

Title: TVET Consultant
Domain: Technical and Vocational Education and Training
Grade: Middle
Organizational Unit: Regional Office for Southern Africa
Duty Station: Lilongwe, Malawi
Type of contract: Consultancy
Duration of the contract: 6-10 weeks
Deadline (midnight, Paris time): **Call re-opened until 14 April, 2017**
Application to be sent to: recruitmentSTEP-ROSA@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

UNESCO is implementing several TVET programmes including through the European Union funded project Skills and Technical Education Programme (STEP) in Malawi. In this context, UNESCO and the European Union are partnering in supporting the expansion and improvement of equitable and gender-balanced TVET in Malawi. In particular, the project is working to improve access to TVET, review qualifications system, update curricula, review the governance and management of TVET system, better train TVET teachers and trainers. The project's time frame is four years (2016-2019) and the overall budget is 9 million euros.

Currently, Malawi has a Training Fund managed by the Technical, Entrepreneurial and Vocational Education and Training Authority (TEVETA). It is critical for the TEVETA to constantly examine its governance and management systems. In light of this, the UNESCO intends to engage a consultant to examine the existing Fund Management arrangements under TEVETA in Malawi.

II. Duties and requirements:

Under the overall authority of the Director of the UNESCO Regional Office for Southern Africa, overall guidance of the Head of the Education Unit and the direct supervision of the team leader of STEP, s/he will undertake the following tasks and responsibilities:

1. Review Training Fund governance arrangements
 - a. Examine strengths, weaknesses, effectiveness, efficiency and transparency of existing governance arrangements
 - b. Produce a detailed Training Fund Management Analysis
2. Examine the level of the stakeholders' satisfaction with the existing Training Fund Management
 - a. Develop appropriate methodology and tools (e.g survey, focused group discussion.) to determine the level of awareness of and satisfaction with the scope and quality of services provided by the TEVETA and based on the TEVETA's roles and mandates.
 - b. Collate and analyze findings
3. Propose new Training Funds governance arrangements involving employers, workers and other stakeholders (public/private arrangement in funds administration).
 - a. Identify options for new management arrangements including merits and demerits of each
 - b. Propose 2-3 options in Training Fund management with its rationale.
 - c. Outline a road map for implementing the new Training Fund management arrangements including requirements for capacity development of stakeholders.
 - d. Develop a monitoring and evaluation tool for monitoring effectiveness of the new Training Fund management system.

III. Expected deliverables:

The consultant is expected to deliver the following:

- The Consultant will capture and analyse the stakeholder analysis data. The findings showing the survey results should be provided separately for the various stakeholder groupings as follows:
 - Identify how each of the products and services is valued / perceived by the various stakeholders.

- Identify how each of the services can be improved to better address the needs of the stakeholders.
- Identify operational weaknesses and recommend improvements.
- The Consultant will prepare an analytical report in the English language containing an executive summary, methodology, findings, conclusion and recommendations, with the main text focusing on findings, conclusion and recommended actions, supported by summaries of data collected, graphs where applicable and citations for any references used in interpreting those data.
- The Consultant will give a presentation of the results to UNESCO and possibly to a larger group of stakeholders at a workshop.

IV. Additional requirements

Consultants to be contracted are expected to be familiar with the Malawi's Education and Technical, Entrepreneurship and Vocational Education and Training (TEVET) Systems. The contracted consultant is expected to consider, amongst others, the documents outlined in section 4.1 – 4.6 below, in carrying out their assignment. The STEP can provide the prospective tenderers with electronic copies of the documents referred to below:

- 4.1 The TEVETA ACT of 1999
- 4.2 The TEVET Policy of 2013
- 4.3 The current TEVETA Strategic and Business Plans
- 4.4 TEVETA Regulations for Registration of Technical, Entrepreneurial and Vocational Education and Training Providers
- 4.5 TEVET Policy Review of 2010
- 4.6 Malawi National Education Sector Plan (2008-2017) and related documents

REQUIRED QUALIFICATIONS

EDUCATION

- An advanced university degree (Masters or equivalent) in education, social sciences, gender studies, development studies or related area for individual consultants. Similar education requirement for at least one member of the team put forward by a firm.

WORK EXPERIENCE

- At least four to seven years experience in Training Fund research / consultancies.
- Demonstrable technical proficiency on research trends and tools in Training Fund Review

SKILLS/COMPETENCIES

- Ability to facilitate and incorporate diverse ideas from various stakeholders.
- A comprehensive understanding of the Malawi education, training and business environment.
- As shown by previous work done and references, the Consultant shall be in possession of state of the art research skills, such as: proven accurate and diverse data collection systems; and management consulting in TVET financing.

LANGUAGES

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- Higher qualification in finance or related field of study and experience in TEVET
- A national or international accreditation will be an advantage
- Ability to carry out research in a timely manner; and ability to collect and analyze data; and prepare and present a report

RENUMERATION

This will be at a level of middle consultant and negotiable depending on relevant experience.

HOW TO APPLY

- Develop a technical proposal in English explaining how you or your firm is qualified to undertake this work, and outline the approach you or your firm would use for the assignment. Also, prepare a corresponding financial proposal.
 - The technical proposal must include the Consultant's expertise, experience and references of previous similar work completed as well as an elaboration of the Consultant's competency. If it is a team of Consultants, the proposal must include this information for each Consultant as well as for the team leader.
 - The financial proposal must include a detailed lay-out of the costs including the total cost, with specific reference to detailed costs for all aspects of the consultancy including but not limited to fees, travel, fieldwork, compensation for respondents if considered necessary, data analysis, report writing and presentation.
- The proposals should remain valid for a minimum period of ninety (90) days from the proposal submission closing date.
- Any expenses not included in the proposal shall not be entertained, unless mutually agreed upon.

For more information, contact Todini Marecha at t.marecha@unesco.org

To apply, please send your **technical proposal** and **CV** in English by email to recruitmentSTEP-ROSA@unesco.org by **14 April, 2017**.