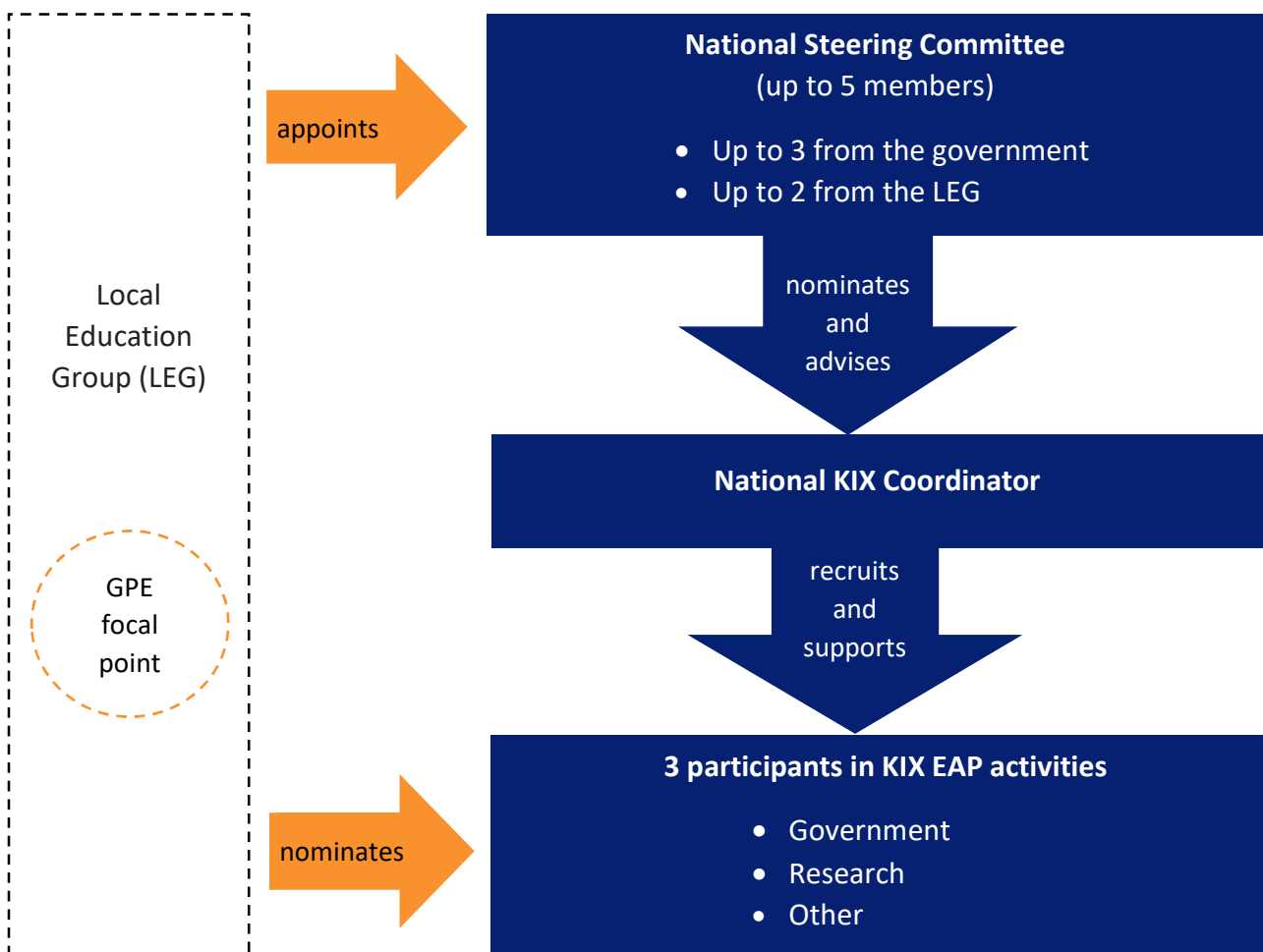


KIX Europe | Asia | Pacific Hub

National KIX Infrastructure



National Steering Committee

Purpose

In order to participate in national KIX activities, offered through the KIX EAP Hub (Europe – Asia – Pacific), the Local Education Group needs to appoint a steering committee that oversees KIX activities, advises the National KIX Coordinator, and reports back to the LEG on KIX activities, progress, and recommendations.

Composition

The KIX National Steering Committee consists up to five persons: up to three should be from government and up to two from among other stakeholders, such as civil society organizations, development partners, private foundations, or research institutions. It is important to bear in mind that a close collaboration with the GPE Focal Point is indispensable, regardless of whether the GPE Focal Point is a member of the National Steering Committee or is only loosely associated with the committee. At least two of the members must be women. The National Steering Committee will appoint a National KIX Coordinator (remunerated position). The National KIX Coordinator will serve as the secretary of the National Steering Committee and will participate as an ex-officio-member in the two meetings of the National Steering Committee.

