TERMS OF REFERENCE (TOR):

Embedded EdTech / AI Technical Expert for Middle East and North Africa (MENA)

EdTech Hub's purpose and approach

EdTech Hub is an eight-year global research initiative funded and supported by the Foreign, Commonwealth and Development Office (FCDO), the World Bank, the Bill and Melinda Gates Foundation, and UNICEF. EdTech Hub was founded to produce more and better evidence about what works, for whom, in which contexts, and why — all in relation to the effective use of the various forms of educational technology (EdTech).

Our purpose

At EdTech Hub, we believe that technology has the potential to help solve the global learning crisis. However, that potential is not being realised.

EdTech Hub's purpose, therefore, is to work with decision makers on finding tools, knowledge and evidence to make informed decisions about sustainable technology in education for particular contexts. EdTech Hub has a strong focus on research and evidence gathering and works towards having that evidence adopted in policy. For that reason, the needs of government are an important determinant for the work that we take up and inform the activities that we conduct.

Our approach

Our vision is to improve learning outcomes for all children in low- and middle-income countries. We are achieving this by enabling decision-makers with access to evidence and to successfully scale effective, equitable and affordable EdTech solutions.

The Hub is designed to be flexible, responding to the demands of decision-makers from a range of different stakeholder groups, including governments in low and middle-income countries and donors.

The Hub needs in-house capacity in place to meet this demand. It needs an in-house expert group that is credible and responsive, ensuring that the Hub establishes itself as a valued source of expert support and in turn generating future demand for the Hub's services.

EdTech Hub seeks an in-country technical expert to work side-by-side with the Hub's Helpdesk, Country Engagement, and AI Observatory and Action Lab teams, as well as in-country education stakeholders and governments teams, on upcoming engagement(s) in

the Middle East and North Africa region. This expert will bring critical technical capabilities directly into government service delivery spaces, helping shape, test, and integrate AI use cases in a real education system context.

Role: EdTech / AI Technical Expert

Region of operation: Middle East and North Africa

We are seeking an expert ideally based in the MENA region. Proficiency in Arabic is required. Please do not apply if you do not meet these requirements.

Time commitment: Up to 15 days per month, ceiling of 75 days over the 5 months

Start and end date: 27 October 2025 - 31 March 2026

Consultant Role and Scope of Services

Your role will be flexible and responsive to the needs of EdTech Hub's partners (e.g., FCDO, World Bank, UNICEF, etc.) and Ministries of Education in the region, working physically in their offices when possible and acting as a bridge between the technical and service delivery realities on the ground. You will be embedded with the team to provide hands-on support.

You will be contracted by R4D and work closely with the EdTech Hub's team, our partners, and other stakeholders as relevant.

You will be an expert in one or more of the following areas of expertise:

- AI development / machine learning
- Data science / data engineering
- Product management
- Public sector transformation
- Technology strategy
- AI ethics and governance
- Policy development (including education and technology related policy)

Responsibilities

Responsibilities may include:

- Participating in discovery and diagnostic phases to support teams to think critically about the application of technology (including AI), and identify challenges and opportunities for technology/AI integration in education service delivery;
- Advising on potential technology (including AI) solutions and their feasibility within the ministry's systems, policies, and constraints;
- Leading the build process and supporting testing of an AI-enabled prototype with ministry teams using agile and iterative methods;
- Leading or supporting data management tasks, including cleaning, structuring, or analysing government-held datasets;
- Supporting responsible and inclusive deployment of technology (including AI) solutions, with sensitivity to system-level dynamics and power;
- Sitting physically with a Ministry team when possible, joining meetings, contributing to documentation, and acting as a proactive team member;
- Supporting FCDO, World Bank, and UNICEF teams and Ministries to develop their skills managing and collaborating with technology/AI technical experts like yourself
- Feeding insights back to the EdTech Hub's core teams to help shape country support and tailored guidance;

The role is highly collaborative. You will be expected to:

- Build strong working relationships with FCDO, World Bank, UNICEF, and Ministry counterparts;
- Adapt to evolving needs and iterate based on feedback;
- Share what they are learning regularly with the EdTech Hub activity leads;
- Uphold a culture of openness, reflection, and responsiveness;
- Proactively look for upskilling opportunities for the team you are working with.

