, as well as any other task directed by the Project Director.

### **Activity 1: Team leadership and coaching**

- 1.1. Lead the national and international teams assigned to the ITEC in Abu Ghaleb;
- 1.2. Coach and help develop team members; help resolve dysfunctional behaviour;
- 1.3. Organize structured meetings with Project Director, Project Team Members, director and teachers of the ITEC, EDF staff as considered necessary;
- 1.4. Design the necessary terms of references for short and long-term experts;
- 1.5. Put in place clear governance structures to ensure accountability of the project;
- 1.6. Establish and maintain the institutional relations with the Italian and Egyptian partners.

### **Activity 2: Curriculum Development/Adaptation**

- 2.1 Lead Technical Working Groups (TWGs) to develop/adapt the curriculum for the specialization in garment;
- 2.2 Ensure liaison with and involvement of local enterprises representatives while developing/adapting the curriculum for the specialization in garment;
- 2.3 Oversee the establishing and maintaining of working relationship with enterprises and educational institutions for the implementation of Project's activities;
- 2.4 Supervise capacity building programmes for the ITEC Abu Ghaleb staff which will be involved in the process of adaptation/revision/development of curricula;
- 2.5 Draft recommendations for vocational guidance according to the requirements of new standards and curricula for TVET teachers;
- 2.6 Coordinate with the ITEC in Fayuom to avoid overlapping of activities.

### **Activity 3: Capacity Building programmes**

- 3.1 Define a training plan for all teachers involved at the ITEC, according to the requirements of training programmes;
- 3.2 Approve and oversee the implementation of all the trainings and building capacity of teaching and non-teaching staff needed for the Implementation of the Project;
- 3.3 Define capacity building programmes for the international and national key experts based on all aspects of Project Cycle Management and Curriculum Development;
- 3.4 Organize field mission abroad for teachers training and other staff at the ITEC, when requested.

### **Activity 4: Procurement and equipment**

- 4.1 Supervise and advise on the renovation of the facilities and the establishment of workshops and laboratories;
- 4.2 Assist in the procurement process, in the erection of the educational building and the workshops and in the furnishing of offices, classrooms and laboratories for basic education;
- 4.3 Draft technical specifications for teaching material, equipment and material for the courses planned in the project for procurement purposes.

### **Activity 5: Daily management**

- 5.1 Supervise the day-to-day management activities for the school in Abu Ghaleb, according to the concept and requirement of the ITEC;
- 5.2 Oversee the implementation of tasks by short and long-term experts and evaluate their performance;



- 5.3 Advise the project director on the retention of key project staff and other staff involved in the implementation of the project;
- 5.4 Set up and manage teachers and students discipline;
- 5.5 Define the information management system to record and track data and information;
- 5.6 Approve the setting-up of the administrative functions in the ITEC.

#### **Activity 6: Quality assurance system**

- 6.1 Based on the organizational chart of the ITEC in Abu Ghaleb the team leader will establish, manage and monitor the quality system/framework, according to the requirements/standards of the Italian system and the Egyptian regulation;
- 6.2 Establish and maintain the institutional relations with the Italian partners and assure the proper coordination and support for the implementation of the educational model.

#### **Activity 7: Monitoring and evaluation**

- 7.1 Define the monitoring and the evaluation system of the ITEC project;
- 7.2 Oversee the implementation of the activities stated in the approved plan while assuring an effective use of human and financial resources allocated to the project;
- 7.3 Identify and manage any delays in the implementation of activities and take corrective actions;
- 7.4 Draft biannual reports to submit to the Institutional Counterparts
- 7.5 Draft any reports, or plans for institutional and technical purposes;
- 7.6 Assist the Project Director in the preparation of notes, ppt presentation in view of institutional meetings, if needed;
- 7.7 Participate on request to meetings and visits;
- 7.8 Assist the Project Director to develop technical notes or concept notes on TVET.

#### **Activity 8: Communication and Visibility**

- 8.1 Put in place and oversee the implementation of the visibility activities of the project;
- 8.2 Oversee the promotion of the ITEC in the economic zone of Abu Ghaleb (6th of October city and Abu Rawash industrial zones).

#### **Timing**

The duration of the assignment is 12 months starting from the signature of the contract and renewable.

#### **Reporting requirements**

The Team Leader will report to the Project Director.

#### **Profile requirements and qualifications**

- Advanced university degree in the field of education or other related areas;
- More than 10 years of professional work experience in the field of education, with proven record of experience in high level policy TVET interventions;
- More than 5 years' experience in leading projects;
- Proven experience in Project Cycle Management;
- Familiarity with the Egyptian TVET system and the MENA regional educational context will be an advantage;
- Good writing, data processing, analytical and synthesis skills;



- Experience in conducting interviews and collecting information for further analysis;
- Fluency in Italian and English both speaking and writing;
- Knowledge of Regione Emilia-Romagna system related to the regional qualification system as well as the formalization and certification system;
- Excellent organizational skills.

### Administrative issues

- Direct supervision, monitoring and follow up will be done by the Project Director;
- The Team Leader can be EDF office and on field (Abu Ghaleb) depending on deliverables and tasks;
- The Team Leader is expected to provide his/her laptop; EDF may provide temporary office space as necessary;
- Deliverables and number of days worked are subject to monitoring and approval by the Project Director;
- The Team Leader is not entitled to payment of overtime. All remuneration must be within the contract agreement;
- EDF may facilitate visa procedures; however, all visa related costs must be borne by the expert;
- All materials designed and produced under his/her contract, including copyrights, will be the property of EDF;
- Publication and distribution of such materials will require prior written consent by EDF.

### Application:

- All candidates who are interested in this assignment should submit an updated CV, in EU format, by August 31, 2019 to email: [carlo.itec.abughaleb@gmail.com](mailto:carlo.itec.abughaleb@gmail.com); [info@abughaleb-itec.edu.eg](mailto:info@abughaleb-itec.edu.eg);
- For any inquires contact by email: [carlo.itec.abughaleb@gmail.com](mailto:carlo.itec.abughaleb@gmail.com)