



Call for Proposals

Date: December 17, 2018

Request to submit a written technical and financial proposal for an assignment with STEP on: Strengthening of TVET Colleges to address misconduct

The Skills and Technical Education Program (STEP) is inviting written proposals from organizations for the initiative described in attachment A.

To enable you to prepare a proposal for this assignment, please find attached the following documents:

- (a) Terms of Reference (attachment A);
- (b) Financial template (attachment B).

Your written proposal should comprise (please also refer to the eligible criteria below):

- 1) **Technical Proposal** that consists of the following:
 - A description of the organization and how it meets eligibility criteria. The eligibility criteria are described in the terms of reference.
 - A description of the organization's current and previous engagement in human resource system strengthening, disciplinary committee support, addressing misconduct in education institutions
 - A detailed proposal of how the organization will respond to the objectives of the initiative.
 - A work plan, including specific indicators and timelines.
 - A description of the proposed team to implement the program including updated CV's.
 - The technical proposal should be no longer than 8 pages excluding annexes.
- 2) **Financial proposal** that describes costs to be charged for the initiative which should be quoted in United States Dollars. The financial proposal should be separate and not included in the same document as the technical proposal.

The proposal and any supporting documents must be in English.

STEP places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost

on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, STEP shall select the proposal that offers the organisation best value for money.

Your proposal should be submitted **both by mail/hand delivered and by e-mail** no later than close of business on **January 28, 2019**. E-mail proposals should not exceed 10MB.

The e-mail address is: r.chadzunda@unesco.org

The office address is

STEP, Second Floor - Room 160, Ministry of Labour, Youth, Sports and Manpower Development, Capital Hill, Private Bag 344, Lilongwe 3.

To ease the email tracing and facilitate quick processing, kindly use the following script "**Strengthening TEVET Colleges approach to address misconduct**" as the email subject.

Submissions will be acknowledged by email upon receipt but ONLY selected organisations will receive further notification and correspondences.

It is the organisation's responsibility to ensure that the proposal is received by the deadline.

Thank you for your interest in this STEP assignment; and we look forward to receiving your proposal.

Terms of Reference**1. Background**

UNESCO is implementing a part of the European Union funded Skills and Technical Education Programme (STEP)¹ 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). The project is targeting programmes² for the construction sector of the economy and also is tasked with promoting inclusion of disadvantaged groups.

The specific objectives of STEP are to:

1. promote equitable and gender balanced access to TEVET;
2. improve the quality and relevance of TEVET;
3. strengthen the governance and management of TEVET regulatory bodies and training institutions.

Under objective 1, there is one specific activity that this consultancy will address:

Activity 1.2.1: Review formal and non-formal training programmes to increase their relevance and to attract female students to male dominated trades as well as to other training programmes

Context

The Malawi TEVET Policy and TEVETA Strategic Plan have identified as priority areas increased access to technical training by women and vulnerable populations. Quality of training and increased access are key elements of each strategic document. However, two recent STEP reports have found that there are high levels of violence occurring in the colleges. The types of violence include intimidation, abusive language, physical violence, sexual harassment, sexual exploitation, and sexual assault. The studies found there was few steps taken to prevent misconduct and particularly violence. Moreover, there was little guidance and responsibility given to college administration on how to address both minor and major cases of misconduct by instructors or by trainees.³ All colleges have a disciplinary committee however these committees are not managed or used in similar manners and do not have a terms of reference. There is not a consistent way of investigated, reporting, and responding to cases of misconduct and interpretations of the gravity of misconduct is subjective. Disciplinary measures given are also subjective, inconsistently employed, and responsibility for implementing the disciplinary measure is unclear.

¹ The STEP website can be viewed at: www.stepmw.com

² 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.

