

Terms of Reference – Individual Consulting Assignment

Title:	Technical, Entrepreneurial, Vocational, Education and Training (TEVET) Standards and Inspection Tools
Domain:	Technical and Vocational Education and Training
Organizational Unit:	UNESCO Regional Office for Southern Africa
Location:	Lilongwe, Malawi
Type of contract:	Individual Contract
Duration of the contract	Total 21 days between February 1, 2020 – March 30, 2020
Deadline (midnight, Paris time):	26th January, 2020
Application to be sent to:	i.pondani@unesco.org

Background and Justification

UNESCO is implementing several Technical, Entrepreneurial, Vocational, Education and Training (TEVET) 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 TEVET in Malawi. In particular, the project is working to improve access to TEVET, review qualifications system, update curricula, review the governance and management of TEVET system, and better train TEVET instructors and trainers. The project's time frame is four years (2016-2020) and the overall budget of the UNESCO portion of the project is 9 million euros. The project is targeting TEVET programmes for the construction sector of the economy and also is tasked with promoting inclusion of disadvantaged groups through skills development. The construction trades targeted are brick-laying, carpentry, electrical installation (house wiring), plumbing, and painting. In certain locations, there will also be facilities for other occupations including welding and sewing/tailoring.

STEP in Malawi has the following objectives:

Overall Objective:

To empower the TEVET sector and its capacity to satisfy the economy's need for professionals through improvement of equitable and gender-balanced TEVET

Specific Objectives:

- Promote equitable and gender balanced access to TEVET
- Improve the quality and relevance of TEVET
- Strengthen the governance and management of TEVET regulatory bodies and training institutions

There is a high demand for improving the training provided at the CSDCs, CTCs and the National Technical Colleges (NTCs). STEP in collaboration with the Ministry of Labour, Skills and Innovation is working to strengthen the management of colleges and the pedagogy of instructors. Specifically, the Ministry is updating its approach and mode of college inspection. This will be based on a TEVET Education Standards that are currently being developed. A draft TEVET Education Standard has been drafted and there is a need to finalize.

The Department of Technical Vocational Training has recently increased the number of staff working in the inspection team. The team has not yet been provided training or orientation. The

Assignment

TEVET Standards

The government has revised the Education Standards used for secondary schools to reflect the TEVET context. However, further revision and improvement to the standards is required to create TEVET standards. Therefore, the consultant will facilitate the revision process and submit a final draft of TEVET standards. These standards will also be used to shape the college inspection tools and monitoring process (discussed below).

TEVET college inspection tools and monitoring process.

STEP has supported the department of TVET in MoLSI in numerous areas that improve the TEVET system. The specific areas include use of competency based training and assessment (CBTA), gender responsive pedagogy (GRP), creating safe learning environments including responding to cases of sexual violence, use of Code of Conduct, and implementation of a trainee orientation program.

These revisions and new approaches need to be reflected in the TEVET college inspection monitoring systems and processes that is conducted by the department of TVT and TEVETA.

The consultant will facilitate in a participatory manner the assessment and redesign of TEVET college inspection tools and monitoring process. This activity is expected to take place in Lilongwe in February - March of 2020. Once the revisions are finalized, the consultant will facilitate the necessary capacity building sessions with DTVET and TEVETA inspectors. This activity is expected to take place in March of 2020. It is anticipated that the capacity building sessions will be for a minimum of 20 participants who conduct inspections at NTCs, CTCs, and CSDCs.

Assignment Objectives

In particular, the assignment will have the following key objectives:

1. Revise TEVET Standards to reflect the TEVET context and the improvements made to the system
2. Revise TEVET college inspection tools and monitoring process to align with new TEVET Education Standards
3. Build capacity of college inspectors in use of revised inspection tools and process

Assignment Activities

Under the overall authority of the Director of the UNESCO Regional Office for Southern Africa, and the direct supervision of the gender and education specialist of STEP, the consultant will undertake the following activities:

1. Facilitate the revision of the draft TEVET Standards in a participatory manner
2. Facilitate the assessment and redesign of TEVET college inspection tools and monitoring process.
3. Deliver capacity building sessions with DTVET and TEVETA inspectors

Expected deliverables:

The contractor is expected to deliver the following:

- Workplan and facilitation plans for the revision of the TEVET standards, redesign of TEVET college inspection tools, and capacity building sessions
- Revised TEVET Standards
- Report of results of facilitation of assessment of TEVET college inspection tools and monitoring process with suggested revised tools and process
- Report of results of facilitation of assessment of TEVET college inspection tools and monitoring process with suggested revised tools and process

Inputs

It is expected that the consultant will be home based with regular meetings with the STEP team at Head of Quality Assurance in the Department of TVT in Lilongwe. The STEP team will provide a copy of documents referenced in these TORs and will provide contact information for key stakeholders as required.

STEP will organize a meeting between government officials and the consultant to finalize the workplans, facilitation plans and agenda.

The DTVT at MoLSI will organize the meeting for the facilitation of assessment of TEVET institution inspection tool and monitoring process

Logistical arrangements, such as computing facilities, printing, internet/e-mail, transport, etc. is the responsibility of the consultant.

All required travel costs will be reimbursed based on EU regulations.

Timing and Reporting

It is expected that the consultant be available on a part-time basis over 2 months starting in February 2020.

The proposed schedule of required reports is indicated here:

Deliverable	Duration (estimated days)	Deadline	Payment schedule
Workplan and facilitation plans for the revision of the TEVET standards, redesign of TEVET college inspection tools, and capacity building sessions of government staff and college inspection teams	3.5 days	February 15, 2020	20%
Revised TEVET Standards	4 days	February 28, 2020	25%
Revised college inspection	6 days	March 10, 2020	20%

tools			
Report of results of facilitation of assessment of TEVET college inspection tools and monitoring process with suggested revised tools and process	7.5 days	March 20, 2020	35%

Required qualifications and expected knowledge, skills, and values of the consultant

EDUCATION

- Consultant must have at least a Master level degree in education, social sciences, human resources, gender, or disability rights.

WORK EXPERIENCE

- The consultant should have at least 4 years' experience working in adult education and training
- The consultant should have at least 2 years' experience in training on gender issues in education

KNOWLEDGE

- Understanding of gender equality and inclusion issues in Malawi, particularly in the education or TEVET sector
- Knowledge of the UNESCO's mandate and its programme of activities
- Knowledge of TEVET system and inspection processes and tools

SKILLS/COMPETENCIES

- Demonstrated ability to design policies and procedures
- Excellent training skills
- Excellent writing skill
- Strong communication skills
- Sound judgement and analytical skills.
- Ability to work under pressure and to meet strict deadlines.
- Ability to work in multi-ethnic, multi-cultural environment

Values

- Demonstrated gender-sensitive behaviour and attitudes
- Must display a high standard of ethical conduct and exhibit honesty and integrity

Desirable qualifications and experience

- Desirable to have work experience in Malawi or Southern Africa
- Desirable to have work experience in technical and vocational training programmes

Application

- Applicants must submit: (i) a cover letter including: a narrative explaining proposed relevant methodology, relevant experiences and dates of availability for this

- consultancy; (ii) financial offer (professional fees, travel cost estimates if traveling from outside Malawi); (iii) Updated CV
- Applications are to be sent via email to the STEP office care of Ivy Pondani at i.pondani@unesco.org
 - **Applications are due January 26th, 2020 at 5:00pm (central African time)**
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