



Terms of Reference

**Ref.-No- DBTAGP01102021: DBTA-GP-Networking & JSO -
2021**

**Project name: Training in Advocacy, Establishment of
Roundtables/Summits and Platforms; Business Partnerships &
Collaboration with The Government**

Engaging a Consultant for the assignment of facilitating ten days training for Job Service officers and other TVET personnel For TVET Centres in Sub-Saharan African Countries

application@dbtechafrica.org

1.0 Background:

Don Bosco Tech Africa (DBTA) is a Non-Governmental Organization under the Salesians of Don Bosco and registered as an NGO in Kenya. It coordinates the network of the Don Bosco TVET Institutions in the Africa-Madagascar Region. DBTA's Mission focus on enhancing quality TVET for better livelihood especially for the marginalized youth in Africa and Madagascar. Their holistic approach is delivered through capacity development, modernization of training environment and equipment as well as linkages with industries/enterprises, networking and professional grants management.

With 107 training centers in 35 countries in Sub Sahara Africa, the Salesians of Don Bosco are one of the few trans-regional stakeholders of significance in Vocational Training on the continent, reaching out to more than 30,000 youths annually. The presence of the congregation in Africa is divided into 15 canonical administrative units (Provinces). The heads of the provinces are known as Provincials and they have joint body known as CIVAM which give guidelines to DBTech in line with the promotion of TVET within Don Bosco institutions in Africa and Madagascar.

DBTech Africa asserts that the best measure for education and training quality is the long-term success of the school leavers and graduates. The objective should be achieved through mechanisms that adequately prepare the graduates to enter and be successful in the labour and employment markets, earn a decent income and are ready for lifelong learning. This can be made possible if the Job service officers and other key personnel within the TVET space are equipped with relevant competencies that enable them to prepare the learners and engage different stakeholders in the TVET affairs. DBTech has strategized on how this can be achieved through the Global Program.

The Global program is designed to empower the Salesian TVET Centres in Africa and Madagascar region. The program comprises five pivotal pillars: Capacity Building, Modernisation, Job Service Office, Green TVET and Networking. The Program is being implemented in 11 countries. Each of the 11 countries is benefiting in at least 4 of the pillars.

The Job Service Office and Networking Pillars are being implemented in all the 11 countries. Implementation at the country level is being coordinated by the National Job Service Officers (N-JSOs). At the centre level, the Local Job Service Officers (L-JSOs) coordinate the events of both the JSO and Networking activities of the Global Program.

2.0 Purpose:

The purpose of the consultancy service is to offer the training to the selected participants focusing mainly on advocacy content development, Advocacy and networking strategies and skills, Public and Private Partnerships (PPP) and afterward offer TOT to selected participants. The training will be a comprehensive and will equip the participants with skills and knowledge to both operate as well as disseminate the information downwards to the L-JSOs and other internal stakeholders. The trainer will after this training, identify and recommend participants to take part in a training of trainers' (ToT) session, from each of the language zones represented, who will be tasked with sharing the knowledge gained within their countries.

The Trainer will Design the ToT Training together with the DBTA Team which responds to the needs of the identified ToT Participants.

The consultant shall be expected to develop comprehensive modules that covers the full scope of training based on the goal, objectives and expected outcomes set out and agreed upon with the DBTA Management.

3.0. Deliverables:

- Well elaborated training content as per the identified areas
- Handouts for participants
- Training schedule with timings
- Training Report with recommendation of potential trainees who could be further be trained for TOT
- Recommend Participants for ToT Training as per the language zones
- Design and deliver a ToT Training Program
- Recognized Certificates

4.0. Activities

4.1 The envisioned activities to be carried by the consultant(s) will include:

| s.no | Activity |
|------|--|
| 1 | Prepare the training content as per the identified areas |
| 2 | Offer training to the participants |
| 3 | Write the report with recommendations and share with DBTech |
| 4 | Issues certificates to the participants |
| 5 | Conduct Training of trainer to the selected participants (9) |

4.2 The identified areas of training and suggested duration

| S.no | Module one- to take two days |
|------|--|
| 1. | Definition of Network and its Benefits |

| | |
|-----------------------------|--|
| 2. | Challenges and opportunities in Building Sustainable Network |
| 3. | Key Networking tools and their applications |
| 4. | Developing a networking plan and how to implement it |
| Module 2- to take four days | |
| 1. | Partnership policy formulation and application |
| 2. | How to enhance Synergy among partners |
| 3. | Opportunities and challenges in Public private partnerships |
| 4. | Managing Relationship in partnership ventures |
| Module 3- to take four days | |
| 1. | Networking and advocacy |
| 2. | Advocacy- Purpose of Advocacy and Target Audience |
| 3. | Advocacy Action Tools - Advocacy Communication Skills |
| 4. | Evidence Based Advocacy Policy |
| 5. | Media Advocacy Challenges and opportunities |
| Module 4- to take 3 days | |
| 1. | How to carry out a Training Need Assessment (TNA) |
| 2. | How to develop training content |
| 3. | Facilitation skills |
| 4. | Evaluation of the training effectiveness |

