Background
PAL Network has identified 4 Focus Areas in its 2020-2023 strategy – assessment, action, research and advocacy. Citizen-led assessments (CLA) are the foundation for all other focus areas and have placed PAL Network on the global map of education monitoring efforts. These household-based, one-on-one assessments have provided data on children’s learning outcomes, particularly for those children who are least likely to be in school. In recent years, members have explored expanding this innovative CLA approach to domains beyond basic foundational competencies and the new strategy will further boost these explorations both thematically as well as geographically. In 2019, PAL Network members designed and implemented International Common Assessment of Numeracy (ICAN) in 1 rural district in each participating country. From 2020, PAL Network is working towards expanding and strengthening its common assessment initiative by adding pre-primary competencies for Numeracy, adding a Language and Literacy component, and making the assessment digitally adaptive by using digital tablets under the Early Language & Learning and Numeracy Assessment (ELANA) project. The unit also supports existing CLA initiatives by the country members and works closely with potential new members and partners to assessment development, administration, and data analysis.

Purpose and tasks
The consultant will widely support the Assessment unit and help with executing the work plan. They will also offer strategic, technical, and operational input on the following strands of work:

1. **Strengthen and support existing and upcoming country level CLAs**
   1.1. Participate in orientation sessions for potential members/other stakeholders on CLA approach
   1.2. Review network members’ assessment tools, processes, reports and make recommendations for improvement
   1.3. Keep track of variations in CLA tools developed in their respective country and provide support in compiling these variations across the network over time
   1.4. Support in conceptualizing and/or implementing assessment capacity development initiatives at the network level

2. **Support in implementing common assessment projects**
   Specific tasks and requirements will vary depending on the assessment design of the project, but some general tasks are:
   2.1. Review and improve assessment material and other contextual instruments
   2.2. Support in the field piloting of instruments and processes and ensure data and feedback from field pilots is relayed in a timely manner
   2.3. Support in conducting training of PMTs and/or assessment enumerators (where applicable)
   2.4. Ensure all quality control procedures are followed in the project
   2.5. Support with data analysis and reporting
   2.6. Support data analysis
3. **Support with other projects in the assessment unit**

   3.1. Identify feasible and relevant assessment projects outside the network and support in compiling these projects and short listing
   3.2. Support in drafting proposals, concept notes and creating workplans
   3.3. Lead the literature review and write background papers (where relevant)
   3.4. Support in creating instructions manuals and questionnaires for new projects
   3.5. Lead field pilot studies of these assessments in their respective countries
   3.6. Keep track of other research or implementation projects in the unit
   3.7. Support data analysis

**Deliverables**

1. Prepare data collection materials (instruction manual, training presentations, Monitoring & Recheck packs, etc.)
2. Conduct training sessions for master trainers
3. Write reports of assessment projects
4. Create workplans and planning documents for assessment projects.

**Current Composition**

PAL Network has cascading model for managing all its work. Assessment unit at the Secretariat is responsible for coordinating the ELANA project as well as leading all other assessment related activities. ELANA has an advisory board comprising of leaders from the network and global experts. The country work is delegated to the Project Management Teams (at least 2 members from each country). The field work is conducted in partnership with local CSOs and district coordinators.

**Qualifications**

Applicants will be assessed by the following methods: application, interview, and references. Criteria for the assessment are the following:

1. **Education**
   
   1.1. Master, equivalent degree or Bachelor with relevant professional experience. Specialization in education, psychology, economics, public policy, development studies, sociology or any related field is preferred. Evidence of training in statistics is an advantage.

2. **Work experience**

   2.1. 3 years of professional experience in educational assessment administration and/or quantitative social data analysis preferred.

3. **Communication**

   3.1. Strong attention to detail
   3.2. Ability to communicate and engage with a diverse and cross-cultural audience.
   3.3. Clear and precise communication skills (oral and written) in English is essential.
   3.4. Working proficiency in other languages is an advantage.

4. **Technical**

   4.1. Knowledge of assessment methodologies is an advantage
   4.2. Knowledge of statistics is an advantage
   4.3. Research writing skills is an advantage
4.4. Familiarity with the CLA approach is an advantage

5. **Organization**
   5.1. Takes initiative, thinks innovatively, and learns independently
   5.2. Respects diversity and can work in large and small groups
   5.3. Open to national and/or international travel for short durations.

**Terms**

The position is announced as full-time consultancy (40 hours per week) for at least six months, but we are also open to a part-time position depending on the applicant’s qualifications and experience. There is a possibility of this position being extended to become a full-time staff at the Secretariat. The applicants are requested to send their cover letter (1 page) along with their up-to-date CV (2 pages) and the name and contact information of 2 professional or academic references to jobs@palnetwork.org. Please include your daily rates in the application.

Applications will be considered on a rolling basis.