

## ***International Business & Technical Consultants, Inc.***

8618 Westwood Center Drive, Suite 400

Vienna, VA 22182

Tel: 703-749-0100

Fax: 703-749-0110

E-Mail: [HR@IBTCI.COM](mailto:HR@IBTCI.COM)

---

International Business & Technical Consultants, Inc. (**IBTCI**), a U.S. based international development consulting company established in 1987, has worked in over one hundred countries and implemented over two hundred projects. IBTCI serves government agencies, private sector companies and several donor agencies. IBTCI specializes in Monitoring & Evaluation (M&E) across many sectors including, but not limited to, conflict and crisis, democracy and governance, economic growth, education, environment, and global health.

**Job Title:** Local Capacity Development Specialist  
**Department/Location:** Liberia  
**Reports To:** Education Management Specialist  
**Type:** Long-Term Consultant  
**Close Date:** 10<sup>th</sup> June'2017

***Expected Period of Performance: June 1, 2017 – September 30, 2018***

**Overview:** IBTCI is seeking a Senior-level local Capacity Development Specialist who will administer and fulfill the projects activities associated with the **Capacity Development Plan and the Capacity Gap Assessment in Year 1**. S/he will be based in Monrovia, Liberia.

To this end, this specialist will develop a set of metrics by which to measure the capacity of CEOs and DEOs to access and analyze EMIS data. She/He will use a combination of Key Informant Interviews (KII) and Focus Group Discussions (FGD) with CEOs and DEOs to assess their ability to access and analyze EMIS data, with emphasis on ALP data. KII and FGD results will allow IBTCI to develop a Capacity Gap Assessment Report based on capacity metrics. KII and FGD will also highlight additional EMIS data points that may need to collect concerning ALP to improve CEO and DEO decision making. For example, should DEOs express a need for data on ALP instructor attendance and student retention and advancement, and those data are not currently collected in EMIS, this information will be important for the MoE EMIS unit to consider as it continues to enhance EMIS. She/He will weave this information alongside other secondary information to create the Capacity Development Plan about how to strengthen collection, availability, and use of ALP data.

### **Essential Duties/Tasks and Responsibilities:**

- Implement, under the supervision of the Education Management Specialist, the Capacity Gap Assessment;
- Develop and implement capacity building activities to address identified needs through training, one-on-one mentoring and coaching;
- Train EMIS users on best practices in data collection and management.

### **Required Knowledge, Skills and Abilities:**

- At least 5 years of experience working with education programming including on USAID

## ***International Business & Technical Consultants, Inc.***

8618 Westwood Center Drive, Suite 400

Vienna, VA 22182

Tel: 703-749-0100

Fax: 703-749-0110

E-Mail: [HR@IBTCI.COM](mailto:HR@IBTCI.COM)

---

projects;

- Experience working and training both teachers and district-level officials on using Education Management Information Systems (EMIS);
- Knowledge of and experience with Monitoring and Evaluation methodologies;
- Demonstrated strength and experience developing the data collection and management capacity of organizations;
- Demonstrated experience developing training curricula, including workshop agendas, presentations, and training exercises, using a wide range of capacity building techniques;
- Proven ability to work collaboratively and build consensus across diverse sets of stakeholders;
- Strong written and oral communication skills;
- Strong facilitation and training skills;
- Fluency in written and spoken English.

### **Education:**

- Post-graduate Degree in Education, Information Systems, Training, or a related field;

**Supervisory Responsibility:** None.

**Travel:** Local Travel could be up to 25%.

IBTCI is committed to a policy of equal employment opportunity for all persons without regard to race, color, religion, sex, age, marital status, disability, sexual orientation, national origin, disabled veteran or Vietnam-era veteran, or any other classification protected by applicable anti-discrimination laws. We prohibit and do not tolerate any form of discrimination or harassment.