

TERMS OF REFERENCE

Consultancy for Development of National TVET Apprenticeship Guideline for South Sudan

1. SUMMARY OF CONSULTANCY:

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| Title: | Development of National TVET Apprenticeship Guideline for South Sudan |
| Location: | Juba South Sudan |
| Application Deadline: | 19 th August 2021 by latest 4:00pm South Sudan Time. |
| Type of Contract: | Consultancy Firm/Individual |
| Post Level: | Open (National and International Consultants/Firms) |
| Language Required: | English Language |
| Starting Date: | 1 st September 2021 |
| Expected Duration of Assignment | 30 days (1 month) |

2. PURPOSE OF CONSULTANCY:

The purpose of this consultancy is to develop and design a manual for National TVET Apprenticeship Guideline for South Sudan. The successful consultancy firm will develop a manual and guidelines aimed at offering apprenticeship in a structured manner while offering opportunities for drawing learnings. A national level guideline will strengthen the activities in the National TVET working group.

3. BACKGROUND:

Finn Church Aid is a faith-based organisation founded in 1947. FCA is the largest Finnish development cooperation organisation and the second largest provider of humanitarian aid. FCA operates in around 13 countries in Asia, Africa and the Middle East. We work with the poorest people, regardless of their religious beliefs, ethnic background or political convictions. Our operation includes long-term development cooperation, humanitarian assistance and advocacy. FCA operates around three thematic areas of focus: Right to Quality Education, Right to Livelihoods and Right to Peace. FCA is a member of the ACT Alliance.

4. JUSTIFICATION

FCA, in consortium with Norwegian Refugee Council (NRC), Association of Christian Relief Organization in South Sudan (ACROSS) and Vocational Skills Development Organization (VOSDO) is implementing an EU funded EMPOWER II project “Enhancing Technical and Vocational Education and Training (TVET) for Youth Employment in South Sudan”.

The overall objective of this project is to promote empowerment of youth in South Sudan, through access to relevant and quality TVET and income generating opportunities. The expected outcomes of the action are; Improvement in nationwide coordination and management of TVET; Increased access to improved quality TVET for vulnerable youth through centre based TVET trainings and on-the-job training; Increased access to income

generating opportunities for vulnerable youth through business start-up support and linkages to labour market.

The targeted locations of the project are in Central Equatoria, Jonglei and Western Bahr El Ghazal States in South Sudan.

The project intends to collaborate and coordinate with the TVET technical working group, relevant line ministries, public employment services, entities promoting apprenticeships and other stakeholders and partners in the design and development of the proposed TVET apprenticeship manual for South Sudan.

5. DUTIES AND RESPONSIBILITIES OF CONSULTANCY:

- Conduct an initial review of existing TVET apprenticeship guideline manuals in South Sudan, including local, traditional understanding of apprenticeship and its practices. This shall be through stakeholder workshops where samples of TVET apprenticeship guidelines will be provided.
- Develop and design National Apprenticeship Guideline for South Sudan. The guideline is required to be the consultant's own production, not plagiarized material and should respect copyrights when referencing other sources.

In the processes of developing the Apprenticeship Manual, the consultant shall be encouraged;

- 1) To spell out all the necessary steps needed to promote quality apprenticeship programmes that address the labour market demands in South Sudan.
- 2) To include career guidance and comprehensive advice for the youth of South Sudan on further learning, career decisions and guidance on seeking apprenticeship in the private sector.
- 3) To design the definitions for the concepts of on-the-job-training and off-the-job learning, in-company-training, apprenticeship, industrial attachment etc. to be chosen and validated by the workshop of the duty-bearers
- 4) To design/give recommendations for the necessary regulations, policies or Acts related to apprenticeship (e.g. insurances, rights and responsibilities of the trainee including their occupational safety and health and the on-the-job-trainer, contents, incentives etc.)
- 5) To design related harmonized templates for e.g. apprenticeship contract etc.
- 6) To give recommendations as to how the apprenticeship is embedded to the TVET curricula.

6. EXPECTED DELIVERABLES:

- An inception report on how this consultancy task would be approached and delivered within the required period.
- Conduct a two-day induction of government institutions, EMPOWER II partners, relevant NGOs/UN Agencies, private sectors and TVET centres on the delivery of quality apprenticeship.
- Develop and design a draft National Apprenticeship guideline Manual for South Sudan.
- Conduct 3-day validation workshop of 45 participants bringing together stakeholders from different line ministries, private sector and TVET centres.

- Submit a well-proofread TVET apprenticeship guideline Manual to FCA for printing.
- Submit a final report of the consultancy.

