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 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 for the construction sector of the economy and also is tasked with promoting inclusion of disadvantaged groups.

The Ministry’s Department of Technical and Vocational Training (DTVT) is facing a myriad of challenges in management and financing of its department, all of which are negatively impacting on the department’s capacity to play effective role within the TEVET playfield.

The main challenge is that there is no clear outlay of the department’s structure which can serve the ministry in staffing the department and, the observable evidence is that the department is understaffed.

There is no clear structure on how the DTVT relates with other TEVET players. Much as the Ministry may have T-MIS and L-MIS facilities under development within its respective departments, the DTVT has limited appreciation of how an ideal TVET department should be operated, financed, and using the information systems in deciding and planning the most effective and sustainable actions to take.

In August, 2011, the SADC, in its Strategic Framework and Programme of Action for Technical and Vocational Education and Training in the Southern African Region outlined its vision as: “one of a common future that will ensure economic well-being, improvement of the standards of living and quality of life, freedom and social justice; peace and security for the peoples of Southern Africa”.

In its Regional Indicative Strategic Plan (RISDP), SADC emphasizes co-operation in infrastructure development in order to ensure the availability of a sufficient, integrated, efficient and cost-effective infrastructure that will support and sustain regional economic development,

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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.
trade, investment, agriculture and contribute towards poverty eradication. To support such an initiative in Malawi there needs to be a suitably qualified workforce.

As an active SADC and African Union member, there is the need for the Government of Malawi through the MoLYS&MD to establish TEVET management structures which conform to the standards of the regional block. This is done to ensure that Malawi can be a successful player in SADC as well as the African region. There is also an urgent need for DTVT to establish a sustainable financing and resource mobilization system for department operations.

To assist the Department, STEP is calling for a consultant to review the existing structures in TVET management, information systems management and use, and financing as well as approaches to the resource mobilization modalities in the Region. Further the consultant is to identify best practice and propose new and viable options for the Ministry.

**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 of STEP, s/he will undertake the following tasks and responsibilities:

1. Review existing Department of Technical and Vocational Training and related supporting sections within the ministry.
   a. Examine strengths, weaknesses, effectiveness, efficiency and transparency of the existing structures.
   b. Examine 4 separate TEVET structures in the Region of comparable economy and compile a detailed report.
   c. Produce detailed comparative analyses for (a) and (b) above.
2. Review the existing financing and resource mobilization approaches and systems
   a. Examine strengths, weaknesses, effectiveness, efficiency and transparency of the existing approaches.
   b. Examine 4 separate TEVET financing and resource mobilization approaches of comparable economies.
3. Develop and submit a detailed report on the findings.

**III. Expected deliverables:**
The consultant is expected to deliver the following:

1. A draft TVET structures, financing and resource mobilization report comprising:
   a. DTVT structures review section including detailed proposed options and recommendations.
   b. Financing and resource mobilization review section including proposed options and recommendations.
2. Presentation which should summarise approach, findings and options/recommendations. The presentation to STEP, EUD, DTVT and other key stakeholders forms part of the validation process.
3. Final report which should reflect all comments from the stakeholders.

**IV. Additional requirements**
Consultants to be contracted are expected to be familiar with the Malawi’s Education and Technical, Entrepreneurship and Vocational Education and Training (TEVET) Systems and the private sector. The contracted consultant is expected to consider, amongst others, the documents listed below, in carrying out their assignment. The STEP can provide the prospective tenderers with electronic copies of the documents referred to below:

- a. The TEVETA ACT of 1999
- b. The TEVET Policy of 2013
- c. The current TEVETA Strategic and Business Plans
- d. TEVETA Regulations for Registration of Technical, Entrepreneurial and Vocational Education and Training Providers
- e. TEVET Policy Review of 2010
- f. Continental Strategy for TVET to Foster Youth Employment (African Union document strategy on TVET)
- g. Strategic Framework and Programme of Action for Technical and Vocational Education and Training in the Southern African Region
- h. SADC Regional Indicative Strategic Plan

REQUIRED QUALIFICATIONS

**Education**
- An advanced university degree (Masters or equivalent) in education, social sciences, development studies or related area for individual.

**Work Experience**
- At least four to seven years’ experience in research / consultancies in related areas
- Demonstrable technical proficiency on research trends and proficiency in assessing the private sector’s participation in TVET programmes.
- Experience in working with Labour/Trade unions, especially in developing economies

**Skills/Competencies**
- Ability to facilitate and incorporate diverse ideas from the private sector.
- A comprehensive understanding of the Malawi education, training, industry and the private sector.
- 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; and management consulting in TVET monitoring and evaluation.

**Languages**
- Excellent knowledge of English.

DESIREEABLE QUALIFICATIONS

**Skills/Competencies**
- Higher qualification in social studies or related field of study and experience in TEVET
- National or international accreditation in a relevant professional body will be an advantage
- Ability to carry out research 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

- Develop a technical proposal (no more than 10 pages) in English explaining how you or your firm is qualified to undertake this work, and outline the approach you or your firm would use for the assignment. Also, prepare a corresponding cost estimate.
  - The technical proposal must include the Consultant’s expertise, experience and references of previous similar work completed as well as an elaboration of the Consultant’s competency.
  - The cost estimate must include a description of the costs including but not limited to fees, travel, fieldwork, data analysis, report writing and presentation.
- Any expenses not included in the proposal shall not be entertained, unless mutually agreed upon.

For more information, contact Todini Marecha at t.marecha@unesco.org

To apply, please send your technical proposal and CV in English by email to unesco.step.mw@gmail.com by October 12, 2018.