Terms of reference

The members of the National Steering Committee are expected to:

- Help to shape the KIX agenda by conveying national education priorities and identifying shared policy challenges in the country and across the region
- Assess the quality and relevance of work produced in KIX activities before the knowledge products are published and widely disseminated
- Review the quarterly reports of the national KIX coordinators and report to LEG and the KIX EAP Hub (in Geneva) on KIX activities, progress and recommendations
- Be willing to serve for 2 years on the National Steering Committee

Work effort

The work effort is minimal and participation in meetings is not remunerated. Required: 2 meetings per year to (i) review KIX activity reports which are produced by the National KIX Coordinator, (ii) nominate the participants in the 4-month KIX learning cycles (twice per year) and (iii) communicate with the LEG and the KIX EAP Hub (all six months) about KIX activities, progress, and recommendations.

National KIX Coordinator

Purpose

The national KIX coordinator helps coordinate KIX activities at country level and is the main contact person for the KIX EAP Hub. The selection of the coordinator will reflect the purposes of (i) bridging research, policy and practice, (ii) ensuring sustainability of capacity beyond the duration of the 45-month KIX initiative and GPE funding, (iii) enduring possible political or administrative changes in the DCPs during the project period.

Eligibility criteria

National KIX coordinators can be:

- professors, researchers, strategic planners or policy analysts at reputable universities or research-type institutions.
- heads or staff of strategic planning or policy analysis units within ministries of education: only if granted written permission for some release time to serve as coordinator. In that case, they must be permanent staff with a policy-relevant research background or interest.

Sufficient mastery in English is required to understand and produce reports in English and participate in English-speaking regional meetings

Terms of reference

The National KIX Coordinators report to the KIX EAP Hub Manager. They are expected to:

- supply the Hub with materials/knowledge products that are relevant at country and regional level
- solicit suggestions for workshop themes, providers, and areas in need of mentoring
- contribute to the finalization of the KIX EAP Hub results framework
- provide inputs to the KIX EAP Hub baseline study
- support the organization of yearly regional conferences and inter-country visits
- participate regularly in meetings with the KIX EAP staff
- recruit participants for the KIX learning cycles, blog posts, videos, and podcasts
- produce quarterly reports on KIX activities in the country
- serve as secretary of the National KIX Steering Committee (twice a year)

Work effort

The work load is of approximately 5 days per month. The position is remunerated USD 250 per month and a consultancy contract will be issued by NORRAG (based in Geneva/Switzerland) which serves as the Regional Learning Partner for the KIX EAP Hub. Please note that Government employees are not eligible to receive a stipend from the project.

Participants in data-based studies

Purpose

The learning cycles enable an in-depth investigation of issues that two or more countries in the region share, including through inter-country visits. All knowledge products will be published in the participants' names and the KIX EAP Hub will help disseminate them as widely and effectively as possible, rendering visibility to the national expert teams and participants. The participants will actively be supported by researchers and research assistants that are hired as research associates of the KIX EAP Hub. They help the national participants to analyze and visualize data as well as edit and publish their studies. The studies will undergo a review process to ensure the high quality of the publications.

The two first learning cycles will focus on innovation (InnX), starting in September 2020, and on policy analysis (PAX), starting in February 2021:

- During InnX, teams of national education and policy experts (3 persons) produce empirical case studies on innovation or pilot projects that are considered to be effective

- During PAX, teams of national education and policy experts (3 persons) develop policy-relevant discussion papers.

Composition

The following conditions need to be met to participate in one of the two learning cycles:

- Each country-level team consists of three persons:
 - one member from government
 - one member from a university or a research-type institution/unit
 - depending on the topic, the third member can represent any other education stakeholders (donors, international organizations, civil society organizations, teacher organizations, foundations, and the private sector)
- At least one member of the team must be a woman
- Ideally, participants are able to use the studies for their own work and produce them as part of their employment
- The composition of the country-level team must be endorsed by the LEG.

Eligibility

Previous experience with data collection or analysis is not required but the participants need to show an interest and openness towards using data, indicators and statistics for policy and educational planning purposes.

Terms of reference

Participants are expected to:

- Invest at the minimum 2-4 hours per week (over a period of 4 months) to meet in the team, develop the design of the study, collect and analyze data, and write up the study with *extensive help* from research associates and assistants of the KIX EAP Hub.
- Participate in sub-regional meetings and inter-country visits
- Produce empirical case studies on innovation (InnX) or policy-relevant policy papers (PAX) with extensive mentorship and assistance by KIX EAP staff

Work effort

At the minimum 2-4 hours per week. Participation in a learning cycle represents a professional development opportunity. Certificates of completion will be delivered by NORRAG, an associate programme of the Graduate Institute of International and Development Studies, a flagship university in the area of international cooperation, based in International Geneva, Switzerland.