

Dakchyata: TVET Practical Partnership

Consultancy title	<i>International TVET Policy Guiding Document (PGD) Drafting Facilitator</i>
Activity area	Project Component 3
Report to	<i>Team Leader</i>
Location	<i>Remote inputs, with field missions to Kathmandu / other areas of Nepal, subject to domestic/global travel restrictions</i>
Inputs	<i>50 Working Days (WD) (35 WD delivered in 2020 and 15 WD delivered in 2021 – details TBD).</i>
Dates	<i>May 2020 – June 2021</i>

1. Background to project

The Dakchyata TVET Practical Partnership project (hence: the Project) is part of the TVET Practical Partnership programme, the flagship skills development programme of the European Union in Nepal. The Project is being implemented by the British Council under the leadership of Ministry of Education, Science and Technology (MoEST), in partnership with the Council for Technical Education and Vocational Training (CTEVT). The programme started in 2017, with an implementation period of 58 months, meaning that the Project has completed around 2/3 of the planned operational cycle.

The establishment and recognition of Public-Private Partnership (PPP) approaches in TVET is central to the Project. By working together, government, employers and private training providers can jointly develop and implement TVET and related skills development practices to respond to the diverse needs of society, the economy and

individuals. The Project is piloting an integrated Public Private Partnership (PPP) approach in three key economic sectors: i) agriculture ii) construction, and iii) tourism.

The Project delivers two components of the overarching TVET PP programme:

- i. Component 2: an innovative grant fund mechanism has been designed to pilot PP 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
- ii. 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 'Sakchyamta' programme, delivered by the Council for Technical Education and Vocational Training (CTEVT) in Nepal).

This consultancy falls under the above Component 3, which is sub-divided into several activity areas; this assignment relates to Activity 3.5 as described below:

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 this activity area falls the formation and operation of the "TVET Public Private Partnership Working Group" (hence: PPP WG), established by Dakchyata in July 2018. Under the Chairmanship of MoEST, the PPP WG in its composition upholds parity between public and private sector representation. On the public sector side, there is representation from MoEST and CTEVT, the national TVET authority. There is additional public sector representation provided by the Ministry of Finance (MoF), Ministry of Labour, Employment and Social Security (MoLESS), Ministry of Industry, Commerce and Supplies (MoICS) and National Planning Commission (NPC). On the private sector side there is representation of employer organisations, including;

FNCCI (Federation of Nepalese Chambers of Commerce and Industry), FNCSI (Federation of Nepal Cottage and Small Industries), CNI (Confederation of Nepalese Industries) , FCAN (Federation of Contractor's Associations of Nepal), HAN (Hotel Associations of Nepal) as well as a number of Commodity Associations from Agriculture and Construction. The Employer Associations (EA) mentioned here are the leading EAs in Nepal, either umbrella organisations or sector specific EAs.

The PPP WG meets regularly to discuss ways to improve collaboration between the public and the private sector in operating and implementing TVET activities in Nepal. A key activity for the PPP WG is the development of a Policy Guiding Document (PGD) and associated delivery plan 'Roadmap'. Key preparatory activities (central discussions on key topics) have been taking place over 2019/2020 and will continue through into 2021. Once the PGD and Roadmap have been drafted, finalised and agreed (approx. mid-2021), they will be officially submitted by the PPP WG to the Government of Nepal. The PGD will provide guidance to policy-makers of Nepal on how to transform the relevance and quality of Nepal's TVET sector through assigning Government, employers and training providers' new roles in its development and delivery. The Roadmap will provide a practical way for the effective implementation of the PGD.

As far as possible, the recommendations will build on insights developed through the delivery of the Dakchyata Practical Partnership grant funded projects that are pilot testing various innovative partnership models through which the public and the private sector come together in the delivery of TVET. This has included a focus on models that lead to improved employment possibilities for new entrants to the job market and/or up-skilling of the existing workforce.

The PPP WG also provides a forum for ongoing discussion on TVET related issues, especially those that relate directly to the development of effective partnerships and cooperation between public and private sectors. Since the formation of the PPP WG, Dakchyata has drawn on the skills and insights of a National PPP Specialist, who will continue to work closely with the *International TVET PGD Facilitator* in supporting the delivery of this assignment.

