

Dakchyata: TVET Practical Partnership

Consultancy title	<i>TVET Technical Adviser</i>
Activity area	3.1: Support TVET Coordination at national Level under GoN Leadership 3.5: Develop Policy Guidelines, Materials, and Tools on the TVET Practical Partnership Approach to Guide Government Agencies, Industries, NGOs, Providers and Development Partners and All TVET Stakeholders
Report to	<i>Team Leader</i>
Location	<i>Kathmandu, with associated project travel outside of Kathmandu</i>
Inputs	<i>Max no. of days: 300</i>
Dates	<i>12 November 2018 - 28 February 2021</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 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 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 Dakchyata project delivers two components of the overarching TVET PP programme:

- Component 2: an innovative grant fund mechanism has been designed to pilot Public Private Partnership projects in the construction, tourism and agriculture sectors. The aim is to generate learning on enhancing the relevance, quality and sustainability of TVET provision in Nepal
- Component 3: technical assistance to the Government of Nepal and national TVET authority to strengthen governance, coordination and reform of the national TVET system, and raise the profile of TVET in Nepal

(Component 1 is being addressed as part of the inter-linked 'Sakchamata' programme, delivered by the Council for Technical Education and Vocational Training (CTEVT) in Nepal).

This consultancy falls largely under the above Component 3, which again is sub-divided into 8 different activity areas. The consultancy will mainly be working within the following 2 activity areas:

3.1: Support TVET Coordination at national Level under GoN Leadership

Regarding 3.1, this activity area focuses on enhancing the capacity of GoN to coordinate and govern the TVET system of Nepal. Interventions under Component 3 are designed to produce the two outputs required for the achievement of the outcome: the development of resources, procedures and knowledge to support the Government with coordination, monitoring and reform of TVET, and the development and testing of tools and resources for skills demand and supply information. Following the restructuring and merger to create the new Ministry of Education, Science and Technology (MoEST), Activity 3.1 has been reformulated to reflect the emerging needs and priorities of the new Government.

MoEST has indicated that support will be needed in the area of building capacity, given the varied backgrounds from which new appointees will be drawn. Support from Dakchyata will centre on issues of governance, coordination, and capacity development, with the latter taking the centre stage for the time being.

3.5: Develop Policy Guidelines, Materials, and Tools on the TVET Practical Partnership Approach to Guide Government Agencies, Industries, NGOs, Providers and Development Partners and All TVET Stakeholders

Under activity area 3.5 falls the formation and operation of the “Public Private Partnership Working Group” (PPP WG), established in July 2018. The PPP WG has agreed to work together to identify the approach for TVET PPP developments in Nepal and further agreed to draft a guiding document that supports policy makers and implementers in recognising the role of both the public and private sector in TVET strategies, policies and the implementation of programmes and services to support economic growth. However, the PPP WG members are senior high level stakeholders and they will require assistance and services within a string of pertinent fields, in order to become a tri-partite TVET PPP “think-tank” that forms an opinion and takes a stand on a string of issues pertinent to TVET PP. Therefore, such an entity will not only – at the end of the day – have produced a Policy Guiding Document (PGD) which will advise the policy-makers of Nepal on how to go about transforming the TVET sector of Nepal in ways that assigns Government, employers and training providers new roles that lead to systems improvements of relevance and employability. The PPP WG will also be a forum for an ongoing discussions and opinion-sharing of all pertinent TVET matters, of course in particular those that touch directly on issues related to PPP, i.e. within TVET governance, coordination and reform.

2. Description of assignment

The British Council is looking to appoint a TVET Technical Adviser to strengthen the technical expertise in TVET aiming at providing support and technical advice within two complementary, interconnected and mutually supporting areas of expertise:

1: *provide technical assistance to build sustainable institutional capacity in MoEST*, aiming for it to handle all issues related to governance and coordination of TVET matters in an efficient, effective and credible way, covering a broad range of long-term activities for the further strengthening and development of a professional and sustainable institution.

2: *provide technical support to the newly formed TVET PPP WG*, assisting overall in ensuring that work is progressing smoothly in all those fields of work, which eventually will

lead to the ongoing drafting and finalization of a Policy Guiding Document (PGD), which the PPP WG will have to hand over to GoN by 2020. (Please note that in order to carry out these assignments, it is of critical importance that the Technical Adviser closely follows developments under the above Component 2 (the Practical Partnership Fund) and can reflect data and findings from the ongoing piloting with the grant scheme into the work of the enhancement of capacity of MoEST and the TVET PPP WG).

2.1 Objectives

The overall objective of the consultancy is 1) to build sustainable institutional capacity in MoEST/TVET Division according to the needs as identified by MoEST. This should be planned and delivered in such a way that capacity development aims for systemic, rather than individual improvements.

And further, 2) to assist the PPP Working Group in their ongoing work, the single most important task being to draft and finalise a Policy Guiding Document (PGD) by the end of 2020, which prepares decision-makers in charge of the TVET sub-sector for reform, in which the demand-side of TVET provisions is strengthened.

