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| **Title:** | **Training for staff development planning** |
| **Domain:** | Technical and Vocational Education and Training |
| **Organizational Unit:** | Regional Office for Southern Africa |
| **Duty Station:** | Lilongwe, Malawi |
| **Type of contract:** | Consulting firm |
| **Duration of the contract** | Depends on accepted proposal. |
| **Deadline *(midnight, Paris time)*:** | **11th  November,2019** |
| **Application to be sent to:** | [i.pondani@unesco.org](mailto:i.pondani@unesco.org) |

**OVERVIEW OF THE FUNCTIONS OF THE ASSIGNMENT**

**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 collaborating 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 period 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 Ministry of Labour, Skills and Innovation (MoLSI)) is significantly underfunded and for the financial year, 2014/15 received less than 2,000,000 EUR for development.

The current human resource management systems and practices at national level require a paradigm shift in terms of staff development planning, development and human resource mobilization, induction and capacity building to perform section-specific duties.

There is an urgent need to put in place a grand plan towards establishment of a well-thought out staff development plan for the whole ministry. The establishment of a well-planned staff development plan has long-term sustainability benefits.

One of STEP’s activities is aimed at strengthening capacities of government officials; specifically, to **ensure capacity building to the central level, in particular to the MoLSI.**

STEP is therefore planning to contribute in capacity building of the central government personnel (Staff Training Committee of the MoLSI) on how to establish a well-planned **Staff Development Plan** for the central level and the colleges. To that effect, STEP is looking for a well-established firm with experienced staff to undertake the following assignment;

1. **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:

1. Develop a training program to meet the needs of all the officials and organizational strengthening regarding the development of a human resource development plan
2. Prepare training materials
3. Deliver training based on recommendations and approved training modules
4. Assist the target group to develop a draft Staff Development Plan for the MoLSI
5. Submit training report

**II. Expected deliverables:**

The firm is expected to deliver the following:

1. Training program plan detailing the aspects to be covered and detailed activities schedule
2. Training materials and slides
3. Training program delivered including i) completion certificates for each participant; ii) staff development plan prepared during then workshop
4. An end of training report.

**III. Additional requirements**

The assignment is for a firm, with senior level consultants, focused at preparing government officials towards improved human resource capacity development systems, currently with centrally-controlled TEVET management but, gradually shifting towards decentralisation.

As the decentralised TEVET management system is being implemented at the pilot centres, there is need for the central government’s staff development structures to adopt concepts, which promote governance and management of decentralised nature.

Firm to be contracted is expected to have experts familiar with the Public Service reform under Malawi’s Devolution Policy of 1998. The consultant composition should comprise expert(s) in human resource management, as well as familiarity with Malawi’s Public Service reform strategy.

Furthermore, the contracted consultants are expected to consider, amongst others, the documents outlined in section 4.1 – 4.2 below, in carrying out their assignment. The STEP team can provide the prospective tenderers with electronic copies of the documents referenced here:

4.1 MoLSI Staff development plan

4.2 Government of Malawi’s Human Resources Development Plan.

**REQUIRED QUALIFICATIONS FOR CONTRACTOR’S PERSONNEL PROPOSED FOR ASSIGNMENT**

***Education***

* Advanced university degree (Masters or equivalent) in Human Resource Planning Management or related field, with vast experience in development of staff development plans and strategies.
* ***Work Experience***
* At least four to seven years’ experience in Public Service Reform, Human Resource Development / consultancies.
* Demonstrable technical proficiency training, staff development especially for the human resource management sector or staff participation in staff development.
* Demonstrated experience in conducting training in staff development.
* Experience in working with government/ministry staff involved with HRD issues, especially in developing economies.
* Experience in developing modules to capacity build decentralizing processes.

***Skills/Competencies***

* Ability to facilitate and incorporate ideas from staff members with diverse work experiences.
* A comprehensive understanding of the Malawi education and public service environment.
* As shown by previous work done and references, the firm 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***

* Higher qualification in Human Resource planning or related field of study and experience in Human Resource training.
* 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**

The contract will be awarded on a competitive basis. Potential contractors should consider the **maximum** consultant rate for senior consultants is USD 400 / day.

**HOW TO APPLY**

To apply, please send the following:

1. a cover letter,
2. a maximum 6-page proposal (excluding appendices) describing how the firm/entity is qualified to conduct the assignment and the approach to be taken,
3. a sample of capacity building materials for financial management in the public sectordeveloped previously by the firm/entity;
4. assigned personnel CVs in English; and v) a proposed cost by **email to** [**i.pondani@unesco.org**](mailto:i.pondani@unesco.org) **by 11th November,2019.** Please use the term **Training for staff development planning** in the subject line.