

Dakchyata: TVET Practical Partnership

Consultancy title	TVET Quality Assurance Specialist
Activity area	Support to Component 1 of TVET PP
Report to	<i>Dakchyata Team Leader</i>
Location	<i>Kathmandu, Nepal</i>
Inputs	<i>Max days: 30</i>
Dates	<i>January 2019 – March 2019</i>

1. Background to project

Dakchyata is part of the **TVET Practical Partnership** programme, the flagship skills development programme of the European Union in Nepal. Dakchyata is being implemented by the British Council under the leadership of the Ministry of Education, Science and Technology, in partnership with the Council for Technical Education and Vocational Training (CTEVT). The programme started in 2017, with an implementation period of 48 months.

The specific objective of the TVET PP programme is to strengthen and implement more effective policy in the Technical and Vocational Education and Training (TVET) sector, responsive to labour market needs. The programme is piloting an integrated Public Private Partnership approach in three key economic sectors i) agriculture ii) construction, and iii) tourism.

The British Council is responsible for delivering Components 2 and 3 of the overarching TVET PP programme. **Component 1** is being addressed as part of the inter-linked 'Sakchyamata' programme, delivered by CTEVT in Nepal. However, the British Council has committed to provide limited technical assistance to CTEVT to support the implementation of their activities under Component 1.

The CTEVT Sakchyamata project (Component 1) aims to improve the quality of TVET under the following four result areas:

1. Capacity development in TVET system
2. Employers involvement in standardising and developing market-based curricula and training materials
- 3. Improving relevancy of TVET programmes through better quality standards, and monitoring and evaluation**
4. Coordination and collaboration with federal, provincial and local TVET Stakeholders

CTEVT activities under these four result areas include: the scaling up of TVET provision and implementation, including strengthening quality assurance standards in the TVET sector; and strengthening the development of curriculum and instructional material for the delivery of quality TVET programmes in Nepal. Similarly, support for upgrading better equipment and facilities in pilot TVET centres will provide opportunities for better practical training to the trainees in the agriculture, tourism and construction sectors. The provision of e-learning, will increase outreach, and the study of labour market signalling and assessment of demand-driven occupations will provide insights into the current demand and supply situation of the actual world-of-work. Coordination and collaboration among TVET local stakeholders including business and industry will enhance public private partnerships across all levels of TVET.

2. Description of assignment

The British Council, through the Dakchyata project, is looking to appoint a **TVET Quality Assurance Specialist** to provide technical assistance to CTEVT in the delivery of their Component 1 activities. The consultant will provide support in implementing the above interlinking actions focusing on Result Area 3 of the Sakchyamata project, related to improving quality standards.

2.1 Objectives

The objective of this assignment is to provide technical assistance to CTEVT to support the enhancement of the Nepal TVET quality assurance (QA) system. The reform should aim to improve the credibility and transparency of TVET provision so that it is held in high regard nationally and internationally.

2.2 Required services/activities

The Consultant will support Nepali stakeholders to understand the different aspects of quality assurance across all aspects of the system, review the current system and identify gaps or areas for improvement. This needs to take into account capacity within the system and the work of other recent, current and planned projects. As a result of the consultancy Nepali stakeholders should have a good understanding of the components of a well-regarded quality assurance system and have agreed priority areas for development.

Specifically, the Consultant will be expected to perform the following services:

- Develop a framework for reviewing the key components and effectiveness of the Nepal TVET quality assurance system, including any changes currently in place. This could include QA systems for the effectiveness of the TVET system overall, the development of curricula, the delivery of training or the assessment of learning
- Use the framework to map key components of the TVET quality assurance system and macro, meso and micro levels, including the identification of any gaps. The

review should include existing documentation and consultation with key stakeholders and donors. It should focus on how the system is implemented in agriculture, tourism and construction TVET programmes.

- Run a two-day workshop with stakeholders to introduce the key components of a well-regarded quality assurance system and its different aspects; consult on the results of the mapping; agree strengths and weaknesses in the current approach; to introduce examples of international approaches in potential areas for development; and agree areas for improvement/development.
- Provide outlines of accreditation system for CTEVT, aiming for establishing guiding principles of recognition of qualifications/skills acquired abroad.
- Work with key counterparts to develop a quality assurance model and on that basis, develop a strategic development plan for enhancing TVET quality assurance in priority areas.

2.3 Required outputs

The consultant will be required to provide the following outputs during the execution of the assignment

- A framework for reviewing the key components and effectiveness of the Nepal TVET quality assurance system
- A report mapping the key components of the Nepal TVET quality assurance system and macro, meso and micro levels, including the identification of any gaps
- A guide to the key components of the key components of a well-regarded quality assurance system and its different aspects along with examples of international practice in specific aspects of relevant to Nepal
- Develop a draft quality assurance model
- A draft strategic development plan for enhancing TVET quality assurance in priority areas agreed by stakeholders

3. Logistical arrangements

3.1 Location

CTEVT Sakchyamata project office in Bhaktapur (Kathmandu Valley), Nepal.

