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| **Title:** | Training of Bursars and Finance Personnel in Pilot Colleges |
| **Domain:** | Technical and Vocational Education and Training |
| **Grade:** | Senior |
| **Organizational Unit:** | Regional Office for Southern Africa |
| **Duty Station:** | Lilongwe, Malawi |
| **Type of contract:** | Consultancy Firm |
| **Duration of the contract** | Estimated duration (30 days) |
| **Deadline *(midnight, Paris time)*:** | **15th November,2019** |
| **Application to be sent to:** | [i.pondani@unesco.org](mailto: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 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.

There is a current undertaking to gradually shift towards a decentralised management of TEVET institutions, with seven of them being piloted with the support from STEP project.The colleges proposed for decentralization are:

1. Salima Technical College
2. Lilongwe Technical College
3. Nasawa Technical College
4. Soche Technical College
5. Ngara CTC
6. Mangochi CTC
7. Kasama CTC

The current financial management systems and practices at the pilot colleges need to be improved.

The National Technical Colleges such as Salima, Lilongwe, Nasawa and Soche offer parallel program as a means to raise funds at college level.

There is an urgent need to put in place measures and effective finance management systems to ensure that the existing and future income generating initiatives are effective. The success of the reforms in the governance and management of public TEVET institutions largely, depends on the quality of the personnel managing the resource mobilization and use of the same resources.

STEP is inviting proposals from competent and experienced finance planning expert to carry out training of bursars, senior accounts assistants and accounts assistants at each of the seven pilot colleges and three senior Finance personnel at the Ministry HQ.

**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, the firm will undertake the following tasks and responsibilities:

1. Developing training programme and training materials
2. Delivering training
3. Compiling training report
4. Issue certificates to the participants
5. Submit final report

**III. Expected deliverables:**

The consultant is expected to deliver the following:

* + 1. Training materials and schedule
    2. Training delivery report
    3. Certificates
    4. Final Report

**IV. Additional requirements**

Consulting Firm to be engaged is expected to have experts who are familiar with Malawi’s Public Service Manpower development Strategy and Human Resources Management systems.

The firm is expected to consider, amongst others, the documents 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’s Staff development Plan

4.2 Job descriptions for the respective staff members in the colleges under MoLSI.

**REQUIRED QUALIFICATIONS**

***Education***

* A university degree (Masters or equivalent) in Strategic Planning and Finance, Administration and or related area.
* ***Work Experience***
* At least four to seven years’ experience in Human Resource capacity building and Human Resource Development/ consultancies focusing in finance management and administration.
* Demonstrable technical proficiency training needs assessment and staff development especially for the finance management sector or staff participation in decentralized management system.
* Demonstrated experience in conducting training in funding and financing strategies
* Demonstrated experience in training for transformation, especially in parastatals, private sector or statutory corporations.

***Skills/Competencies***

* Ability to facilitate and incorporate ideas from staff members with diverse work experiences.
* Ability to develop and administer finance training manuals
* A comprehensive understanding of the Malawi’s devolution strategy and public service 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; 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 Finance management or related field of study and experience in Human Resource training and Development.
* 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**

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

**HOW TO APPLY**

Submit a covering letter explaining how you meet the above-required qualifications, and with it: a) your CV, b) a 3 -4-page proposal on how you would tackle the assignment.

For more information, contact Todini Marecha at [t.marecha@unesco.org](mailto:t.marecha@unesco.org)

To apply, please send **the requested documentation** (in English) by email to i.pondani@unesco.org by **15th November 2019.**