2. Description of assignment

The British Council is looking to appoint an *International TVET PP Working Group PGD Drafting Facilitator* (hence: the Facilitator) to support the development and writing of the PGD. Whilst the development of the PGD is to be driven by the PPP WG itself, a need has been identified for a skilled facilitator to support the Group in reaching conclusions on the basis of evidence and research reviewed, and to lead on drawing together the draft PGD on this basis.

Subject to continuing travel restrictions imposed by the Government of Nepal in response to the current global pandemic, the delivery of inputs under this assignment will either involve a series of missions to Nepal for the Facilitator, or may – due to circumstances – be delivered remotely, working in close collaboration with the national PPP Expert mentioned above.

Specific activities include:

- i) Consult and take on board the present status of the discussions that have already been conducted by the PPP WG,
- ii) Take advice from PPP WG members on what they want from the PGD.
- iii) Conduct a gap analysis to advise on areas that need to be further developed to successfully complete the PGD drafting process,
- iv) Capture and develop this information into a workplan for the completion of the PGD. This draft will include advice on approaches that support the PGD objective to enhance the relevance and quality of TVET in Nepal.
- v) Develop an associated PGD Roadmap, which outlines a series of practical steps that support the realisation of this objective. It is envisaged that the Roadmap will as far as possible take into consideration the lessons learned through the delivery of the Dakchyata Practical Partnership pilot projects and other key learning.

The Facilitator will deliver these objectives through a combination of home-based desk-work and fact-finding missions to Nepal, subject to further developments on travel restrictions related to the pandemic. The assignment will also include an ongoing dialogue with the Chairperson and members of the PPP WG and other

stakeholders. The Facilitator is expected to work closely with and supervise the work of the National Expert. The Facilitator will also ensure that the delivery of the PGD is conducted in close alignment with Component 2 (PP grants) and that it reflects data, findings and lessons learned from the Dakchyata grant scheme into the outcome of the work of the PPP WG and the PGD.

2.1 Objectives

The initial objective is to work with the National Consultant and the PPP WG Chair to develop a detailed understanding of current PPP WG activity and which areas need further development in order to draft and finalise the PGD. The objective for subsequent activity will focus on the development of the PGD, with a series of recommendations towards achieving TVET reform that strengthens demand-side of TVET provision via a public private partnership modality.

2.2 Required services/activities

The required services are as follows for the first mission (whether in-country or delivered through remote inputs, in accordance with developments) in this assignment:

- Establish a working relationship with the Dakchyata Team and the national PPP WG consultant
- Develop an understanding of the present status of discussions in the PPP WG, reviewing work done so far, including through meeting minutes, reports and records of proceedings etc.
- Conduct short interviews with all the PPP WG Members, to gauge their opinions on progress and future expectations
- Use this information to produce a report, following an evidence-based approach for the development of the PGD.
- Draft a monthly workplan to guide the PPP WG towards finalisation of the PGD. This workplan will cover inputs both from the Facilitator and the National Expert

- Instruct National PPP WG Expert on role and responsibilities in the delivery of the PGD workplan.

The required services are as follows for the second and third follow-up missions (in-country or remote inputs) in this assignment:

Based on the developed workplan:

- Suggest topics for forthcoming PPP WG meeting(s)
- Prepare agendas for forthcoming PPP WG meeting(s)
- Together with national consultant, prepare working papers etc. as required for PPP WG meetings
- Facilitate, present and discuss matters as per the agenda in PPP WG meetings
- Produce meetings reports that capture PPP WG discussion and actions
- Embed the findings into the overall workplan to ensure that a strategic and coordinated approach is being taken to the development of the PGD.

The required services are as follows for the Final Mission in this assignment (in-country or remote inputs):

- Conduct a thorough analysis of all the PPP WG's meeting discussions and reports to ensure they are embedded in the final PGD draft.
- Utilise the information gathered from the analysis of the PPP WG to produce a draft PGD and associated Roadmap for the implementation of its recommendations
- Present the draft PGD and Roadmap to the PPP WG and incorporate its members' amendments, proposals and clarifications. Submit the finalised PGD and Roadmap to the Chairman of PPP WG and to Dakchyata.

