

## Dakchyata: TVET Practical Partnership

<b>Consultancy title</b>	Coordinators (Reviewers): annual monitoring and review of the baseline study on TVET reform process	
<b>Activity area</b>	3.3: Annual Review of TVET Reform process	
<b>Report to</b>	Lead Coordinator (reporting to Team Leader)	
<b>Location</b>	Kathmandu, with associated project travel outside of Kathmandu	
<b>Inputs</b>	Max. No. of days:	100 days (2 positions: 50 days each over 2 assignments)
<b>Dates</b>	Two assignments under framework contract (May 2019 – December 2020) 1. May – June 2019 2. May – June 2020 (approximately – dates TBC in early 2020)	

### 1. Background to project

The Dakchyata project 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, Government of Nepal and technical support of 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 'Sakchyamta' programme, delivered by the Council for Technical Education and Vocational Training (CTEVT) in Nepal).

Component 3 of the Project falls under Activity Area 3.4 and deals with the establishment and piloting of a Skills Demand and Supply Information Tool in each of the three above-mentioned economic sectors. It is important to establish recognisable labour demand tools that work on national, provincial and local levels, addressing issues in the sector, sub-sectors, and occupations.

### 2. Description of assignment

Two national consultants are sought to provide support to the Lead Coordinator in conducting a review of the baseline study for the TVET reform process (focusing on TVET

policy implementation, TVET donor implementation and PPP reform) under Activity 3.3 of the Dakchyata project. This review will be conducted twice more (once in 2019, and once in 2020), with results mapped against findings from the baseline review conducted in 2017.

## **2.1 Objectives**

Acting as part of a team of three led by the Lead Coordinator (assignment lead), the Reviewers will:

- Review the original baseline study, annual review of TVET Policy Reform 2018, agree monitoring methodology, tools and indicators to carry out the second annual review 2019 of the baseline study of the TVET reform process (TVET policy implementation, TVET donor implementation and PPP reform). This process will then be repeated in 2020.
- Support the Lead Coordinator in preparation of data collection methodology, tools and templates in coordination with the Team Leader and Deputy Team Leader of the project.
- Under the supervision of the Lead Coordinator, collect baseline information based on indicators, key issues of Dakchyata from the TVET stakeholders given in monitoring framework
- Assist in the preparation of a detailed report which includes all relevant information related to Dakchyata key issues, indicators of TVET policy reform, including comparative charts/infographics against findings from previous year's studies, drawing conclusions and making recommendations for further work etc.
- Facilitate the presentation of findings and recommendations of the Annual Reviews to the Monitoring Panel, MoEST, CTEVT, TVET PPP Working Group and wider TVET stakeholders
- Incorporate the inputs provided by the participants of the meeting and prepare a meeting reports
- The two coordinators (reviewers) will be responsible for drafting the Annual Review 2019 of TVET Policy Reform for finalisation by the Lead Coordinator prior to submission to the Dakchyata team. The split of responsibilities between the two coordinators (reviewers) in drafting the report will be agreed from the outset.

## **2.2 Required services/activities**

Services will be conducted in two blocks:

1. Annual Review 2019 (research undertaken in May-June 2019 – up to a maximum of 25 days for Reviewer)
2. Annual Review 2020 (research undertaken in approximately May-June 2020 (TBC) – up to a maximum of 25 days for Reviewer)

The required services are as follows:

- Agree work plan for the review team, with clear split of responsibilities between the two coordinators (reviewers) under the Lead Coordinator (lead). This joint work plan will form part of the contract.
- Under the instruction and supervision of the Lead Coordinator, review project baseline report, previous Annual Review reports, annual progress report etc.
- Review TEVT project documents (donor and TEVT authorities), including the TEVT reform matrix;
- Agree data collection, methodology tools and templates for use by the review team.
- Conduct interviews with MoEST, TVET donors, NGOs, CTEVT, TEVT associated governmental agencies and TEVT private sector stakeholders (providers and users).
- Draft report on findings, for review and finalisation by the Lead Coordinator;

- Support the Lead Coordinator to prepare findings, recommendations, comparative matrix of review of 2018 and 2019 and present the Monitoring Panel, MoEST (TVET and Planning Division), CTEVT, and wider TVET stakeholders who could benefit from it;
- Present findings and recommendations of annual review of TVET Policy Reform to the Monitoring Panel, MoEST, CTEVT, TVET PPP Working Group and wider TVET stakeholders
- Incorporate inputs provided by the participants in the report and prepare the meeting reports
- Contribute to finalisation of the report with the Lead Coordinator.