7. TIMELINE FOR CONSULTANCY:

This task is proposed to take 30 days from 1st to 30th September (1 month only). However, the consultant will have to develop a detailed plan indicating expected timelines for delivering the tasks/consultancy in the technical proposal that will be agreed upon and stipulated in the inception report. The following is a proposed time line.

| S/No. | Activity Description | Days |
|-------|---|----------------|
| 01 | Inception report and Work plan | 1 day |
| 02 | Induction of the government institutions, EMPOWER II partners, relevant NGOs/UN Agencies, private sectors and TVET centres on the delivery of quality apprenticeship. | 2 days |
| 03 | Draft a National Apprenticeship Guideline Manual for South Sudan. | 20 days |
| 04 | Validation workshop of 45 participants which bringing together stakeholders from different line ministries, private sector and TVET centres. | 3 days |
| 05 | Submit well-proofread TVET Apprenticeship guideline Manual to FCA for printing. | 2 days |
| 06 | Final Report by Consultant to FCA | 2 days |
| | Total Duration | 30 days |

8. REQUIRED SKILLS, COMPETENCIES, EXPERIENCE, AND QUALIFICATIONS:

a) Skills and Competencies

- Experience in developing and designing TVET Apprenticeship Guideline manual in South Sudan and other countries in Africa.
- Experience in implementing private-public partnerships for TVET, especially Government-NGO collaboration on Apprenticeship manual development and capacity building the relevant government ministries and institutions.
- Experience in developing quality apprenticeship programmes
- Expert in innovations and strategies in apprenticeships' training organization.
- An understanding of TVET provision for non-formal employment sectors and community-based entrepreneurial activities.
- Strong analytical, presentation skills and communication skills.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.
- Knowledge of gender-sensitive planning, monitoring and evaluation for gender equality results.
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b) Education and Experience:

- The Individual Consultant or Lead Consultant of the firm should possess at least a Master Degree in relevant field.

- A minimum of 10 years professional experience in developing and designing TVET apprenticeship guidelines for a country, government ministry or an institution.
- Knowledge of South Sudan TVET development for non-formal employment

9. REPORTING:

The Consultant shall directly report to FCA Education Advisor at all-time regarding progress, challenges or support required for delivering this consultancy.

10. REMUNERATION:

The contract will be processed in accordance with FCA's standard procedures for procurement and consultancy contracts.

Detailed budget proposal including technical fees, consultancy fees and other costs necessary for the assignment. Budget proposal should be in United States Dollars (USD) only.

11. Proposal Schedule of Payments.

The consultant shall receive payment upon completion of the following milestones.

- a) 30 % after adoption of the inception report
- b) 30 % after presentation of the draft report/validation workshop
- c) 40 % after the approval of the final report

12. APPLICATION PROCESS:

Interested firms/reputable individual consultants should submit the following information in PDF document version.

- i. A Technical Proposal indicating ability to undertake the consultancy. The proposal should not exceed eight pages. The Technical proposal should clearly indicate a description of methodology to be used, a description of the proposed design of the assignment, work plan based on the methodology outlined the composition of the team for this assignment and their qualifications, and indication of availability.
- ii. In addition, the Technical proposal should be accompanied with the following documents;
 - a) A management letter expressing interest in the consultancy.
 - b) Company profile, and or Detailed resume for Lead consultants. The consultancy is required to use the human resources presented in the their expression of interest without changes upon contracting as this will have informed the process for selection
 - c) At least three References from previous clients of the firm/consultant in the last 2-3 years on similar assignments. At least one sample of final report on a similar assignment shall be provided.
- iii. A Detailed financial proposal (that include Technical Consultancy fees, International/domestic Airfare if any based on UNHAS rates, accommodation and other general administration costs related to the consultancy. FCA shall procure venue for workshops held within Juba for required number of participants. The financial proposal should **include 20% taxation** as per the taxation laws of South Sudan. This should exist as a separate line item

13. SELECTION CRITERIA:

The FCA procurement committee will evaluate all applications based on the following set of criteria:

| No. | Criteria | Maximum Points | Mandatory Requirements by the evaluation team |
|-----|--|----------------|--|
| 1 | Demonstrated Skills and Competencies as per item 8(a) above. | 5 | Written case on suitability for this assignment in line with requirements for this TOR. |
| 2 | Education and experience as per 8(b) | 15 | Copies of relevant academic credentials and CV for lead consultant(s) |
| 3 | Technical proposal as per 12 (i) and (ii) above (each 10 points) <ul style="list-style-type: none"> • Proposed methodology • Clear, concise and easily understood assignment design and work plan • Team composition and their individual profile • References from previous clients on similar consultancies • One sample of final report related report from similar assignment • Availability of lead team members within 10 days after application deadline. | 60 | Scoring of points shall follow the set marks/points as indicated alongside each point. |
| 4 | Financial proposal in conformity with item No. 10 (iii) above | 20 | A financial proposal that incorporates all costs. No adjustments to the financial proposal cannot be made after submission deadline. |

14. Application submission:

Applications should be submitted by email with the heading “**Application for Development of National TVET Apprenticeship Guideline for SS**” through email to Procurement.Ssuko@kua.fi by **August 19, 2021 by latest 4:00pm South Sudan Time**. Only successful applicants that meet the requirements as above will be contacted.

Any inquiry regarding this ToR can only be made in writing to the same email address with the subject title: “**Inquiry on Development of National TVET Apprenticeship Guideline**”. The last day for making any inquiry is **August 17 2021 by latest 4:00pm South Sudan Time**.

FCA has zero tolerance concerning aid diversion and illegal actions and may screen applicants, contractors, suppliers, consultants, etc.) against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements