



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Consultant to Carry out a Baseline Survey of Vocational Training Centres

Date: 16 July 2014

Country: Zimbabwe

Period of assignment/services: 30 working days

Proposal should be submitted at the following address

Registry
UNDP Office Complex
Arundel Office Park
Block 10
Norfolk Road, Mount Pleasant
Harare
or

by email to:

bidstechnical.zw@undp.org for technical proposals- detailed methodology, workplan and approach.
bidsfinancial.zw@undp.org for financial proposals

No later than 30th July 2014 @ 17:00hrs.

Any request for clarification must be sent by standard electronic communication to the following e-mail: procurement.zw@undp.org.

The response will be sent by standard electronic mail and written copies of the response including an explanation of the query without identifying the source of inquiry will be sent to all consultants.

1. BACKGROUND

The Ministry of Youth Development, Indigenisation and Economic Empowerment through the Department of Youth conducts a skills training programme which is run through a network of 42 Vocational Training Centres across the country under the Training for Enterprise (TFE) banner. The goal of the TFE programme is to provide competence based training in entrepreneurship and business management, with a view of increasing employment opportunities for youth through the establishment of various small businesses. The centres offer an array of disciplines which include motor mechanics, carpentry, welding, horticulture, cutting and designing, hotel catering and management, and computers etc. The disciplines are delivered either through short or long courses which are designed to cater for the individuals training needs.

The Ministry's vision is to see fully empowered youths and indigenous citizens, who will exhibit the attributes of total empowerment and development; enhanced livelihoods, active and meaningful participation in the economy and all spheres of society, ownership and control of the means of production and cultured and patriotic citizens. Capacity building through technical, entrepreneurial and life skills development is central to achieving this vision and Vocational Training Centres (VTCs) have a pivotal role to play in that:

First, they should address the youth unemployment problem by providing the technical and entrepreneurial skills to enable youth to start their own businesses after training in strategic sectors such as Agriculture, Mining, Manufacturing, Tourism, etc, or find employment in industry as skilled technicians thereby help grow the economy.

Second, in addition to the Training for Enterprise (TFE) programme they offer, they should be the centres for the development of the communities in which they are located; the VTC should drive all community outreach skills programmes such as the Training for Rural Economic Empowerment (TREE) and Informal Apprenticeship (IA) programmes, Integrated Skills Outreach programme (ISOP) and Youth Build Zimbabwe programme. Furthermore, every VTC should establish a Youth Information and Career Guidance Centre for the benefit of young people in the community. Other facilities that VTCs are expected to have and open to members of the community include library, clinic, multi-purpose hall, sporting facilities, and amphitheater.

Third, all VTCs should be self-sufficient and self-sustaining both in terms of meeting food requirements, recurrent and maintenance costs. To achieve this status, Agriculture should be compulsory through which every VTC should produce vegetables, grow crops, rear domestic animals (beef and dairy cattle, piggery, chickens, goats, eggs, etc) for both student consumption and for sale to raise income for the Centre. In addition centres should establish commercial production (or business) units for every course offered.

The Ministry further envisages that VTCs should transform themselves into becoming ***Centres of Excellence***, innovative and providing relevant training programmes and capable of solving community development problems. They should be business centres at which we should see a massive increase in the number of youth being skilled and an increase in productivity at all levels.

Some of the key features of the institutional framework of VTCs operating under the TFE framework include the following:

- a. The establishment of Provincial Centres in each province to spearhead the management and operations of various district centres. Provincial Centres are semi-autonomous entities operating with an Advisory Board primarily to guide the operations of commercial business units alongside the mainstream training activities.
- b. Build towards self-sustenance by setting up economically viable business units at training centres that also act as incubators for young people under training so that they fully appreciate the concept of entrepreneurship and business management.

In order to have a clearer understanding of the challenges confronting the centres, the Ministry intends to carry out a gap analysis which is aimed at identifying centre specific challenges as well as proposing mitigating strategies that enable the centres to improve on training delivery and subsequently increase enrolments. In this regard the Ministry with support from the United Nations Development Programme (UNDP) wishes to engage the services of a consultant to carry out a baseline (gap Analysis) survey of the existing vocational training centres in the country.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The objective of the assignment is to carry out a needs assessment (gap analysis) of the vocational training centres administered by the Ministry of Youth, Indigenisation and Economic Empowerment with a view of providing solutions aimed at enhancing their capacity and efficiency in delivering training to young people.

