Terms of Reference (TOR)
Young Professional – Partnerships, Stakeholder Engagement and Inclusion
Project Coordination Unit (PCU)
Actions to Strengthen Performance for Inclusive and Responsive Education (ASPIRE) Programme
Ministry of Federal Education and Professional Training

1. Background

The Ministry of Federal Education and Professional Training (MoFEPT), through the Project Coordination Unit (PCU), is implementing the Actions to Strengthen Performance for Inclusive and Responsive Education (ASPIRE) Programme with support from the World Bank. The Programme supports national education reforms aimed at improving learning outcomes, strengthening education governance, expanding equitable access, and enhancing institutional capacity across the education sector.

The Programme requires regular engagement with federal and provincial governments, implementing agencies, development partners, civil society organizations, and other stakeholders to support programme implementation, stakeholder participation, and information sharing. To strengthen these functions while providing an opportunity for early-career professional development, the PCU intends to engage a Young Professional to support partnerships, stakeholder engagement, and inclusion activities under the Programme.

2. Objective

To provide technical and administrative support to the PCU in fostering partnerships, facilitating stakeholder engagement activities, supporting inclusive consultation processes, and maintaining stakeholder information and documentation to contribute to effective programme implementation.

3. Scope of Work

Working under the guidance of the designated supervisor, the Young Professional will support the following activities:

A. Partnerships and Stakeholder Engagement

- Assist in coordinating meetings, consultations, workshops, and stakeholder engagement activities organized by the Programme.
- Support communication and follow-up with implementing agencies, provincial counterparts, development partners, and other stakeholders regarding programme activities.
- Assist in maintaining a stakeholder database, including contact information, institutional profiles, and records of engagement.

- Prepare meeting agendas, presentations, background notes, minutes of meetings, and follow-up action trackers.
- Assist in compiling information and inputs received from stakeholders for programme activities and reports.
- Support the preparation of correspondence and other routine communication related to stakeholder engagement activities.

B. Inclusion and Stakeholder Participation

- Support engagement with provincial safeguards focal points and implementing agencies by coordinating meetings, sharing information, and following up on agreed actions.
- Assist in organizing stakeholder consultations and engagement activities to facilitate broad participation of relevant stakeholders.
- Maintain records of stakeholder consultations, attendance, feedback received, and key discussion points.
- Support the compilation and organization of stakeholder engagement documentation, including consultation reports, photographs, presentations, and information disclosure materials.
- Assist in preparing brief summaries of stakeholder engagement activities and inclusion-related initiatives undertaken by the Programme.
- Support the dissemination of stakeholder engagement materials and information, as required.

C. Documentation and Knowledge Support

- Assist in preparing briefing notes, presentations, one-pagers, and summary reports related to partnership and stakeholder engagement activities.
- Maintain an organized filing system for stakeholder engagement records and partnership documentation.
- Compile information and supporting documentation required for periodic programme reporting.
- Support documentation of programme events, workshops, and consultations for internal knowledge management purposes.

D. Programme Support

- Assist in organizing arrangements for meetings, consultations, workshops, and programme events and documentation.

- Maintain trackers for stakeholder engagement activities and follow-up actions.
- Support coordination with consultants and programme teams in collecting information related to stakeholder engagement activities.
- Perform other related assignments as requested by the designated supervisor.

4. Required Qualifications

- Bachelor's degree (minimum sixteen (16) years of education) in Business Administration, Public Administration, International Relations, Development Studies, Social Sciences, Project Management, Education, or another relevant discipline from a recognized institution.

5. Experience

- Up to **one (1) year** of relevant professional experience, including internships, traineeships, or employment supporting project management, stakeholder engagement, partnerships, programme support, business development, or related functions.
- Experience supporting meetings, workshops, consultations, or stakeholder coordination will be an asset.
- Experience working with government institutions, development partners, or donor-supported projects will be considered an advantage.

6. Competencies

- Strong interpersonal and communication skills with the ability to work effectively with diverse stakeholders.
- Good organizational skills and attention to detail.
- Ability to prepare meeting minutes, briefing notes, presentations, and reports.
- Ability to manage multiple assignments and follow up on tasks in a timely manner.
- Proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint.
- Willingness to learn and work collaboratively in a multidisciplinary team environment.
- Professional attitude, initiative, and strong work ethic.