3.2 Input period

The input period for this assignment will be from January to March 2019

4. Administrative information

4.1 Travel

The **TVET Quality Assurance Specialist** will be required to work from office space of Sakchyamata while in Kathmandu Valley. Field visits outside Kathmandu Valley may be required. Any travel outside of Kathmandu will be agreed in advance with Dakchyata-

transport and accommodation outside of Kathmandu valley will be reimbursed as per the Dakchyata travel policy.

4.2 Equipment

The Consultant will be expected to provide their own office equipment i.e. laptops, mobile phone etc. required to perform the services.

4.3 Invoicing

Payment will be made in arrears on acceptance of deliverables and receipt of corresponding invoice and timesheets. Timesheets will be approved by the Sakchamata Project Coordinator, and countersigned by a representative of the Dakchyata team. An indicative payment schedule will be agreed and form part of the contract.

4.4 Fee rate and expenses

The daily fee rate will be considered an all-inclusive fee, including all applicable taxes such as VAT, and cover all preparation, report writing and all other work required for completion of the services.

4.5 Working days

For the purposes of this assignment “Working Hours” and “Working Days” shall mean an 8 hour day, 9 a.m. to 5 p.m. local time Monday to Friday, if nothing else is agreed. (Work on weekend days may be required from time to time, and must be agreed in advance).

5. Consultant specification

Mandatory criteria	Weighting
<ul style="list-style-type: none"> Master’s Degree in Education/TVET, specialising in Quality Assurance Systems of Education/TVET with ten (10) years of demonstrated expertise at national and international levels in quality improvement program (QIP) 	Y/N
<ul style="list-style-type: none"> Minimum 10 years of relevant professional experience working in TVET/ educational Quality Assurance, Quality Standards of TVET institutions, QIP Progress Audit and Accreditation in education and TVET reform. 	25%
<ul style="list-style-type: none"> Very good knowledge of a wide range of quality assurance systems, tools, indicators and processes 	15%
<ul style="list-style-type: none"> Ability to recommend ways in which quality assurance systems can be made more responsive to employer and labour market needs 	10%
<ul style="list-style-type: none"> Ability to recommend a range of quality assurance procedures, systems and tools paying attention to the socio-economic status of the institutions involved 	10%
<ul style="list-style-type: none"> Experience in leading organisational change with preference to experience in TVET quality assurance review and revision 	10%

Desirable criteria	Weighting
Strong interpersonal, leadership, and motivational skills - ability to meet deadlines and handle diverse tasks simultaneously	10%
Working experience with senior officials within government and educators	10%
Possess excellent planning, coordination and workshop facilitation skills	5%
Excellent report writing, presentation and oral communication skills (in English).	5%

Scoring Model – Your submission will be subject to an initial review to assess if it meets the mandatory requirements described above. Any submission which does not meet these requirements will be rejected in full at this point and will not be assessed or scored further. Please note that at any time during the evaluation process the panel can ask for additional evidence or information. Submissions not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria using the following scoring model:

Points	Interpretation
10	Excellent – Overall the submission demonstrates that the consultant meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, meets all aspects of the requirement leaving no ambiguity as to whether the consultant can meet the requirement.
7	Good – Overall the submission demonstrates that the consultant meets all areas of the requirement and provides all evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the submission or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the consultant’s failure to provide all information at the level of detail requested.
5	Adequate – Overall the submission demonstrates that the consultant meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the consultant can meet the requirement due to the failure to provide the evidence requested.

3	Poor – The response does not demonstrate that the consultant meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the consultant can meet the requirement due to the failure by the consultant to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the ToRs and/or information about required areas has not been provided.

Following scoring the submissions, selected consultants will:

- i) be invited to attend an interview (face to face or Skype) to further clarify their submissions, experience and skills.

Following the interviews, evaluation scores will be adjusted based on the performance of each consultant at interview.

Final scores in terms of a percentage of the overall submission score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

The winning submission shall be the response scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence obtained by the British Council during the evaluation process relating to any self-certification or other requirements.

6. How to apply

Interested candidates should send a CV in EU format (attached) to sudha.subba@britishcouncil.org.np with the title '**TVET Qualification and Curriculum Specialist – Dakchyata: TVET Practical Partnership Nepal**' by midnight local time on 11 November 2018.

Candidates must include in their covering email their availability to perform the services against the required time scale, and expected daily fee rate.

Please note, we can only respond to successful applicants.