3. METHODOLOGY

Specifically, the assignment is expected to determine the status and proposed direction of vocational training centres through evaluation of the following parameters:

1. Carry out a geographical analysis and base line survey on training needs in the 42 vocational training centres;
2. Appraise appropriateness of current curriculum in meeting the training needs identified above;
3. Recommend the best possible training package for each course that will guide the Ministry to formulate course specific training modules;

4. Analyze the current status of infrastructural development of the vocational training centres particularly workshops, classrooms, staff and student accommodation, health facilities, transport and farming equipment;
5. Evaluate current management and administrative systems including staff capacity gaps;
6. Identify economically viable projects for implementation at the centre;
7. Propose demand driven vocational education courses as well as supporting infrastructural requirements;
8. Propose a management model of the Vocational Training Centres.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

The Consultant should have at least a Masters or Post Graduate Degree in Education and Vocational Training, Entrepreneurship Studies or MBA or equivalent.

Experience

The consultant should have experience of at least 7 years of overall work/professional experience in education/vocational education and training.

Abilities:

- Strong communication skills, to develop methodical and training materials;
- Excellent analytical skills and strong commitment to sharing expertise and experience in order to develop capacity of others, and work as a member/advisor of a team;
- Able to work effectively in any environment.
- A high standard of written and spoken English is essential, knowledge of Zimbabwe will be an added advantage
- Good PC skills, ability to use Internet browsers.

5. DELIVERABLES.

By the end of week one (the initial five days), an inception report should be prepared by the consultant before embarking on a fully fledged assessment. It should detail the consultant's understanding of what is being assessed and why, showing how each assessment question will be answered by way of proposed methods; sources of data; and data collection procedures. The inception report should include a proposed schedule of tasks/activities, timeline, deliverables and key issues. The consultant should conduct two validation workshops to present the draft report to stakeholders. A draft assessment report should be shared with the Ministry of Youth Development, Indigenisation and Empowerment for comments and inputs. At the end of the assignment, the consultant should deliver an assessment report containing as a minimum:

- I. Title
- II. Table of Contents

- III. List of Acronyms and Abbreviations
- IV. Executive Summary
- V. Introduction
- VI. Description of the intervention
- VII. Assessment Scope and Objectives
- VIII. Assessment approach and methods
- IX. Data Analysis
- X. Findings and conclusions
- XI. Recommendations
- XII. Annexes

6. FINANCIAL PROPOSAL.

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable deliverables (qualitative and quantitative). The financial proposal must include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

7. EVALUATION

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

Having received the highest combined score of the technical and financial scores.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

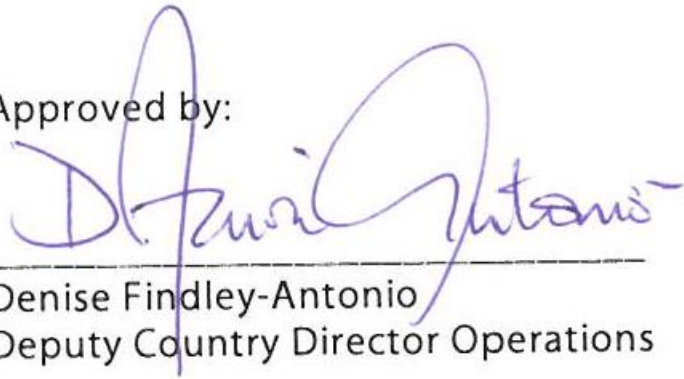
Only candidates obtaining a minimum of 70 points out of 100 points at the technical evaluation will be considered for the Financial Evaluation.

Technical Proposal Evaluation Form – Consultant to Carry Out a Baseline Survey of Vocational Training Centres		Points obtainable
1.	<i>Experience of the consultants:</i>	<i>Max 50 points</i>
Sub criteria	1.1 At least 7 years of overall work/professional experience in education/vocational education and training.	10
	1.2 At least a Masters or Post Graduate Degree in Education and Vocational Training, Entrepreneurship Studies or MBA or equivalent.	10
	1.3 Experience in the development of methodical and training materials.	10
	1.4 A high standard of written spoken English, knowledge of Zimbabwe will be an added advantage.	5
	1.5 Good PC skills, ability to use internet browsers.	5
	1.6 Excellent analytical skills and strong commitment to sharing expertise and experience in order to develop capacity of others, and work as a member/advisor of a team.	10
	<i>Sub total</i>	<i>50</i>
2.	<i>Adequacy of methodology and work plan:</i>	<i>Max 40 points</i>
Sub criteria	2.1 Have the important aspects of the task been addressed in sufficient detail?	10
	2.2 Are the different components of the project adequately weighted relative to one another?	10
	2.3 Is the scope of task well defined and does it correspond to the TOR?	10
	2.4 Work plan - Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	10
	<i>Sub total</i>	<i>40</i>
3.	Organization and completeness of the proposal	5
4.	Intellectual and technical soundness	5
	<i>Sub total</i>	<i>10</i>
	Total points	100

Financial score= $\frac{\text{Lowest Financial proposal}}{\text{Financial proposal}} \times 30$

Financial proposal

Approved by:

A handwritten signature in blue ink, appearing to read "Denise Findley-Antonio", is written over a horizontal line.

Denise Findley-Antonio
Deputy Country Director Operations