



Title: Facilitator - Community of Practice - Learning Forum for TEVET Service Providers
Domain: Technical, Entrepreneurial and Vocational Education and Training
Organizational Unit: Regional Office for Southern Africa
Duty Station: Lilongwe, Malawi
Type of contract: Consultancy
Duration of the contract: February 2019 – January 2020
Application Deadline (midnight, Lilongwe time): **January 14, 2019**
Application to be sent to: r.chadzunda@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE CONSULTANCY

Background:

The Skills and Technical Education Programme (STEP) is an initiative funded by the European Union which started its implementation phase in January 2017. The overall objective of the programme is to empower the technical, entrepreneurial and vocational education and training (TEVET) sector and its capacity to satisfy the economy's need for professionals through improvement of equitable and gender-balanced TEVET.

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.

There is a high demand for improving the training provided at the Community Skills Development Centres (CSDC), Community Technical Colleges (CTC) and the National Technical Colleges (NTCs). A recent UNESCO Gender and Inclusion study found that only half of the teachers had received some form of technical teacher training and there is limited capacity building initiatives to strengthen training delivery, support to transition from training to employment, and management of the training centres.

STEP is supporting different skills training centres through bursary programmes and it is recognized that each centre is experiencing challenges and they have developed innovative solutions to these challenges and have significant learning. It is believed that each centre could benefit from joining a Community of Practice to share their experiences, challenges, and learning with other similar centres.

It is against this background that STEP is hereby inviting interested individuals to apply for the consultancy services described below.

Purpose:

The objective of this initiative is to improve effectiveness and efficiency of each training centre through learning from each other and building on successes. Moreover, through the process of sharing, a consolidated documentation of successful approaches will be developed.

Reviewing training centres' monitoring reports, there are many challenges/successes/learning in the following areas:

- Identifying potential students
- Level of skills training

- Types of support to students provided during the training to strengthen and ensure success of the overall training program (i.e. sexual reproductive health, leadership, counselling)
- Gender Based Violence prevention
- Entrepreneurship, financial literacy, business development, incubation centres
- Business kit distribution
- Loans and loan repayment
- Mentoring of students post-graduation

As this initiative will be led and shaped by the training centres, the participants themselves will decide upon the scope and themes of learning.

It is believed that a Community of Practice will benefit first and foremost the training centres but will also benefit STEP. The learning conducted through the Community of Practice will act as a form of monitoring and evaluation that will lead to learning among STEP partners. A Community of Practice differs from traditional training approaches which can focus on issues of minimal importance to the participants as the content and learning objectives are set with limited input from the participants. Moreover, traditional training often takes participants away from their workplace. It is anticipated that the Community of Practice will provide an opportunity of participants from each training centre to visit other centres so as to observe different training facilities and training support programs.

Duties and requirements:**Objectives**

1. to facilitate learning among TEVET service providers to improve training centre operations and results
2. to capture and document best practices and results of STEP supported bursary and grant programs

Role of Consultant:

The role of the professional facilitator is to:

- Facilitate learning process among participants in an active learning approach
- Facilitate on-line learning process among participants
- Document learning in format provided by STEP

Expected deliverables:

- Workplan and approach to Community of Practice Facilitation

- Agendas for each session
- Reports after each session capturing learning

Dates of Community of Practice sessions: the dates will be decided upon with the learning centres based on their schedules. However, it is anticipated that 4 sessions of 2 days each will be held; 1 session per quarter.

On-line exchanges including lessons and challenge sharing will occur on a regular basis and will be actively facilitated (at a minimum once/week) by the facilitator.

Participants/beneficiaries:

- All organizations currently receiving STEP support to run bursary and grant programs. Approximately 3-4 members from each organization actively involved in rolling out the bursary programme will be invited.
- In total, a maximum of 40 individuals will be involved directly in this initiative

Travel:

STEP will cover all travel related costs for participants. The consultant will be responsible for their own all travel costs and arrangements.

REQUIRED QUALIFICATIONS

EDUCATION

- University degree in communication, training/facilitation, education, media/journalism or related area.

WORK EXPERIENCE

- A minimum of 5-years-experience in facilitation and training, evaluation, and education

SKILLS/COMPETENCIES

- Demonstrable experience in group facilitation using active learning methods
- Strong understanding of Community of Practice facilitation
- A comprehensive understanding of the education sector and the technical and vocational skills development sector in Malawi
- Ability to plan and organize learning sessions
- Excellent writing and documentation skills
- Demonstrable experience in monitoring and evaluation

LANGUAGES

- Excellent knowledge of English
- Knowledge of Chichewa (desirable)

HOW TO APPLY

- UNESCO will make its decision based on the quality of the information contained in the proposal.
- UNESCO in its sole and absolute discretion reserves the right to:

- Reject any submissions not complying with the specified information and format.
- Not base the final decision solely on cost but rather on a balance of quality versus cost.
- Prior to the contract being signed with the individual, these terms of reference and the full scope of work to be executed shall be finally agreed upon in order to address any uncertainties and to ensure that further claims for work not specified do not arise.

Duration

- The initiative will run from February 2019 – February 2020

Costing and Proposals

- To apply, please send your technical and financial proposals and CV in English.
- The technical proposal must contain clear indications of:
 - Proposed approach to facilitate Community of Practice
 - Proposed agenda and workplan
 - Description of past similar initiatives
 - a list of previous or current clients they served with similar projects. UNESCO reserves the right to contact any clients referenced.
 - The CV of the consultant
 - How consultant meets required qualifications
- The financial proposal must include a detailed lay-out of the costs including the total cost, with specific reference to detailed costs for all aspects of the consultancy including but not limited to fees, travel, communication, and learning materials.
- Any expenses not included in the proposal shall not be entertained, unless mutually agreed upon.
- The proposal should remain valid for a minimum period of ninety (90) days from the proposal submission closing date.

Application Submission

- Applications need to be received not later than **January 14th, 2019**.
- **Application can be submitted by email and/or hard copies by mail, courier or by hand**
- **By email: Chadzunda, Rhodia <r.chadzunda@unesco.org>**
- **By mail, courier or by hand:**
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