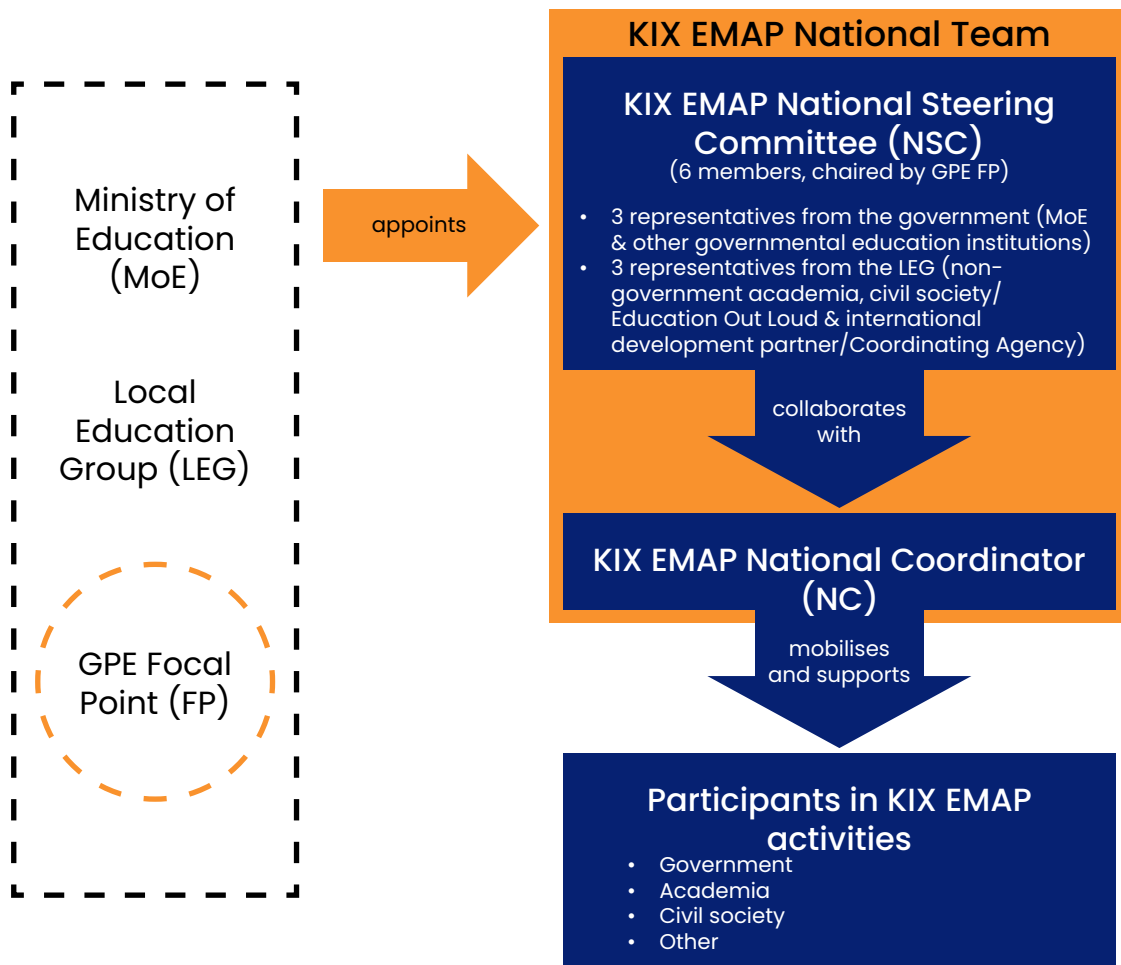


## KIX EMAP NATIONAL TEAM INFRASTRUCTURE

The KIX Europe, Middle East and North Africa, Asia and Pacific (EMAP) national teams, composed of the KIX EMAP National Steering Committee (NSC) and National Coordinator (NC), are central to the Hub’s operations. National teams shape the Hub’s agenda by conveying national education priorities and identifying shared policy challenges across the EMAP region. It is within this framework that Hub activities are conducted.

Overall, success means that the KIX EMAP national teams recognise the benefits they derive from KIX EMAP and utilise KIX EMAP to strengthen their national education systems. The KIX EMAP national teams are a key element to achieve the Hub’s vision: **Decision makers in GPE partner countries of the EMAP region make use of research evidence to sustain and institutionalise successful reforms in their educational system.**

The Ministry of Education - together with the Local Education Group (LEG) - of GPE partner countries in the EMAP region, has the opportunity to appoint the members of their KIX EMAP NSC and the KIX EMAP NC.



# KIX EMAP NATIONAL STEERING COMMITTEE

## **Purpose**

To fully participate in KIX national activities, offered through the KIX EMAP Hub, the Ministry of Education, together with the Local Education Group (LEG), needs to appoint a National Steering Committee (NSC) that oversees KIX EMAP activities, collaborates with the KIX EMAP National Coordinator and establishes a working relationship with the Ministry of Education and the LEG on KIX activities, progress and recommendations.

## **Composition**

Ideally, the KIX EMAP National Steering Committee should consist of six individuals:

- i. GPE Focal Point (chair)
- ii. Ministry of Education staff (based at the planning or policy unit of the Ministry)
- iii. Other government or government-affiliated staff (e.g., Academy of Education, President's Office, etc.)
- iv. Policy researcher (based at a non-government university or think tank)
- v. Civil society representative (ideally a grantee of Education Out Loud)
- vi. National expert representing the development partner group at the LEG (ideally from the GPE's Coordinating Agency)

At least two of the Steering Committee members must be women. The KIX EMAP National Steering Committee will collaborate with the KIX EMAP National Coordinator. The KIX EMAP National Coordinator will promote the connection between the KIX EMAP National Steering Committee members and will organise a minimum of two meetings per year to discuss KIX progress, challenges and upcoming activities.

