

ANNEX 1: RISK ANALYSIS

Project Title: Support to Distance Teacher Education Programme	Award ID:	Date: 04 October 2008
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures/ Mngt response	Owner	Submitted, updated by	Last Update	Status
1	<p>Significant need for support in all regions and limited resources to provide this support</p> <p>Key: Impact Scale: 1 = low; 5 = high Probability Scale: 1 = low; 5 = high.</p>	4 October 2008	Operational & Programmatic	<p>Impact in one region can be significant but if the experience is not leveraged at the national level, the overall impact of the support may be limited.</p> <p>I = 2 P = 5</p>	Clear decision on target region and design of measures to leverage the experience to the national level.	MOET	UNDP		
2	Capacity of LCE to support the project	December 2008	Operational & Programmatic	<p>Project needs to be anchored in overall programme to ensure impact</p> <p>I = 4 P = 2</p>	Clearly designated focal point within LCE to support the project team	LCE	UNV		
3	Potential not to realise/maximise the value of the core team	December 2008	Programmatic	<p>Lack of coordinating and management capacity</p> <p>I = 3 P = 1</p>	Support from UNV-UNDP to coordinate and foster relationship	LCE	U NV		
4	Non-transference of skills (a) from International UNV to National UNV(s) and/or (b)	December 2008	Operational & Programmatic	<p>Lack of sustainability of the programme</p> <p>I = 4</p>	Continual monitoring and evaluation of expected outputs. Feedback from	LCE	UNV		

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	within target group			P = 2	target audience on value added				
5	Dependence on other partners to continue support	December 2008	Strategic	This project is a bridge project but if no further support is identified, there is no sustainability I = 5 P = 3	Close liaison with other partners (such as WB) to identify follow-up support	MoET	UNDP		

International UNV Volunteer (LCE)

Lesotho College of Education

POST AND JOB DESCRIPTION

Post Title:	<i>LCE International UNV Volunteer specialist Distance Teacher Education Programme (DTEP) Development Worker</i>
Reporting to:	<i>Director Distance Education (DDE)</i>
Sector:	<i>Education</i>
Country of Assignment:	<i>Lesotho</i>
Expected Duration of Assignment:	<i>12 months</i>
Location:	<i>Leribe district and LCE campus, Maseru.</i>

The UNV volunteer ethos in the post of LCE International UNV Volunteer specialist DTEP Development Worker

This post is a United Nations Volunteers (UNV) assignment in the Distance Teacher Education Programme (DTEP) of the Lesotho College of Education (LCE) and is based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefits to the individual volunteer, as well as to society. It makes important contributions, economically as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

United Nations Volunteers (UNV) is the UN organization that supports sustainable human development globally through the promotion of volunteerism and the mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all their diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a UNV Volunteer, you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national and international colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and organizations to which you are assigned.

Background to the position of LCE International UNV Volunteer specialist Development Worker

The establishment of the Distance Teacher Education Programme (DTEP) came as a response to the material need to improvements in the number and professional quality of primary school teachers in Lesotho, as it became evident with the implementation of the Free Primary Education (FPE) initiative. In 2002, when DTEP began, existing on-campus programmes of the College could not meet the growing demand nor could the schools and qualifying teachers afford full-time training programmes. The distance education mode of teacher training was therefore chosen as the most suitable and least disruptive option to meet the needs of the primary education sector at that time.

DTEP is specifically designed as an in-service training programme for experienced but unqualified and under-qualified primary school teachers teaching in Lesotho primary schools. The programme caters for serving teachers with at least two years of teaching experience. Trainees study on-the-job, relying mainly on study modules and weekend workshops in organized clusters within their regions. In addition to using study modules and attending workshops, trainees receive support from the site tutors who visit them in schools to observe them teach and provide any needed support on study materials and teaching.

The programme aims to improve the professional competence of practicing unqualified teachers; to increase their knowledge; improve their understanding of the subjects in the primary school curriculum; refine their intellectual and practical skills and encourage the development of strong personal interests. Trainees who complete the DTEP, graduate with a Diploma in Education Primary and acquire a status similar to that attained by pre-service trainees.

Functions and responsibilities of the LCE International UNV Volunteer specialist DTEP Development Worker

Under the general supervision of the Director Distance Education (DDE), the International UNV Volunteer specialist DTEP Development Worker shall be responsible for coordinating activities of the Full-Time Site

Tutors in her/his region, such as attending meetings; keeping records of activities and student profiles in the region; constructing the budget for the region and assessing the operation of the programme. She/he will be expected to contribute in many ways outlined below to the development of the DTEP programme, including its curriculum, assessment and learner-support arrangements.

Duties and Responsibilities

They will, in the course of their assignment, work closely with the LCE National UNV Volunteer specialist DTEP Tutor to ensure maximum delivery on the project; a mutually supportive working environment in which knowledge and skills are exchanged freely and a cooperative approach to all planning and implementation of activities on the project. They will also:

(A) Assess programme performance and needs

1. At the outset, conduct, with their National UNV Volunteer counterpart, a needs assessment of the programme through survey, interviews and focus groups
2. (a) Collect and prepare summaries for monthly reports (workshops; class visits; counseling etc.) from Site Tutors of the region
(b) Help organize student evaluation of the programme delivery and services.
3. Check and help organize student profiles in the region and train others in the same
4. Help develop a system of filing and maintaining all site information in her/his region
5. Help develop DTEP in general.