³ [UNESCO Situational Analysis of SRH and GBV in Technical Colleges in Malawi \(2017\)](#), [UNESCO Gender Equality and Inclusion Analysis of the TEVET System \(2018\)](#)

Responding to these findings, STEP in collaboration with the Ministry of Labour, Youth, Sports and Manpower Development (MoLYSMD) has developed Codes of Conduct for Instructors and Codes of Conduct for Trainee which explicitly states that sexual violence is prohibited. These Codes are developed based on the Malawi public service regulations. All newly hired TEVET instructors have received training on prevention of sexual violence and gender based violence and the related laws. Moreover, they have received training on teaching methods and institutional approaches to create a gender responsive classroom and workshop including a zero-tolerance to GBV policy and practices. This training will also be delivered to current Instructors and Principals in the technical colleges.

These are important steps to create a safe learning environment that protects trainees and promotes learning. It is recognized however that greater guidance is required for Principals, Vice Principals, and Bursars as well as members of disciplinary committees to use the committees in a just and effective manner.

It is therefore proposed that the approach to discipline in the colleges be strengthened and that TEVET Principals, Vice Principals, Bursars and Instructors be given training and direction in addressing cases of misconduct to build a supportive and safe learning environment.

2. Purpose of the Consultancy

The primary purpose of this consultancy is strengthen the approach at the college level to prevent misconduct and to address cases of misconduct of colleges staff and trainees.

This will include:

- Finalize draft TOR of disciplinary committee through stakeholder consultation and validation meeting
- Strengthen college inspection and reporting system of cases of misconduct to the Ministry of Labour, Youth, Sports, and Manpower Development and Office of Public Commission
- Building awareness and understanding of the TOR of the disciplinary committee by all stakeholders and reporting system
- Training members of disciplinary committee members including vice principals and instructors on steps to take to resolve cases of misconduct
- Build the capacity at the college level to create a safe learning environment first through misconduct prevention approaches and then through disciplinary action

It is against this background that STEP is inviting interested non-profit, registered organizations to implement this initiative.

Target Beneficiaries and Scope

The target beneficiaries are the Principal, Vice Principal, Bursars, and Heads of Departments (minimum of 40 percent of either sex) working in the colleges. It is believed that the impact of having a safe learning environment will have exponential impact. Specifically, it will ensure the rights of individuals to safe, quality education. It will build understanding of both women and men in TEVET of the rights of women to live free from violence. The program will build understanding and ultimately a change of behaviour of those who perpetuate violence in the colleges. It will ultimately

result in higher graduation rates of female trainees and an increased interest of women to enter TEVET.

It is anticipated that the program will target 7 national technical colleges (NTC) and 10 community technical colleges (CTC) and 10 community skills development centres (CSDC) across Malawi (primarily those supported by the EU STEP). The full list of NTCs, CTCs, and CSDCs can be found at this [link](#) and the list of EU supported centres is included in the annex. At a minimum, 36 individuals from the NTCs and 33 individuals from the CTCs and 33 individuals from CSDCs will participate in the year long program.

3. Tasks and Deliverables:

TASKS	DELIVERABLES
<p style="text-align: center;">Preparation</p> <p>T1: Develop short handbook to guide colleges in using positive discipline as an approach to prevention of misconduct. The handbook will include a flow chart for the levels of misconduct and responsibilities and actions to take for the different levels of misconduct</p> <p>T2: Finalize the TOR for disciplinary committee through consultation and validation meeting</p> <p>T3: Design training program including face-to-face, in-college support, and on-line training to build understanding and capacity of colleges to address misconduct using tools established</p> <p>T4: Design a monitoring program to assess impact of training and support program</p>	<ol style="list-style-type: none"> 1. College Handbook on Positive Discipline, Misconduct Prevention Measures, and Steps in Addressing Misconduct 2. Final validated TOR for disciplinary committee 3. Capacity building plan and training program for college staff and MoLYSMD, TEVETA, and OPC staff 4. Monitoring plan including indicators
<p style="text-align: center;">Capacity Building</p> <p>T5: Implement capacity building program for individuals at 9 NTCs, 10 CTCs, 10 CSDCs, inspectors from TEVETA and MoLYSMD, and human resource staff of MoLYSMD and Department of Public Service Management (formerly known as Department of Human Resource Management Development) in the Office of President and Cabinet (OPC)</p>	<ol style="list-style-type: none"> 5. Training report including results of assessments and evaluations