Performance and deliverables

Deliverables will be agreed on a case-by-case basis, depending on country needs and your expertise. They may include:

- Participation in and notes from discovery and co-design sessions;

- EdTech/AI use case definitions, problem statements, or user journey maps;

- Technical input into prototype design, model development, or tool adaptation;

- Data analysis summaries or dashboards to support decision-making;

- Briefs or memos to support ministerial engagement or policy discussions;

- Learning materials, synthesis notes, or internal reflections shared with the EdTech Hub team;

- Contributions into external facing learning outputs from Ministry engagement

All deliverables will follow agreed formats, quality standards, and timelines. They will be reviewed by the EdTech Hub team for learning and quality assurance purposes.

Payment schedule

Ceiling of 600 hours (75 days).

The contract will be in GBP and therefore a currency rate will be set during the time of contract issuance. The precise amount payable will depend on Hub user demand over the WO period and the activities agreed with the specialist.

Person specification

Qualifications & Experience

- **Essential**

  - Demonstrable expertise in a number of of the following areas:

    - AI development / machine learning
    - Data science / data engineering
    - Product management
    - Public sector transformation
    - AI ethics and governance, the application of responsible AI principles
    - Policy development (especially education and/or technology-related policy)

  - Proven experience navigating complex, multi-stakeholder environments.
  - Track record of contributing to or leading innovation projects, ideally within the public sector or large organisations
  - Experience leading or consulting collaborative, multidisciplinary teams
  - Evidence using lean or similar test-measure-learn methodologies to develop innovative solutions under conditions of uncertainty.

- **Desirable**

  - Prior experience working directly with government ministries or public education systems.
  - Knowledge of the education sector, especially in contexts where technology (including AI) could enhance service delivery.

Skills & Competencies

- Technical & Analytical Skills

- - Ability to build tech (including AI)-based solutions from idea through testing to launch
    - Ability to analyse, clean, and structure datasets; interpret findings to inform decision-making.
    - Capacity to assess the feasibility and risks of technology/AI integration in organisational or policy contexts.
    - Skilled at translating complex technical concepts into clear, actionable recommendations for non-technical audiences.

- Collaboration & Communication

    - Excellent relationship-building skills, with the ability to foster trust and open dialogue with ministry counterparts.
    - Ability to coach people who are learning about the application of technology/AI to their work context, but aren't experts yet.
    - Strong written and verbal communication skills for sharing insights with both technical peers and policy stakeholders.
    - Comfortable facilitating workshops, co-design sessions, and knowledge-sharing activities.

- Adaptability & Problem-Solving

    - Able to work in fast-changing environments and adjust approaches based on feedback and evolving needs.
    - Creative thinker who can identify opportunities for technology/AI integration that balance innovation with practical constraints.
    - Proactive in anticipating challenges and addressing them constructively.

Behaviours & Attributes

- Commitment to ethical, inclusive, and responsible technology (including AI) use.
- Sensitivity to system-level dynamics, equity, and power considerations in education and technology.
- Curious, reflective, and open to learning from diverse perspectives.
- Willingness to be embedded with ministry teams, actively participating in their day-to-day work.
- Collaborative spirit, contributing to both country-specific and cross-country learning.

How to apply

Send a CV, your desired daily rate in GBP, and a maximum 1-page cover letter outlining how you meet the person specification to: opportunities@edtechhub.org. At the top of your cover letter, please specify the country you are based in.

We recognise that women and people from other underrepresented groups often hesitate to apply unless they meet every requirement in the person specification. This job role has a

detailed person specification and we don't expect you to meet 100% of the criteria. If you're excited about this role and you have some of the skills, experience and attributes listed above, we would love to hear from you.