

**Title:** Consultant  
**Domain:** Education  
**Grade:** N/A  
**Organization:** UNESCO International Bureau of Education (IBE-UNESCO)  
**Type of contract:** Consultancy  
**Duration of contract :** 60 days over 6 months (part-time position)  
**Deadline (midnight, Geneva time):** 16 December 2023  
**Application to be sent to:** UNESCO International Bureau of Education, Geneva  
[doc.centre@unesco.org](mailto:doc.centre@unesco.org) and [emeline.brylinski@unige.ch](mailto:emeline.brylinski@unige.ch)

## OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO International Bureau of Education (IBE) is a specialized UNESCO category I institute and a global center of excellence in curriculum and related matters, with a focus on improving the quality, relevance, and effectiveness of education worldwide.

Since 2016, the IBE has placed the development of digital archives and a digital library at the core of its Documentation Center's activities. The IBE aims at opening up the historical archives and collections to a global audience and becoming a vibrant forum for researchers, archivists, and a growing number of scholars worldwide working on related topics, to stimulate dialogue and research.

This goal is supported by a multi-year partnership between the IBE and the Federal Department of Foreign Affairs (FDFA), which seeks to foster a strong learning and development community among international organizations, as well as education research institutions based in Geneva, by using the IBE Documentation Center's historical collections and its specific learning and interpretation contexts as a starting point.

As part of the project funded by the FDFA, the IBE is planning to expand the reach of the IBE digital collections and link them to other relevant education databases.

### Project Overview

The World Education Reform Database (WERD), overseen by Patricia Bromley from Stanford University's Graduate School of Education and Center on Philanthropy and Civil Society and Rie Kijima at the Munk School of Global Affairs & Public Policy in the University of Toronto, currently encompasses 10,955 reforms from 189 countries and territories. These reforms are compiled from reports submitted to OECD, UNESCO, and the World Bank by respective states.

Since 1932, the IBE requested from governments (member and non-member states) to send their "progresses made in Education" every year up until 1994, all gathered into the International Yearbook of Education. Furthermore, the International Yearbook on Education can constitute a unique database to further explore IBE's history and the construction of intergovernmental cooperation in education.

### Purpose

The aim is to integrate reforms reported to the IBE into the WERD Database to enhance the connectivity of IBE digital collections, and to collect data into categories defined for analyses to contribute to the ongoing work conducted by ERHISE (University of Geneva) about the historicization of the IBE.

### Scope of Work

The incumbent, under the overall authority of the Director of IBE and the direct supervision of Simona Popa, Head, Knowledge Creation and Management in Curriculum, Learning and Assessment, and in close collaboration with Émeline Brylinski (researcher, ERHISE, University of Geneva) in charge of the coordination of this project, will carry out the following tasks:

Identify Sources for Coding:

- Gather all International Yearbook of Education publications from 1934 to 1994.
- Notify any missing publications for the coding process.

Training and Interaction with WERD and ERHISE Research Team:

- Engage closely with the WERD and ERHISE Research Team.
- Participate in training sessions to acquire the necessary methodology.

#### Coding Process:

- Apply the acquired methodology to code International Yearbook of Education publications.
- Report any difficulties or doubts during the coding process.
- Seek clarification from the WERD & ERHISE Research Team to avoid errors.

#### Deliverables

The consultant will provide the following outputs:

##### Database Compilation

A comprehensive database derived from the International Yearbook of Education.

##### Process Report

- A detailed report on the coding process.
- Highlight any challenges and uncertainties encountered.
- Identify missing sources, if any.

#### Timeline

The consultancy will begin in January 2024 and end in July 2024, with an expected input of 60 working days. The deliverables will be submitted to the IBE Secretariat in two phases, as follows:

Phase 1: Database in progress, publications from 1933 to 1950 are coded + report in progress

Phase 2: Final Database, publications from 1933 to 1994 are coded + final report

## REQUIRED QUALIFICATIONS

Advanced degree in Education, Social Sciences, or related field.

Experience(s) in coding documents, compiling data, and building database, is a strong asset.

Excellent and rigorous coding skills, communications and problem-solving competencies.

Broad knowledge about the work of international organizations, the UN system and its agencies, especially UNESCO and the IBE.

Fluency in English and French.

## BENEFITS AND ENTITLEMENTS

This is a unique opportunity to receive a hands-on overview of the IBE's work, with a special focus on Knowledge Creation and Management, including publications, projects, international events, and documentation center activities. The consultant is responsible for all expenses related to the work assignment, including lodging, meals and transportation to and from Geneva. The consultant must be self-insured through a medical provider.

## HOW TO APPLY

Potential candidates are encouraged to reach out to Émeline Brylinski ([emeline.brylinski@unige.ch](mailto:emeline.brylinski@unige.ch)) if they have any question and/or to express interest in applying.

To apply, please send a letter of application and your CV to: [doc.centre@unesco.org](mailto:doc.centre@unesco.org). Application files should reach the IBE **before midnight (Geneva time) on December 16<sup>th</sup>, 2023**.

**Only candidates selected for interview will be contacted.**