

Terms of Reference for

Consultancy to improve short course curricula development in Morogoro region

Date: 5 July 2023

BACKGROUND AND CONTEXT

The Skills for Employment Tanzania (SET) project is a 12-year project funded by the Swiss Agency for Development and Cooperation (SDC). The current, second phase of SET has started on 1 July 2022 and will end on 30 June 2026.

The overall project goal for SET across all phases is: “Improve the prospects of gainful youth (self-) employment through a contribution to improved access, relevance, and quality of Vocational Skills Development (VSD)”.

The three project outcomes for the second phase are as follows:

- **Outcome 1 (Relevance):** Improved collection and analysis of labour market and skills needs, involving private sector, workplace practitioners and other labour market stakeholders, leading to improved, relevant and flexible VSD curricula.
- **Outcome 2 (Quality):** Improved motivation and adaptive teaching techniques and teaching environment allows for improved delivery of non-formal and formal programmes and training throughout the network of Folk Development Colleges (FDCs).
- **Outcome 3 (Access):** Increased access of youth, and young mothers, to relevant non-formal VSD.

Outcome 1 will be achieved through:

- 1) Improving standard processes for labour market analyses, involving the private sector, and related curricula/course development
- 2) Improving capacity of relevant state institutions to develop curricula based on effective and standardized procedures for labour market analysis

During the design of SET Phase 2, discussions indicated opportunities to support local skills development at the community level, particularly in relation to non-formal skills training. Thus, outcome 1 will primarily focus on such training, which is provided by state institutions often in the form of short courses and by other local training providers (often NGOs).

Since the start of SET Phase 2, three tracer studies with SET Phase 1 beneficiaries were conducted under outcome 1 and training provider were capacitated to implement such studies. Also, as part of a rapid labour market scan the following activities have been done so far:

- A desk review compiling social economic profiles and a list of various stakeholders in the project regions (Morogoro, Iringa, and Mbeya)
- Development of data collection tools to complement the desk review with primary data

- A labour market scan in Morogoro region using the information of the desk review and the data collection tools developed.

Apart from that a short assessment on short course curriculum development in seven selected Folk Development Colleges was conducted.

To continue this work during the absence of the Labour Market Analysis (LMA) and Monitoring and Result Measurement (MRM) Expert due to maternity leave, SET requires external advisory and support capacity. A first consultant, who takes over part of the work was already identified locally. However, to cover the more technical part of the LMA aspect, additional external advisory capacity will be needed.

OBJECTIVE OF THE ASSIGNMENT

- The objective of the assignment is to **improve short course curricula development in Morogoro region for selected public and private institutions**

SCOPE OF WORK

Under the supervision of the SET team leader and in close collaboration with the SET national staff, the consultant will be responsible for the following tasks during his/her assignment:

- Based on the short assessment on short course curriculum development in seven selected Folk Development Colleges, the consultant is meant to conduct an in-depth review of how short course curricula are developed and revised by relevant private and public institutions in the Morogoro region, including identifying challenges, and explore what short course curricula are already available in these institutions. A draft list of state institutions to be included in the review will be provided by the SET team.
- Based on above review as well as a rapid labour market scan, the SET team will select around four (4) sub-sectors/economic activities, where short course/informal curricula could be developed or revised. The consultant will then conduct skills needs analysis workshops with various partners to identify skills needed for the selected sub-sectors/ economic activities, based on related methods and standards.
- Followed by the skills needs analysis workshop, the consultant will conduct capacity-building sessions on short course curriculum development with selected public and private institutions in Morogoro region and facilitate initial development, which ought to include action plans for the state institutions to follow after the workshop.

KEY DELIVERABLES

- In-depth review of short course curriculum development processes and availability of short course curricula in relevant state institutions of Morogoro region
- Skills Needs Analysis workshop reports for 4 selected sub-sectors
- Report on capacity-building sessions on short curriculum development with selected state institutions in Morogoro region, including their action plans for follow up after the workshop

TIME FRAME AND CONSULTANCY DAYS

Working days: **35 days**

Tentative dates:

- 14 days on-site: August 2023
- 21 days on-site: October 2023

REQUIRED QUALIFICATIONS

The external consultant must meet the following qualification requirements:

- Significant experience in the area of curriculum development, especially at local and informal level, preferable in Tanzania
- A minimum of 10 years proven practical experience in development cooperation and capacity building
- Proven experience in working with local public and private institutions
- Experience in working with donor-funded projects in the area of youth empowerment and education
- Structured mindset with attention to detail and quality
- Excellent oral and written communication skills in English
- Excellent ability to use Microsoft office package

DEADLINE AND SCOPE OF APPLICATION

All application must be submitted by email to tz_info@swisscontact.org by 21st July 2023, 5pm EAT.

Valid applications must include the consultant's CV (max. 3 pages), a short technical proposal (max.3 pages), a budget overview with tariffs inclusive of all taxes, and at least one example of similar work.

The submitted applications will be evaluated according to the following criteria.

- Understanding the short course curricula development in a development context
- Relevant experiences of the consultant
- Quality of the work sample
- Budget
- References

No correspondence will be entered into regarding the outcome of the selection process.

CONTACT

For further questions regarding this term of references or other aspects of this assignment, please contact tz_info@swisscontact.org