Call for Proposal: Consultancy services for NFE and prevocational program

INTRODUCTION

The Skill for Community Resilience and Empowerment Project (SCORE) is a four-year project, spanning from 2023 to 2026, aims to strengthen technical and vocational training and non-formal education in ethnic and conflict-affected areas of Myanmar. Implemented in Rakhine State, Mon State, and ethnic Karen areas of Kayin State and Tanintharyi Region, the project targets several townships, including Dawei, Thayetchaung, Palaw, Myeik, Kyunsu, Bilin, Kyaiktho, Thaton, Ye, Mawlamying, Hpapun, Hlaingbwe, Hpa-an, Kawkareik, Myawaddy, Sittwe, Ponnagyan, Kyauk Phyu, Mrauk U, and Thandwe.

Overall Objective of the Action: Overall Objective (Contribute to sustainable development and use of human capital with education and training in conflict affected regions in Myanmar).

Specific Objective (Outcome) 1: Target groups increase their skills on non-formal pre-vocational and TVET. Specific Objective (Outcome) 1 is centered on enhancing the training aspects, including Non-Formal Education (NFE), prevocational training, and Technical and Vocational Education and Training (TVET). This objective aims to equip the youth with the necessary skills and knowledge that align with the demands of the modern job market.

Specific Objective (Outcome) 2: Target groups have access to digital resources & use intermediation. services and support systems to make informed decisions. Specific Objective (Outcome) 2 focuses on the integration of digital tools and platforms to facilitate job matching and provide comprehensive career guidance. By leveraging technology, this objective seeks to bridge the gap between job seekers and employers, ensuring that opportunities are accessible and aligned with individual career paths.

Specific Objective (Outcome) 3: Target groups increase their access to entrepreneurship skills. Specific Objective (Outcome) 3 recognizes the importance of entrepreneurship in a context of a shrinking job market, SO 3 is dedicated to promoting and enhancing entrepreneurship as a viable career path for youth. This standalone objective underscores the significance of self-employment and business services, fostering a culture of innovation and self-resilience. SCORE is implemented by HELVETAS Swiss Intercoperation (Helvetas) as lead applicant with Myanmar Private TVET Association (MPTA), Carelink and sequa GmbH as co-applicants.

OBJECTIVES

- The main objective of the consultancy service is to develop a standard NFE and prevocational curriculums, providing inputs in the development of digitalization courses to enhance educational offerings and conduct quality TOT training in the targeted areas.

The specific tasks include:
- Initial meeting with the Helvetas SCORE project team and its consortium partners
- Develop a standard NFE and prevocational curriculum.
- Conduct TOT to the selected areas, training reporting.
- Finalize and submit the final report.
SUBMISSION OF PROPOSAL

Interested service providers are requested to submit a proposal in English that should cover:

1. Profile and experiences of conducting similar studies, preferably in the education and skills sector, together with CVs of proposed consultant/s.
2. Budget in MMK as per the proposed format in ToR (Annex 1)
3. A brief presentation of the proposal to the SCORE project management team by shortlisted service provider.

CRITERIA FOR THE SELECTION OF CONSULTANT

1. Track record and experiences of the service provider.
   a. Bachelor’s or Master’s degree in education, social sciences, psychology, or related field (Ph.D degree more advantageous)
   b. Work experience in education programs (schools, community centers, vocational training institutions)
   c. Deep understanding of non-formal education principles, familiar with prevocational training programs, curriculum development, assessment methods, methodologies and practices
   d. Strong facilitation skills for diverse learner engagement; design and delivery of interactive training sessions, workshops, and seminars
   e. Assessment of diverse groups’ learning needs and preferences
   f. Awareness of local, national, and international regulations in education and vocational training
   g. Excellent verbal and written communication skills; ability to build rapport and motivate learners.
   h. Creation of inclusive learning environments respecting cultural diversity
   i. Strong problem-solving skills for addressing challenges during training; adaptation of teaching strategies to meet evolving learner needs.
   j. Proficiency in designing and implementing assessment tools; data analysis for program improvement.
   k. Commitment to continuous professional growth through workshops and conferences.
   l. Have a genuine passion for promoting lifelong learning and skills development.

2. Availability to complete the development of curriculum and conducting training within the proposed timeframe.

After selecting the winning proposal, the service provider will develop, in exchange with the DMR project team, an inception report which includes: a planned timeline, workplan and detailed methodology/approach.

YOUR QUALIFICATION

We seek a qualified consultant - an individual, a team of Myanmar citizens, or a Consulting Company. You should have a good track record of conducting similar functions and be familiar with educational programs with INGOs. You must have at least three years of proven experience in conducting similar tasks as mentioned above. You should be able to work in and be proficient in Myanmar and English.

YOUR OFFER

Please send your proposal to SawDahay.Blut@helvetas.org. The proposal (highlighting the experiences and the CV of the proposed candidate/s and cost) specified in the ToR should be submitted to the above-mentioned emails by 12th March 2024. To explore more about our organization, please visit our website https://www.helvetas.org/en/myanmar.
TERMS OF REFERENCE

No of project/donor/country: 1243.25.1.0/SCORE/EU/Myanmar
Office/project name: Skills For Community Resilience and Empowerment (SCORE) Project

Contractor
HELVETAS Myanmar
Unit A, 6th Floor,
No.587, The Regency Office
Pyay Road, Yangon, Myanmar

Phone 0943117271
E-Mail XXXXXXXXXXX

Contractee
No.xxx, xxxxxxxx Street, xxxWard, xxxxxTownship, xxxxx
State/Region

Phone XXXXXXXXXXX
E-Mail XXXXXXXXXXX

Contract Duration From Date of signature to July 2024
1. Background

HELVETAS Myanmar

HELVETAS Myanmar is part of a network of independent development organizations. As a learning organization with head offices in Switzerland, Helvetas bring real change in the lives of over three million disadvantaged people every year and implement development projects in the areas of water and sanitation, agriculture and nutrition, education, economic development, democracy and peace, and climate and the environment, and humanitarian response. HELVETAS started working in Myanmar in 2014. It launched pilot activities in Yangon, Bago and Ayeyarwaddy Region, focusing mainly on the livelihoods sector, addressing challenges related to improving on- and off farm productivity, skills development, employment and income options for rural men, women and youth, with special attention given to disadvantaged groups.