5.0 Expected Outcome

- a) Participants are equipped with the basic knowledge, practical skills, right attitude on Public and Private Partnerships (PPPs).
- b) Participants are able to design and implement advocacy interventions that align with their skill-set

- c) Participants build sustainable alliances, networks and partnerships and are connecting to the labour market and business opportunities in both public and private sectors.
- d) Participants are able to design and implement an advocacy strategy/framework.
- e) Identified ToT trainees are able to share knowledge gained within their countries thereby ensuring sustainability of the training goals

6.0. Resources and or sources of information:

DBTech will be ready and willing to support the consultants with all the resources and information that will be required in the entire process.

6.1. Timeframe and Deadlines:

- By latest 29th Oct 2021 – 23.59: Submission of tender
- By latest 1st Nov. 2021: Information towards shortlisted applicants
- By latest 5th Nov. 2021: Signing of contract agreement and start of process
- November/December 2021 Training activities
- January 2022: Submission of the Final Report
- By Latest 30th April. 2022: ToT Training

7.0. Budget:

The budget will be based on the identified activities and the deliverables and within the project budget line.

8.0. Profile of Consultant:

8.1 Required Skills in Advocacy and Networking

- Facilitation and moderating skills
- Excellent communication and interpersonal skills and be able to work in a team environment
- Training experience in Negotiation, advocacy, public and private partnerships, organisation of roundtables and summits
- Demonstrated knowledge in policy strategy formulation
- Familiarity or experience working with both Public and Private sectors
- 5-year experience developing Public and Private Partnerships, Advocacy work and implementation of Roundtable/Summits
- The trainer will have to be an accredited trainer with Recognition from government

8.2 Knowledge about TVET System

- Field and technical experience in helping TVET operations to link with stakeholders
- Strong managerial analysis skills and good understanding of TVET business processes
- 5-year experience in consulting work, especially in TVET projects
- Ability to develop, design and deliver TVET tailor made solutions to developing organizations
- Ability to incorporate brand and institutions values into the quality systems.
- Proven experience in using participatory approaches in generating solutions.
- Ability to respond to comments and questions in a timely and appropriate manner with strong intercultural sensitivity
- Recognized certification of the Consultant(s) by competent authority.

9.0. Application Process

All applications must be received by the office of DBTA (Applewood Adams 1207, Ngong Road, Nairobi/Kenya) by latest 29th October 2021 – 04.30 p.m. EAT. For hardcopies and postal submission, the deadline is defined as 20th October 2021 – 11.59 p.m. EAT. For email submissions, the following reference shall be stated: DBTA-GP-NTNG/JSO-2021. Respective email-address for applications: application@dbtechafrica.org

A full application shall include:

- a. Cover letter describing relevant professional experiences and detailed description of qualifications
- b. A technical and financial proposal for the task described above
- c. Proposed consultant/facilitator or project team with CV of all suggested team members
- d. Proposed approach for the facilitation (Methodology) with regards to the planned intervention including time schedule
- e. Previous assignments completed
- f. A Curriculum Vitae (CV) with 2 references
- g. Company registration
- h. PIN
- i. Company profile

Requested documentation will be reviewed and only successful applicant will be contacted for further engagement. The final decision will be made after the management review considering applicant's relevant background, experiences and qualifications as well as the cost of the offer. **(*Incomplete applications will not be considered)**

In case of any clarifications needed, please email: d.director@dbtechafrica.org or call Contacts:

Anne Akamuran – Project Officer DBTA - projectofficer4@dbtechafrica.org - 0782747509

10.0 Ethics & Management of activities

10.1 Ethics

The consultant or consulting team shall not disclose any information related to the work to others without prior information and approval of DB Tech Africa. All products and deliverables generated, whether in soft or hard form shall be submitted to DBTA on completion of the assignment and will remain the properties of DBTA.

10.2 Management of activities

The general and overall management is overseen by the Program Manager. The management of specific activities is the responsibility of the contracted company but must be communicated to DBTA. DBTA has to agree to the procedures in general and in writing.