### 2.3 Required outputs

Inputs under this framework contract will be conducted in two assignments – the Annual Review 2019, and then again for the Annual Review 2020. The indicative days and deliverables below have been drafted for the 2019 Review, which will be replicated the following year.

The consultants will deliver the following outputs in collaboration with the other members of the review team, in accordance with the workplan agreed at A., and the deadlines set out at paragraph 3.1 of this Schedule 2. Exact dates for deliverables will be agreed at the time of contracting:

<b>Deliverable</b>	<b>Est. days</b>
A. Written work plan agreed with review team, defining clear split of responsibilities between the two reviewers, submitted to Dakchyata by 18 May	1
B. Documentation review, including current documents on TVET policy implementation and TVET project reports on TVET reform	3
C. Finalise implementation plan and consultation schedule, including finalization of data collection, methodology, tools and templates,	2
D. Conduct consultation interviews with MoEST, TVET donors, NGOs, CTEVT, TEVT associated governmental agencies and TEVT private sector stakeholders (providers and users).	10
E. Draft report on the annual review 2019 of TVET Policy Reform by 8 June	3
F. Work as facilitators to present findings and recommendations of the review report to the Monitoring Panel, MoEST, CTEVT, TVET PP Working Group and wider TVET stakeholders	4
G. Incorporate the inputs provided by the participants of the meeting and prepare the meeting reports	1

I. Finalisation of report by 12 June	1
<b>Total</b>	<b>25 days</b>

### **3. Location and duration**

#### **3.1 Input period**

The input period for the 2019 Review assignment will be from approximately **1 May 2019 to 15 June 2019**.

The dates for the subsequent 2020 Review are still to be finalised, but the study will most likely take place between May and June 2020.

#### **3.2 Location(s) of assignment**

The team of consultants will work in Kathmandu Valley with TEVT donors, TEVT Authorities (Govt and non- Govt.), and TVET providers (public and private) etc.

### **4. Administrative information**

#### **4.1 Equipment**

The consultant will be expected to provide his/her own office equipment i.e. laptops, mobile phone etc.

#### **4.2 Invoicing**

Payment will be made in arrears on acceptance of deliverables and receipt of corresponding invoice and timesheets. An indicative payment schedule for the Expert will be agreed and form part of his/her contract. Release of payments is subject to confirmation of delivery of agreed deliverables by the lead consultant (Lead Coordinator).

#### **4.3 Fee rate and expenses**

The daily fee rate for each of the consultant 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.

#### **4.4 Working days**

For the purposes of this assignment “Working Hours” and “Working Days” shall mean an 8 hour day, 9 a.m. to 5:30 p.m. local time.

### **5. Qualifications and experience required**

<b>Mandatory criteria</b>	<b>Weighting</b>
10 years' work experience in technical and vocational education and training	25%
5 years' experience in engaging with private sector employers	25%
Knowledge and understanding of existing TVET system in Nepal, including existing training needs assessment, curriculum development processes, private sector engagement in TVET, and TVET certification and assessment	20%
Experiences in developing data collection tools, methodology and analysis of the data	20%
Strong background in analytical review of reports and interpretation of information, views, opinions and suggestions of the informants	10%

Post Graduate Degree or advanced diploma in vocational trade;	Y/N
Fluent in Nepali and English	Y/N

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	<b>Excellent</b> – 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	<b>Good</b> – 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	<b>Adequate</b> – 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	<b>Poor</b> – 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	<b>Unacceptable</b> – 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 decisions will be made based on the performance of each consultant at interview. The winning submission shall be the response scoring the highest percentage score out of 100 at interview, 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](mailto:sudha.subba@britishcouncil.org.np) with the title 'Coordinators (Reviewers): annual monitoring and review of TVET Reform' by midnight Nepal time on **Thursday 28 February 2019**.

Candidates must include in their covering email:

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

*Please note, we can only respond to successful applicants.*