

## Terms of Reference – Consulting Assignment

<b>Title:</b>	Training workshop on TEVET course development
<b>Domain:</b>	Technical and Vocational Education and Training
<b>Consulting Level Grade:</b>	Senior
<b>Organizational Unit:</b>	UNESCO Regional Office for Southern Africa
<b>Location:</b>	Lilongwe, Malawi
<b>Type of contract:</b>	Service contract (training)
<b>Duration of the contract</b>	Depends on proposal (but one week for the training programme delivery is indicative)
<b>Deadline :</b>	<b>July 13, 2018</b>
<b>Application to be sent to:</b>	<a href="mailto:r.chadzunda@unesco.org">r.chadzunda@unesco.org</a>

### 1. Background

UNESCO is implementing a part of the European Union funded Skills and Technical Education Programme (STEP)<sup>1</sup> 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, and better train TVET teachers and trainers. The project's time frame is four years (April 2016 – March 2020) and the overall budget for the UNESCO component is 9 million Euros. (When including the cost of building renovations and equipment plus the provision of grants to a number of NGOs, the entire value of STEP is 32.6 million



Euro.) The project is targeting programmes<sup>2</sup> for the construction sector of the economy and also is tasked with promoting inclusion of disadvantaged groups. STEP consultants under Component 2 have prepared teaching and learning materials for five Level 1 construction trade programmes. The development of these programme followed an enhanced course development process that built on the existing approach used in the TEVET Authority. This enhanced process includes a series of processes starting from an identification of training needs in companies, to development of competency standards, curricula and teaching / learning materials.

The individual steps in this process have been documented in a course development manual produced by the Skills and Technical Education Programme (2018).

<sup>1</sup> The STEP website can be viewed at: [www.stepmw.com](http://www.stepmw.com)

<sup>2</sup> The documented training approach for the construction trade programmes is competency based training and assessment and this is combined in formal training with an apprenticeship scheme of four years.

Following requests from both the TEVET Authority and the Department of Technical Education and Vocational Training in the Ministry of Labour, Sports, Youth and Manpower Development, the STEP team in UNESCO is planning to organize a workshop to review the processes described in the Manual.

The training programme will also be relevant to representatives from grantee organizations who received funding from the European Union.

## **2. Objectives:**

1. To plan and develop a one-week workshop on the TEVET course development process described in the above referenced manual.
2. To deliver the training workshop to a group of 20 persons agreed with the DTVT and the TEVET Authority.
3. To submit a training report on the training including a list of trainees, workshop evaluation summary, and description of certificates awarded.

## **3. Activities:**

The consultant is expected to carry out the following activities to achieve the objectives of the assignment:

- a) Prepare and submit an outline for the proposed training including reference to training techniques to be used.
- b) Develop a training programme schedule based on the elements in the manual and produce any training materials needed in addition to the manual.
- c) Deliver the training programme to 20 persons identified by the beneficiary organizations.
- d) Prepare and issue a certificate recognizing the training.
- e) Prepare a training report as described in Objective 3 above.
- f) Provide a soft copy of the training programme, any additional training materials produced and the training report.

## **4. Deliverables:**

The consultant will produce these deliverables:

1. Travel and DSA needed for the assignment
2. Training programme description including schedule and any training materials, for example, PowerPoint slides needed to accompany the training course development manual.
3. One-week training programme delivered.
4. Training report (no more than 10 pages excluding appendices) including training schedule, lists of trainees, results including certificates issued, and workshop evaluation.

## **5. Required qualifications**

### ***EDUCATION***

Facilitator must have at least a first degree or equivalent technical qualifications relevant to the assignment.

### **WORK EXPERIENCE**

The facilitator must have at least two years of experience in the processes described in the course development manual including training needs analysis, DACUM facilitation, training material development, and so on. The facilitator should have at least five years' experience in planning and delivering training programmes in TEVET.

### **SKILLS/COMPETENCIES**

- Knowledge of the UNESCO's mandate and its programme of activities.
- Sound understanding of systematic training course development
- Understanding of gender issues
- Must display a high standard of ethical conduct and exhibit honesty and integrity
- Gender-sensitive behaviour and attitudes are required.
- Sound judgement and analytical skills.
- Excellent skills in training course facilitation
- Ability to work under pressure and to meet strict deadlines.
- Strong communication skills

### **LANGUAGES**

- Excellent knowledge of English.

### **DESIRABLE QUALIFICATIONS AND EXPERIENCE**

- Higher qualification in a related field would be an advantage.
- Experience of training course development for the construction trades.
- Related work in Malawi and at least one other country

### **RENUMERATION**

The remuneration for this training programme will be based on a course fee for 20 persons. In addition, there will be payment of DSA and travel costs for the facilitator. The Skills and Technical Education Programme (STEP) will be responsible for organizing the training room, and accommodation and meals for the twenty trainees.

### **HOW TO APPLY**

Interested individuals or companies should send: 1) their proposal, including the proposed approach, methodology, and a list of similar course development training initiatives, and 2) the CV of the proposed facilitator, and 3) the proposed training cost to [r.chadzunda@unesco.org](mailto:r.chadzunda@unesco.org) by July 13<sup>th</sup>, 2018.

For more information, contact Arthur E. Shears at: [ae.shears@unesco.org](mailto:ae.shears@unesco.org)