HELVETAS Myanmar is currently implementing several projects covering the working areas: Skills Job & Income, Water, Food & Climate, Voice Inclusion & Cohesion and Humanitarian. It proactively seeks complementary collaboration with public, private, academic and other development actors. Skills for Community Resilience and Empowerment (SCORE) Project funded by EU is one of the projects under the HELVETAS Myanmar’s country program.

Skills for Community Resilience and Empowerment (SCORE) Project

Background

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2. Objective of the consultancy

The objective of the consultancy is to develop a standard curriculum for non-formal education targeted aged group (11-15 years) children and design curriculum for prevocational curriculums (time management, teamwork, professional development, basic environment awareness) targeted aged group of (16-25 years) youth. The other assignment aims to conduct TOT to the NFE providers with these developed curriculums and assist in giving inputs in the development of curriculum convert to digitalization.

3. Main tasks and activities

The major tasks and activities for the consultant are:

- Develop NFE courses encompassing Numeracy and Literacy, such as Myanmar, English, and Mathematics, alongside career guidance and pre-vocational courses.
- Adapt existing pre-vocational digital courses (life skills and soft skills) as necessary and provide soft copies.
- Implement effective classroom management, time management, teamwork, and professional development strategies.
- Offer basic environmental awareness, pedagogy, and teaching methods within course development.
- Conduct Training of Trainers (ToT) sessions, TOT for essential pre-vocational courses, career guidance, and pedagogic skills to NFE providers at the township as well as the village levels.
- Provide technical support to enhance the capacities of educators in NFE settings.
- Revise and adapt curricula and manuals to integrate elements related to gender equality, environmental awareness, and conflict sensitivity.
- Supply organizations with soft copies of relevant training materials for NFE and pre-vocational courses.
- Meet assigned tasks within designated timeframes efficiently.
- Provide comprehensive training reports and other necessary documentation.
- Assist in the development of digitalization courses to enhance educational offerings.

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Time frame</th>
<th>No. of working days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>NFE standard curriculum and prevocational curriculum are developed</td>
<td>April</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Technical supports and giving inputs in digitalization both NFE and</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; and 2&lt;sup&gt;nd&lt;/sup&gt; week of May</td>
<td></td>
</tr>
<tr>
<td></td>
<td>prevocational courses</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>TOT training (1&lt;sup&gt;st&lt;/sup&gt; and 2&lt;sup&gt;nd&lt;/sup&gt; time) in targeted region.</td>
<td>May/June</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>TOT training (3&lt;sup&gt;rd&lt;/sup&gt; and 4&lt;sup&gt;th&lt;/sup&gt; time) in targeted region.</td>
<td>May/June</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>TOT training report (in English)</td>
<td>June/July</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Final completion report (in English)</td>
<td>July</td>
<td></td>
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</tbody>
</table>

Note: Training target region is not fixed and can be changeable.
4. Time Frame of the assignment
March 2024 – July 2024

5. Programme/Mission Schedule

The consultant should prepare and submit the proposal, work plan, estimate cost of the training including trip plan and final reporting.

6. Logistics

Helvetas and Carelink team will facilitate logistics during the field visit based on the need (e.g., guidance to transportation means, introduction and organize the meeting with NFE providers and accommodation etc). However, daily subsistence allowance (DSA), travel cost and accommodation should be included in the budget proposal. Field travel for the assignment should comply with the instructions from the responsible project staffs and will need to be flexible to adapt the approach as per the needs and situation restrictions.

7. Reporting / Debriefing

The Consultant shall submit relevant documentations according to the Task Specification and agreed guidelines and formats with HELVETAS Myanmar.

Agreed reports and documentation shall be in English and submitted electronically according to the time frame agreed in ToR.

8. Annex 1. Template for budget proposal

Service provider is urged to develop budget proposal with the following format.

<table>
<thead>
<tr>
<th>Position/ title of consultancy</th>
<th>Days / units</th>
<th>Rate (MMK)</th>
<th>Total (MMK)</th>
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<tbody>
<tr>
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<td>NFE and prevocational</td>
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<tr>
<td>curriculum</td>
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<td></td>
<td></td>
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<tr>
<td>Assist and support in</td>
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<td>0</td>
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<tr>
<td>development of digitalization</td>
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<td></td>
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<tr>
<td>Conduct TOT training</td>
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</tr>
<tr>
<td>Reporting</td>
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<td><strong>Total fees</strong></td>
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<td>0</td>
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<tr>
<td><strong>Travel expenses (if applicable)</strong></td>
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<td></td>
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<tr>
<td>Accommodation</td>
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<tr>
<td>Meals</td>
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<tr>
<td>Transport</td>
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</tr>
<tr>
<td>Other expenses</td>
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<tr>
<td><strong>Total travel expenses</strong></td>
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<td>0</td>
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<tr>
<td><strong>Other costs</strong></td>
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<td>Communications</td>
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<td>Stationary/supplies</td>
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<td>Incidentals</td>
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<tr>
<td>Contingency</td>
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<td>0</td>
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<tr>
<td><strong>Total other costs</strong></td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total cost</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
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