Call for expression of interest for a consultancy to support the Development of: 1. a policy framework and guidelines the implementation of Continuous Professional Development (CPD) for TVET trainers, Administration and Management Staff in the TVET Sector in Kenya, 2. Tools for monitoring and evaluation of the implementation of the policy framework.

This activity is supported under the Better Education for Africa’s Rise (BEAR) II Project

The purpose of this call is to solicit for expression of interest from an individual/firm interested in the development of the above mentioned policy framework, guidelines and tools for monitoring and evaluation of the same.

Interested applicants shall submit an application file comprising the following documents to the following emails: v.ntheketha@unesco.org; with cc to t.bhuwanee@unesco.org on or before 30th June 2019 (Midnight Kenya Time).

(1) Letter of expression of Interest and financial proposal
(2) Up to date Curriculum Vitae
(3) Brief technical proposal on the methodology and approach for the assignment (not more than 10 pages)

The expected duration of the consultant contract is 75 days (within July to October 2019)

A. Background and context
The Better Education for Africa’s Rise II project (BEAR II) is a joint initiative of UNESCO and the Republic of Korea (RoK) to cooperate with five countries of Eastern Africa – Ethiopia, Kenya, Madagascar, the United Republic of Tanzania and Uganda – to improve the relevance, quality and perception of their Technical and Vocational Education and Training (TVET) systems.

The project builds on national reforms and strategies as well as on UNESCO’s existing work in the region, namely the Mahe Process to strengthen TVET in Eastern Africa, which includes recommendations to develop quality assurance mechanisms; enhance the quality of TVET teacher training; strengthen the teaching of entrepreneurship, basic and generic skills in TVET; facilitate the transition to self-employment; and develop and strengthen partnerships with the private sector. The project is also aligned with the 2030 Education Agenda and the UNESCO Strategy for TVET 2016-21.

In order to achieve these objectives, a broad range of activities will be conducted under the framework of the project, corresponding to the following three expected result areas:

I. Increasing the relevance of TVET to the needs of the economy by developing training curriculums to respond to market demand of skills;
II. Enhancing the quality of TVET delivered to trainees by building capacities of TVET trainers and institutions; and

III. Improving the perception of TVET among young people, enterprises and society, therefore making it a more appealing education and training option.

In Kenya, the BEAR II intervention will focus on enhancing the TVET system capacity to ensure the employability of trainee graduates from TVET programmes in the Environmental Technology sector specifically, photovoltaic (PV) solar energy. Technical Vocational Education and Training (TVET) provision in Kenya falls under the Ministry of Education.

Goal and Objective

There are already existing skills gaps among the TVET trainers in Kenya. This is exacerbated by the dynamism in technology yet there is no policy framework and guidelines on how to support the enhancement of their capacity. There is lack of systematic professional development on the job as envisaged in the Sessional Paper No. 5 of 2005. It is clear that to meet the industry demands and given the CBET mode of training all the trainers will require a continuous professional upgrade/development of their skills. Therefore, the goal is to strengthen national capacity to support the implementation of TVET trainers’ continual professional development by developing a policy framework and guidelines with the ultimate goal of narrowing skills gap/s in training while delivering industry responsive training and skills.

B. Scope of the Assignment

This assignment will directly contribute to strengthening national approaches in supporting the implementation of TVET teachers/trainers Continuous Professional Development (CPD).

Under the overall supervision of the Director of the UNESCO Regional office for Eastern Africa and the direct supervision of the Chief of Education and the BEAR II project Coordinator and with support of relevant officers in the Ministry of Education – Directorate of technical education, the incumbent will undertake the following tasks;

1. Undertake a comprehensive situational analysis of the TVET sector policy frameworks and strategic plan/ key documents to establish the existing policy gaps on CPD for TVET trainers, administration and management staff that need be addressed.

2. Develop a draft policy framework and guidelines for CPD for TVET teaching, administration and management staff after carrying out the following activities:
   i. Conduct bilateral meetings & consultations with a) National Technical Working group NTWG, b) the TVET trainers/administration and management staff per the clustered KATTI regions, C) Key informant interviews
   ii. Facilitate the CPD policy framework and guidelines drafting workshop
   iii. Facilitate dissemination of the draft policy framework for stakeholder validation (review/comments) in a workshop?

3. Review/Improve the draft policy framework and guidelines based on further inputs/comments from the Ministry of Education –DTE and UNESCO

4. Develop standardized tools for the implementation, monitoring and evaluation of CPD for teaching, administration and management staff.

5. Facilitate dissemination of the draft tools for NTWG & stakeholder review/validation

6. Finalize the policy and guidelines & tools and ensure incorporation of the inputs from the NTWG, MoE-DTE & UNESCO and submit the final reports to UNESCO

C. Deliverables;

1. Task 1 & 2 (i): (3 weeks after contract sign off) – 15 days
   • An inception report
• Situational analysis report detailing key capacity gap areas
• Schedule proposal for the bilateral meetings/consultations forums & Key informant interviews
• A draft outline of the CPD policy framework and guidelines
• Detailed agenda for the policy and guidelines drafting workshop.

2. **Task 2 (ii, iii) & 3: CPD Policy and guidelines- by 31st August 2019- 25 days**
   • Summary report of the bilateral meetings/consultations forums & Key informant interviews
   • Draft CPD policy and guidelines based on the outcome of the drafting/validation workshops and inputs from MoE-DTE & UNESCO.

3. **Task 4, 5 & 6: standardized tools for the implementation, monitoring and evaluation of CPD-20 days**
   • Draft tools- by 15th August 2019
   • Revised tools based on inputs from the stakeholder & NTWG reviews/validation recommendations.

4. **Finalized a) CPD policy and guidelines, b) Standardized tools – by 20th October 2019- 15 days**

D. **Key Qualifications:**

The consultant/team of consultants must have the following qualifications, experiences and skills

• Post graduate degree in Social Sciences, Business, Economics/ Statistics, Skills development or related field.
• At least 7-10 years relevant professional experience in research, policy review and development, labour market studies, skills assessment and development for employment or related fields.
• Strong background and experience in data collection and analysis.
• Technical expertise in assessing issues of labour market demands, supply and the ability to draw strong and valid conclusions.
• Knowledge of Kenya’s economy and TVET institutional framework is required.
• Previous work experience with international organizations and or donors is an asset.

E. **Excellent communication in English (written and verbal) and report writing skills**

**Duration of the Assignment**

The consultant shall perform the services 75 days commencing from after signing off the contract.

F. **Application Process**

Interested applicants shall submit an application file comprising the following documents to the following emails: v.theketha@unesco.org; with cc to t.bhuwanee@unesco.org on or before 30th June 2019 **2019 (Midnight Kenya Time).**

(1) Letter of expression of Interest and financial proposal
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G. **Disbursement of the contribution.**

Disbursement of UNESCO’s fees shall be by bank transfer from UNESCO’s bank account to the consultant’s/company bank account. The disbursement will be effected as follows:
(a) 1st disbursement will be upon receipt of a draft inception report and accompanying deliverables (1) on or before **15th July 2019**

(b) 2nd disbursement will be upon: Submission of the deliverables (2) on or before **30th August 2019**

(c) The 3rd and final installments upon

- Presentation of the reports/ final documents to a stakeholder validation meeting
- Receipt and approval of the policy and guidelines and standardized M&E tools by the MoE & UNESCO by **20th October 2019**