2.3 Required outputs

First Mission (in-country or remote inputs):

- Report on the main outcomes of the PPP WG's activities from its inception
- An Interview template to be used for the interviews of PPP WG Members
- Report of the key findings of interviews and summary of the discussion
- Mission Report which includes:
 - findings, conclusions, and recommendations,
 - identification of subjects/themes/aspects by PPP WG that need to be addressed,
 - a proposed workplan for the remaining time of the PPP WG, with a suggested step by-step approach on how to address the identified areas to be addressed. To ensure that the Workplan specifies roles and responsibilities for further work for the Facilitator and the National PPP WG Expert. (If fieldwork is planned, ensure that this is planned for and executed in close collaboration with National PPP WG Expert).

Follow-up Missions (in-country or remote inputs):

- Deliver outputs identified and agreed in the workplan developed in the First Mission
- Draft agenda and prepare working paper(s) for forthcoming PPP WG meeting(s)
- Facilitate (together with the National PPP WG Expert) PPP WG meetings
- Write meeting reports
- Embed outcome of meetings in the PGD workplan, including through referencing achievements and outstanding activities
- Prepare forthcoming PPP WG meeting(s)

Final Mission (in-country or remote inputs):

- A report summarising the activities of the PPP WG, a draft PGD Report and Roadmap for presentation, discussion and agreement with PPP WG Members
- Present Final draft PGD and Roadmap to PPP WG, incorporating comments, ready for hand-over to Chair and to Dakchyata
- Final Mission Report, highlighting key findings and outcomes from all the missions.

3. Logistical arrangements

3.1 Location

If possible, with missions undertaken to Kathmandu, with possible field visits outside of Kathmandu Valley, or alternatively, delivered through remote working inputs – or a combination of the two delivery modes.

3.2 Input period

The input period for this assignment will be from May 2020 to May 2021. It is foreseen that during this period, the work of the Facilitator will take place over three to four main blocks which will either be conducted through in-country missions (subject to ongoing travel restrictions) or delivered remotely.

4. Administrative arrangements

4.1 Travel

While in Kathmandu, the Facilitator will be required to work mainly from the Dakchyata office. Some field visits outside Kathmandu Valley may be required and any travel for these 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 Facilitator will be expected to provide own office equipment i.e. laptop, 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. Per diems for nights spent in Nepal on project business will be reimbursed separately in line with project policy.

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
Graduate/Postgraduate degree in Education/TVET, Economics, or Political/Social Sciences or similar, with at least 10 years' experience in engaging and involving employers in all issues pertinent to qualifications, skills needs and re-skilling of workforce as per needs of employers/the market.	Y/N

Excellent spoken and written English – outstanding writing talent and strong communicative skills, in a cross-cultural environment	Y/N
Extensive track record on working with TVET policy issues, advising on ways of making the TVET sector more efficient and effective and making it more responsive to market demands for skills, addressing issues of relevance and sustainability.	30%
Solid international work experience in working with various aspects of the relationship of TVET systems, Government and employers. Proven track record in producing models of collaboration that underscore the importance of close partnership modality in the relationship between public and private sector (PPP) in TVET.	30%
Research experience. Strong analytical ability and excellent report writing skills. Knowledge and understanding of ways to collect and process opinions and points of views of various stakeholders, i.e. Government representatives, private sector representatives (e.g. employer and employer organisations) and views of representatives of TVET training system and report systematically on findings and actions to be taken. Ability to draw up road map or strategies for further development and change of existing TVET systems and ability to express such in ways that demonstrate how TVET can overcome present shortfalls and challenges.	30%
Commercial	Weighting
Proposed daily fee rate	10%

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 successful candidate 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 ***International TVET PGD Drafting Facilitator – Dakchyata: TVET Practical Partnership Nepal*** by midnight local time on Sunday 31 May 2020.

The Candidate must include in his/her covering email

- **availability** to perform the services against the required time scale, and
- **expected daily fee rate.**

Please note, we can only respond to successful applicants.

The British Council are committed to safeguarding children, young people and adults who we work with.

We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.

Appointment to positions where there is direct involvement with vulnerable groups will be dependent on thorough checks being completed; these will include qualification checks, reference checks, identity & criminal record checks in line with legal requirements and with the British Council's Safeguarding policies for Adults and Children.