Participation in the National Steering Committee is not remunerated.

## **Terms of Reference**

The members of the KIX EMAP National Steering Committee are expected to:

- Convey to the KIX EMAP National Coordinator current and emerging national education priorities and policy challenges that could be addressed by KIX.
- Assess and validate demands for country-specific support activities received by the Hub.
- Participate in relevant virtual and face-to-face KIX EMAP Hub activities and support efforts to increase visibility of KIX.
- Collaborate with the KIX EMAP National Coordinator on the mobilisation of relevant participants for KIX activities, as well as on the organisation of country-specific KIX activities.
- Connect with the Ministry of Education and the LEG to inform them about KIX activities, progress and recommendations.
- Contribute to the KIX EMAP Monitoring, Evaluation and Learning (MEL) through

participating in surveys and sense-making processes, and reporting on progress towards the achievement of [KIX EMAP project outcomes](#).

- Review the quarterly reports of the KIX EMAP National Coordinators and participate in the KIX EMAP NSC meeting (minimum of twice per year).

### **Benefits for KIX EMAP National Steering Committee Members**

Participating in the KIX EMAP National Steering Committee will bring benefits for professional growth:

- Interact with other education experts in the country and work collaboratively towards connecting expertise and knowledge aimed at strengthening the national education system.
- Interact and exchange knowledge with education experts at the regional and global level to keep updated on the latest knowledge and research on education.
- Improve the ability to identify priorities and contribute to the design of KIX EMAP activities.
- Have the opportunity to participate in KIX EMAP Hub knowledge exchange and capacity-strengthening activities.

# KIX EMAP NATIONAL COORDINATOR

## **Purpose**

Following nomination from the Ministry of Education, together with the Local Education Group (LEG), the KIX EMAP National Coordinator helps coordinate KIX activities at country level and is the main contact person for the KIX EMAP Hub. The selection of the National Coordinator will reflect the purposes of (i) bridging research, policy and practice, (ii) ensuring sustainability of capacity beyond the duration of the KIX initiative and GPE funding, and (iii) enduring possible political or administrative changes in the Hub countries during the project period.

## **Eligibility Criteria**

KIX EMAP National Coordinators should:

- Be education professionals, researchers, strategic planners or policy analysts based in the respective GPE partner country at, for example, reputable universities, other research-type institutions or civil society organisations.
- Have experience of working with the Ministry of Education, the LEG and other key education stakeholders in the country context.
- Demonstrate sufficient mastery of English in order to understand/produce reports in English and participate in English-speaking regional meetings.

## **Terms of Reference**

The KIX EMAP National Coordinators report to the respective KIX EMAP Hub Knowledge Lead and they are expected to:

1. Coordinate KIX activities in the country, including the following:
  - a. Promote the demand-driven nature of KIX activities and propose, in consultation with the KIX EMAP National Steering Committee (NSC), specific topics and overall suggestions for designing and implementing KIX activities.
  - b. Organise a minimum of two meetings per year with the NSC and maintain regular communication with all NSC members, including the GPE FP as NSC Chair.
  - c. Represent the KIX EMAP Hub at the country-level.
  - d. Promote close articulation with GPE's country support (e.g. Partnership Compact) and the LEG stakeholders (including Coordinating Agency representatives and Education Out Loud grantees) to ensure that KIX is contributing to the strengthening of the national education system.
  - e. Establish a connection with KIX global and regional research projects in the country and collaborate in the identification of opportunities for the use of KIX research.
  - f. Mobilise participants for the KIX activities, ensuring a relevant link between the activity's thematic focus and participants' professional backgrounds, and promoting the participation of relevant education

- research, policy and practice institutions.
- g. Promote gender balance in the group of participants in KIX EMAP activities.
  - h. Participate in both virtual and face-to-face national, sub-regional and regional KIX EMAP Hub activities.
  - i. Take an active role in the organisation of KIX country-specific activities.
  - j. Support communication efforts to increase visibility and impact of KIX activities, knowledge products and outcomes.
2. Report on KIX activities and support the KIX EMAP Monitoring, Evaluation and Learning (MEL) process, including the following:
    - a. Produce quarterly reports on KIX activities in the country, in English, for review of the NSC and the respective KIX EMAP Knowledge Lead.
    - b. Coordinate the dissemination of KIX EMAP MEL data collection tools, following up with key stakeholders when needed, and contribute to sense-making processes aimed at improving the project's approach and activities.
    - c. Report on progress towards the achievement of [KIX EMAP project outcomes](#).
    - d. Inform the Hub about key education system reforms and policy discussions that are taking place in the country.
  3. Other engagement as requested by the KIX EMAP Hub members and as appropriate.

### **Benefits for KIX EMAP National Coordinator**

Serving as the KIX EMAP National Coordinator will bring benefits for professional growth:

- Develop relationships with a wide group of education experts in the country to connect expertise and knowledge aimed at strengthening the education system.
- Interact and exchange knowledge with global and regional education experts, being updated on the latest knowledge and research on education.
- Have the opportunity to participate and contribute to the design of national, sub-regional and regional knowledge exchange and capacity strengthening activities.

### **Work Effort**

The part-time position is remunerated USD 250 per month. Please note that government employees are not eligible to receive a stipend from the project, so we highly recommend that the KIX EMAP National Coordinator nominee be a non-governmental employee.