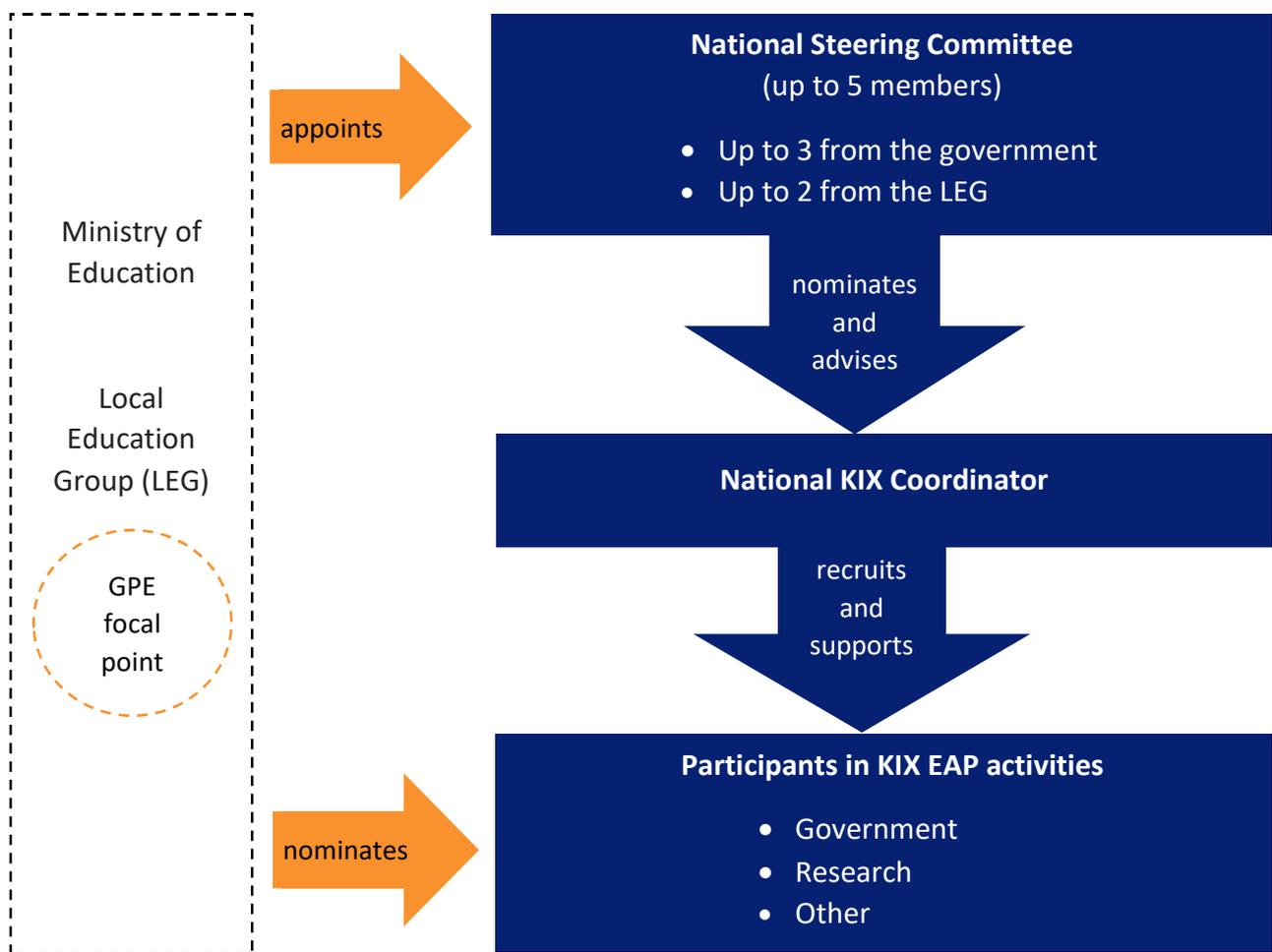


KIX Europe | Asia | Pacific Hub

National KIX Infrastructure*



***Please note that for Pakistan, the KIX Infrastructure will entail 5 sub-national KIX Steering Committees and KIX Coordinators, corresponding to the provinces of Balochistan, Punjab, Sindh, Khyber Pakhtunkhwa, and the federally-administered Islamabad Capital Territory.**

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. The National KIX Coordinator will serve as the secretary of the National Steering Committee and will participate as an ex-officio-member in the quarterly 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: 4 meetings per year to (i) review KIX activity reports which are produced by the National KIX Coordinator, (ii) nominate the participants in the 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 (once per quarter)

Work effort

The part-time 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.