2.2 Required services/activities

The required services are as follows:

Under 1: Capacity development (subject to final approval by MoEST)

- Conduct an internal capacity assessment that evaluates existing structures, procedures and capacities; analyse expected workload; and identify areas where additional capacities need to be established.
- Build on the knowledge and capacity that is already present in MoEST/TVET Division, making more effective use of locally available resources, and introducing new knowledge in a way that is sustainable.
- Develop capacity to plan, organize and conduct all those key activities that come with governance and coordination of TVET on a national ministerial level, in a professional, independent and sustainable manner.
- Support in providing technical input in areas like preparation of capacity building and training plans. If requested, the Technical Adviser will develop a tailored strategic capacity building plan to cover the time period 2019-2020, which can also be used by MoEST to identify other technical consultants needed to strengthen/build capacity.
- Deliver training programme for staff in response to identified needs, e.g. addressing specific capacity weaknesses.

Under 2: (support to TVET PPP WG)

- Assume responsibility as the first drafter of the PGD, verify high quality and ensure a high level of discussion and consultation in the drafting process of this key document and be the custodian of all the key elements (decisions taken, planned activities etc.) by the TVET PPP WG
- Assist in the development and present first draft of PGD in TVET PPP WG Residential Workshop and ensure a high level of discussion and consultation in soliciting the ideas/opinions/views of the participants
- Highlight better practices and important innovations in TVET. Make sure of continuous progress and momentum and ensure that the TVET PPP WG is kept abreast of all key developments in the TVET sector pertinent to PPP, including main issues and findings under the Dakchyata grant scheme
- Under the guidance of the TL or DTL of Dakchyata and the Chair of the PPP TVET WG, identify and document tasks that must be done to ensure efficient and effective

implementation of all decisions of the TVET PPP WG, so that work is done timely and with high quality

- Assume responsibility for maintaining the WG work plan and for follow-up on decisions and plans, in particularly in terms of deadlines and responsibilities
- Identify and explore possible elements/activities of different level (macro, meso and micro) of PPP in TVET for TVET PPP guiding document
- Report progress in line with agreed TVET WG reporting processes (ToR for PPP WG and work plan/implementation schedule of the PPP WG).

Further to the above, the Technical Adviser will assume particular responsibility within the following four key areas:

Policy analysis:	Review various TVET policies or policy statements suggested by TVET PPP WG to determine what limits adaption and implementation of such policy suggestions at macro, meso and micro levels and recommend way forward. Ensure that key findings and implications of the PPP grant scheme are shared with the TVET PPP WG
Planning:	In close collaboration with TL/DTL of Dakchyata and the Chair of the TVET PPP WG, develop a strategy that will enable PPP TVET WG/Dakchyata to identify a niche role, milestones and strategies to influence implantation of PPP TVET policies and suggest measures against those policy gaps which are reinforcing structural barriers to strategic goals
Information sharing:	Draw the attention of TVET PPP WG to all significant current developments pertinent to TVET, e.g. publications, announcements, statements from Governments, partners, NGOs, donor agencies etc.
Consultation:	Make inputs in and present improvements in the PDG and work/implementation plan of the TVET PPP WG or other internal or external stakeholders to ensure that proposed strategies are broadly discussed and have buy-in and appropriately links to roles, capacities and priorities.

2.3 Required outputs

Specific outputs will be agreed in the work plan of the Technical Adviser, mapped against the project work plan. Expected outputs include:

- Draft a comprehensive capacity assessment report
- Draw up a capacity development plan
- Draft capacity building and training plans
- Draft TVET PPP Policy Guideline Document in its various stages towards finalisation; draft policy papers, reports, briefing notes, materials and tools as requested by the TL/DTL, highlighting relevant aspects of TVET activities, often with particular emphasis in areas, where PPP principles and activities need clarification
- Facilitation and presentation of matters during workshops, meetings and interactions.

3. Logistical arrangements

3.1 Location

Kathmandu, with possible field visits outside of Kathmandu Valley.

3.2 Input period

The input period for this assignment will be from 12 November to 28 February 2021.

4. Administrative information

4.1 Travel

The TVET Technical Adviser will be required to work from office space of Dakchyata while in Kathmandu. Field visits outside Kathmandu Valley may be required. Any travel outside of Kathmandu will be agreed in advance - transport and accommodation outside of Kathmandu valley will be reimbursed as per the Dakchyata travel policy.

4.2 Equipment

The consultants 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. 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
Masters degree in relevant field, preferably relevant to education, economics, social or political science, public administration, research or similar	Y/N
Excellent spoken and written English and Nepali	Y/N
Solid work experience in policy acquired through working with policy analysis, particularly in the field of TVET in Nepal	30%
Experience in engaging with Government, private sector employers, NGOs and other stakeholders in Nepal	30%
Knowledge and understanding of the existing public TVET system in Nepal, including training needs assessment, capacity development of public systems/civil servants and good knowledge of different approaches to training planning and delivery.	30%
Desirable criteria	Weighting
Strong analytical ability and report writing/editing skills	10%

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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 Technical Adviser – Dakchyata: TVET Practical Partnership Nepal**' by midnight local time on 28 October 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.