<p style="text-align: center;">Monitoring and Reporting</p> <p>T6: Monitor training impact (immediate) and impact at the college level (secondary)</p> <p>T7: Reflection on prevention and disciplinary approaches employed through this program and recommendations for scaling up program to be used in all colleges</p>	<p>6. Monitoring and evaluation plan of running of program and impact of program</p> <p>7. Final report (no more than 12 pages) describing program, learning approach, necessary factors for success, challenges and responses. Recommendations for how to integrate program in all colleges</p>
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4. Timing

The assignment is expected to start in February 2019 and conclude by February 2020.

5. Reporting:

The following are the list of reports that are required from the applicant during the design and implementation period:

- Inception report including a work plan with detailed activities schedule
- Reflective report on implementation of program (see deliverable 7)
- Financial report with supporting documents

This reporting must include a detailed financial report with copies of receipts, signed attendance sheets, and signed receipts of DSA and travel allowances to attend capacity building sessions.

6. Eligibility Criteria:

The organization shall ensure following supporting documentation and evidence is part of the technical proposal.

#	Requirement	Eligibility criteria (required and desirable)
1	Legal status	Registered as a non-for-profit entity or company (required) <i>Evidence: Registration documents</i>
2	Expertise/ mandate	Strong record of strengthening human resource systems (required) Experience in Malawi (desireable) Excellent knowledge of international standards and good practices in the prevention of misconduct in education institutions (required) Strong record of delivering effective training and capacity building initiatives <i>Evidence: Institutional strategic plan, previous evaluation results, annual reports, references from previous partners</i>

3	Institution Policies	Institution Gender Policy (required) Sexual Harassment Policy (required) <i>Evidence: policies signed by board</i>
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7. Financial offer of the proposal including:

The organization shall be able to provide STEP with a competitive financial proposal in accordance with the structure outlined in **Attachment B**. The pricing should consider the ability to implement the project in a cost effective manner.

The breakdown submitted should be sufficiently detailed in order to provide assurance regarding the reasonableness of the cost.

The organization should consider the number of colleges targeted (7 national technical colleges, 10 community technical colleges, and 10 community skills development centres). At a minimum, 36 individuals from the NTCs and 33 individuals from the CTCs and 33 individuals from CSDCs will participate in the year long program.

Be advised that STEP will cover travel and DSA costs of the trainees and the training venue costs. All other related training costs are to be included in financial proposal.

In addition, the organization is requested to employ the values of STEP by supporting technical college students (for example in the provision of services) and to purchase Malawian made products whenever possible.

**Detailed Budget-Financial Template for a call for proposal submitted
by a non-for-profit organization
Strengthening TEVET College Response to Misconduct**

Name of the Company/Organization:
Name and signature of authorized signatory
Contact information:

Co de	Item Description	Unit of Measurement	Quan tity	Unit Cost	Durat ion	% of time contrib uted to the Project	Total Amount
				in US\$			in US\$
P	Direct Personnel Cost						
P.1							
P.2							
	Total staffing cost						0
A	Capacity building activities (face-to-face training, in college support program, on-line program etc)						
A.1							
A.2							
A.3							
A.4							
A.5							
A.6							
A.7							
A.8							
A.9							
A.10							
A.11							
A.12							
	Total activities cost						0
T	Travel cost						

T.1							
T.2							
T.3							
	Total travel costs						0
	Sub total (Staffing, activities and travel cost)						0
	GRAND TOTAL (in US\$)						#REF!

exchange rate
728MWK/USD