(B) Provide technical assistance to off-campus training sessions

1. Serve full-time in the site or sites assigned to her/him
2. Supervise full-time in the region assigned to her/him
3. Be available to support students and tutors in the region
4. Schedule and supervise cluster workshops in the region
5. Help develop learning materials for students
6. Help in the processing of claims for Part-Time Site Tutors and send them to the DDE's office
7. Participate in constructing budgets for activities of the region and submit them to the DDE's office
8. Collaborate with other teachers, officers etc. in the region and beyond for DTEP purposes
9. Participate in the development of the DTEP consolidated budget
10. Periodically report on the activities of her/his region to the DDE's office.

(C) Provide technical assistance to residential training sessions

1. Help assess the conduct of face-to-face training sessions, including on-campus revision work
2. Provide input to staff on assignments and examination questions
3. Attend meetings with Tutors and/or students.

(D) Liaise with LCE in curriculum design and the development of course material

1. Help review and develop the DTEP curriculum
2. Assist in the development of learning materials
3. Help review and revise DTEP modules.

(E) Training of programme personnel in best practices for setting up and operating teacher resource centres

1. Contribute to the setting up of usable and effective resource centres
2. Train and supervise Part-Time Site Tutors
3. Orient and guide Part-Time Site Tutors
4. Coordinate the purchase of items and maintenance of learning centres in the region
5. Train the National UNV counterpart in DTEP operations.

(F) Monitor and evaluate the programme at project end

1. Contribute to the end of project cycle evaluation
2. Help prepare a report on the project evaluation.

(G) Actively engage with UNV in developing volunteerism

1. Participate in the Lesotho Volunteer Forum/Lesotho Youth Volunteer Forum and actively engage in the promotion, advocacy and integration of the volunteer ethos across all sectors, in your capacity as the LCE International UNV Volunteer specialist Development Worker
2. Schedule, as part of your workplan, participation in key volunteer dates, for example, 12 August (International Youth Day); 24 October (UN Day) and 5 December (International Volunteer Day) and others as they may arise during the course of your International UNV Volunteer placement
3. Report, as and when required, to UNV Lesotho and to UNV.

(H) Carry out other duties as may be deemed necessary by your supervisor.

Required Skills and Experience

Education:

Master's Degree in Education OR Master's Degree in the Social Sciences or equivalent qualification

Experience and Competencies:

A minimum of five years teaching experience in similar organizational or institutional settings.

A strong team spirit.

Attention to detail

Budgetary planning and monitoring capability

Ability to develop, monitor and control project plans.

POST AND JOB DESCRIPTION

Post Title:	LCE National UNV Volunteer specialist Distance Teacher Education Programme (DTEP) Tutor
Reporting to:	Regional Coordinator
Sector:	Education
Country of Assignment:	Lesotho
Expected Duration of Assignment:	12 months
Location:	Leribe district and LCE campus, Maseru.

The UNV volunteer ethos in the post of LCE National UNV Volunteer specialist DTEP Tutor

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The programme aims to improve the professional competence of practicing unqualified teachers; to increase their knowledge; improve their understanding of the subjects in the primary school curriculum; refine their intellectual and practical skills and encourage the development of strong personal interests. Trainees who complete the DTEP, graduate with a Diploma in Education Primary and acquire a status similar to that attained by pre-service trainees.

Functions and responsibilities of the LCE National UNV Volunteer specialist DTEP Tutor

Under the general supervision of the Regional Coordinator, the National UNV Volunteer specialist DTEP Tutor shall be responsible for teaching and supervising DTEP students; holding workshops for students; orienting Part-Time Site Tutors and keeping up-to-date information about activities and students' profiles.

Duties and Responsibilities

They will, in the course of their assignment, work closely with the LCE International UNV Volunteer specialist DTEP Development Worker to ensure maximum delivery on the project; a mutually supportive working environment in which knowledge and skills are exchanged freely and a cooperative approach to all planning and implementation of activities on the project. They will also:

1. Serve full-time in the site or sites assigned to them
2. Be available in their site(s) on a regular basis for DTEP students, unless authorized to go to another location to attend meetings, to offer special workshops or to participate in on-campus sessions, etc. in the sites
3. Construct work plans and submit copies to the Regional Coordinator
4. Help coordinate Part-Time Site Tutors' activities
5. Plan for and conduct workshops and site meetings for trainees in the sites
6. Teach at the workshops as appropriate
7. Mark assignments for courses or subjects from within a cluster according to area(s) of specialization
8. Guide and counsel student teachers in their work in the sites
9. Visit schools and supervise students in their classroom teaching
10. Attend regional meetings
11. Participate in carrying out on-campus session activities
12. Serve as a subject tutor
13. Compile monthly reports and submit copies to the Regional Coordinator
14. Assess students through coursework and examinations
15. Give students assignments and feedback on time
16. Monitor progress and compile assessment records
17. Carry out other occasional duties as may be deemed necessary by the supervisor
18. Participate in the Lesotho Volunteer Forum/Lesotho Youth Volunteer Forum and actively engage in the promotion, advocacy and integration of the volunteer ethos across all sectors, in your capacity as the LCE National UNV Volunteer specialist DTEP Tutor
19. Schedule, as part of your workplan, participation in key volunteer dates, for example, 12 August (International Youth Day); 24 October (UN Day) and 5 December (International Volunteer Day) and others as they may arise during the course of your National UNV Volunteer placement
20. Report, as and when required, to UNV Lesotho and to UNV.

Required Skills and Experience

Education:

Bachelor's Degree in Education, with either Mathematics or English as one of the majors

Experience and Competencies:

A minimum of five years teaching experience with distance learners at tertiary level

A strong team spirit

Attention to detail.