

Title: Capacity building of Key government officials in Finance section
Domain: Ministry of Labour, Skills and Innovation
Grade: Senior
Organizational Unit: Regional Office for Southern Africa
Duty Station: Lilongwe, Malawi
Type of contract: Consultancy firm
Duration of the contract: Estimated duration (20 work days)
Deadline (midnight, Paris time): 30 August, 2019
Application to be sent to: i.pondani@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

UNESCO is implementing part of the European Union funded 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 technical, entrepreneurial and vocational education and training (TEVET) in Malawi. In particular, the project is working to improve access to TEVET, review the qualifications system, update curricula, and review the governance and management of the TEVET system, and better train TEVET teachers and trainers. The project's time frame is four years (Q2, 2016-Q1, 2020) and the overall budget for UNESCO is 9 million euros. (Details on STEP available at www.stepmw.com)

Other parts of the whole Euro 32.6 million initiatives include refurbishment of buildings to house new technical workshops, provision of equipment and a scheme of grants to NGOs to provide training to hard-to-reach groups.

The TEVET program is managed by the Ministry of Labour, Skills and Innovation (MoLSI), under the Department of Technical and Vocational Training (DTVT).

The Technical and Vocational Training Colleges within the Ministry of Labour, Skills and Innovation (MoLSI) are currently managed centrally under the department of Technical and Vocational Training (DTVT).

Funding remains a critical problem underlying the TEVET sector in Malawi. It is estimated that the budget allocated to TEVET corresponds to only 1% of the total support allocated to the education sector.

The current financial management systems and practices at national level requires a paradigm shift in terms of finance planning, budgeting and resource mobilization.

There is an urgent need to put in place capacity towards effective planning and effective finance management systems to ensure that the existing and future income generating initiatives are both viable and sustainable.

STEP is keen to contribute in capacity building of the central government personnel on how to articulate strategies and mobilize sector funding, including Medium-Term Expenditure Framework (MTEF).

This activity falls under Result 3.2: Governance and management capacity in the TEVET sector is improved, and correlates to Task 5.

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, the firm will undertake the following tasks and responsibilities:

1. Develop a detailed training program and training materials, as well as deliver training that will enable the Department of Technical Education and Vocational Training to prepare a Medium-Term Expenditure Framework (MTEF) and develop strategies to mobilize sector funding.

III. Expected deliverables:

The consultant is expected to deliver the following:

- a. Inception report and work plan including training overview and schedule.
- b. Training report which i) describes content and delivery of training, participants' list, a copy of the training materials, and includes an evaluation by trainees section; and ii) a draft strategy to mobilize sector funding and an MTEF developed by the DTVT.

IV. Additional requirements

Consulting firm to be contracted is expected to have experts who are familiar with the public service manpower development plan and human resources management systems. The experts should have knowledge and experience in finance management, budget formulation, especially establishment of a Medium Term Expenditure Framework.

The contracted firm is expected to consider, amongst others, the items outlined in section 4.1 – 4.2 below, in carrying out their assignment. The STEP can provide the prospective tenderers with electronic copies of the documents referred to below:

- 4.1 Ministry of Labour, Skills and Innovation (MoLSI) development plan
- 4.2 Research documents available on request from STEP offices

REQUIRED QUALIFICATIONS

The company must have a minimum of five years related work experience in providing advisory services and training related to sector financing and development/use of tools including MTEF. Previous experience with a UN agency would be an advantage. At least three work / client references are required.

Consultant(s) put forward by the company should meet the following requirements.

EDUCATION

- A university degree (Masters or equivalent) in Finance, Accounting, Administration or related area.

WORK EXPERIENCE

- At least four to seven years' experience in finance management capacity building, human resource development / consultancies focusing in finance management including MTEF, and administration.
- Demonstrable technical proficiency training needs assessment and staff development especially for the finance management sector.
- Demonstrated experience in conducting training in funding and financing strategies including MTEF.
- Demonstrated experience in training for transformation, especially in parastatals, private sector or statutory corporations.

SKILLS/COMPETENCIES

- 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; management consulting in public staff development, development of training materials and conducting effective training.

LANGUAGES

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- The team should have higher qualification in finance management
- A national or international accreditation will be an advantage
- Ability to carry out research and training in a timely manner; and ability to collect and analyze data; and prepare and present a report.

RENUMERATION

To be based on best value for money proposal selected.

HOW TO APPLY

Submit a covering letter explaining how your company meets the above required qualifications, and with it: a) company profile including list of previous related assignments; b) CV of consultant(s) to be used; c) a 3 -4 page costed proposal on how your firm would tackle the assignment.

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

To apply, please send **the requested documentation** (in English) by email to i.pondani@unesco.org by **30 August, 2019**.