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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Traineeship : Early Childhood Care and Education**

**Duration: 12** months

**Location:** Dakar, Senegal

**Organizational Unit**: Regional Office for West Africa (Sahel) - Education section

**Supervisor (name, title):** Guillaume Husson, Senior Education Specialist

**DESCRIPTION OF THE TRAINEESHIP**

The traineeship is located in the Education Sector, Regional Office for West Africa (Sahel) based in Dakar - Senegal.

Responsibilities

The trainee is expected to contribute to the work on **early childhood care and education (ECCE)** ofthe Education section as follows:

* To assist in research on issues related to ECCE in Africa, especially West Africa Sahel, that will feed into documents such as briefings, concept notes, project proposals, reports and publications.
* To assist in the organization, preparation and follow-up of meetings and events.
* To assist in general communication, outreach and partnership-building.
* To assist the section on various tasks related to its education and sub-programmes (e.g. desk research, meeting support, drafting of reports and processing of data).
* to assist in the drafting of the monitoring reports on SDG4 and CESA 2016-2025 on the area of ECCE

**REQUIRED QUALIFICATIONS**

**Education:**

Applicants must at the time of application meet one of the following requirements:

(a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher).

(b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent)

**Subjects:** Education, Social Sciences, Economics, Developmental Psychology or other related subjects

**Language skills:** Excellent knowledge of French or English and a good knowledge of the other one.

**Competencies and skills:**

* Professionalism:
* Knowledge of issues related to education system. Ability to undertake research and gather information from standard sources. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
* Communication:
* Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
* Teamwork:
* Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**LEARNING OBJECTIVES**

The trainee will:

* Gain knowledge and understanding of key education and development challenges, policies and practices in Africa, especially those related to ECCE
* Gain experience at a field office of a UN organization
* Gain experience in monitoring and evaluating the progress and outcomes of concrete projects and activities
* Gain knowledge and understanding of the functioning of the UN system in general, and UNESCO’s mission and strategy in education

**ADDITIONAL INFORMATION**

As reflected in SDG 4 on education, UNESCO supports a holistic approach to education that begins in the early years. Early childhood care and education (ECCE) lays the foundation for lifelong learning and wellbeing and contributes to tackling educational inequalities and difficulties by addressing the root causes found in early childhood. ECCE is an overlooked strategy for strengthening educational achievement and system efficiency particularly in Africa, to which UNESCO aims to pay increased attention. In partnership with the Early Childhood Development Action Network, which is a global network that promotes comprehensive early child development, UNESCO has recently launched, in autumn 2020, a series of inclusive innovative dialogue on ECCE with the objective to develop a Global Partnership Strategy to accelerate progress in the implementation of SDG target 4.2 on quality ECCE for all by 2030. The trainee will support this initiative and other ongoing work by UNESCO Dakar in the area of ECCE, such as supporting the increase of qualified ECCE teachers in Senegal through collaboration with university in Senegal and building knowledge base through collaboration with UNICEF and other regional partners on the production of the state-of-the-art on ECCE policy and provision in West and Central Africa.