



Zantchito Skills for Jobs Project- Technical Assistance

Terms of Reference

National Short-term Expert (NSTE) / Providing Technical Support for the Establishment of Sector Skills Councils/Bodies in Malawi within the context of the Zantchito Skills for Jobs Project- Technical Assistance Component.

Title of assignment	National Short-term Expert (NSTE) for Providing Technical Support for the Establishment of Sector Skills Councils/Bodies in Malawi.
Location	Malawi
Duration	120 working days
Expected start date	25 August 2025
Expected end date	31 July 2026
Workplan Activity Number	A 1.2.6

Background

The British Council provides management and technical leadership of complex, multi-stakeholder programmes across the globe, with an intimate understanding of local context through our longstanding presence on the ground, contributing to the achievement of positive change, particularly for young people.

Working in Malawi since 1974, we form trusted partnerships that shape new approaches by tackling profound challenges and ensuring positive solutions for sustainable change, informed by global best practice but led by Malawi's communities. This includes connecting students, educators, policymakers, academics, creatives and entrepreneurs, with a focus on increasing opportunities for youth: supporting young people and the systems that service them to improve education, qualifications and skills.

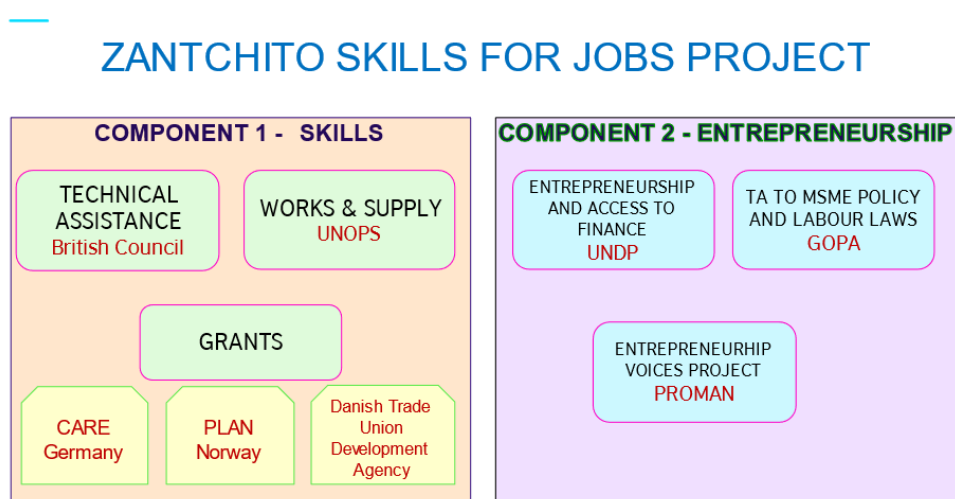
Skills development with an emphasis on TVET is the main priority for our operations in Malawi, equipping young people with the support they need to create more resilient pathways to better life prospects, and more broadly helping to tackle Malawi's unemployment challenge.

The TEVET system in Malawi has faced challenges over a number of years relating to funding, governance and the institutional strength. The overall governance and management of the TEVET sector remains challenging. Efforts to improve on the quality of governance - of TEVET regulatory functions, decentralisation approaches, promotion of policy dialogue among stakeholders, Labour market information system have not materialised; collaboration between TEVET providers and the

private sector is minimal. TEVET training systems are biased against women and students with disabilities. Enabling broad support for policy review, wider TEVET reform, capacity building throughout the system, a shared understanding and collective ownership of change that will ensure better overall management, planning, co-ordination and effective functioning of the sector is essential.

The Government of Malawi (GoM), with the support of various International Development Partners have embarked upon initiatives and projects to improve the governance, quality and relevance of TEVET. One of the largest such projects is the EU funded Zantchito Skills for Jobs project, which aims at improving the employability and self-employment opportunities of young Technical Entrepreneurial and Vocational Education and Training (TEVET) graduates and entrepreneurs, including a focus on women. The main counterpart is the Ministry of Labour. This programme is in line with **Malawi's Vision 2063**, the over-arching plan for the country's long-term development goal of attaining an inclusively wealthy and self-reliant industrialised upper middle-income status by 2063, recognises quality TEVET as essential for developing a globally competitive and highly motivated human resource that will drive achievement of the Vision.

The overarching Zantchito Skills for Job Project, is implemented under two main components – component 1 - Skills and component 2 – Entrepreneurship as illustrated in the diagram below:



The Technical Assistance (TA) project in component 1 is worth EUR 5,700,000 and delivered by the British Council, the following table provides more information about the project.

Scope of the Project / programme

Title	The Technical Assistance (TA) project -Zantchito – Skills for Jobs- Component 1
Duration	4 Years
Geographical scope	Malawi
Total budget	Approx. EUR 5,700,000
Target groups	Ministry of Labour Technical, Entrepreneurial and Vocational Education and Training Authority (TEVETA) Other relevant Ministries and government bodies TEVET training providers (formal/informal) Employers and industry representatives

Title	The Technical Assistance (TA) project -Zantchito – Skills for Jobs- Component 1
	Local communities
Final beneficiaries	TEVET graduates Employers
Overall objective	To increase employability and self-employment opportunities available to young TEVET graduates and entrepreneurs, with special attention to women's needs
Purpose (specific objectives)	1.Improved co-ordination of the national TEVET system to realise governance that supports the improved quality and inclusiveness of outcomes 2. TEVET delivery and outcomes that meet sector and local economic and social needs
Expected results	1.1 Improved co-ordination of institutions, better clarity on responsibilities and greater use of inclusive and evidence-based decision-making that supports the development and implementation of policies and strategy for an effective TEVET system. 1.2 Enhanced participation of private partners in the TEVET ecosystem contributing to higher quality, relevant and inclusive TEVET outcomes. 2.1 A sectoral approach to skills development is piloted in four Centres of Vocational Excellence (CoVE). 2.2 TEVET development, regulation and delivery is better able to respond to sector and local economic and social needs

The Technical, Entrepreneurial, and Vocational Education and Training (TEVET) sector in Malawi has recently undergone a comprehensive assessment conducted by the Zantchito TA project, with the aim of identifying key gaps and priority areas for improvement especially around formalised private sector engagement. The project also developed a detailed Toolkit on establishing Sector Skills Councils/Bodies (SSC). Additionally, the Ministry of Labour (MoL) has recently endorsed the updated TEVET Policy from the Cabinet which articulates the need to establish SSCs.

As an outcome of these assessments and policies, it was identified that a team of two experts (International and National experts) are needed to provide technical support to the MoL and the TEVET Authority (TEVETA) to establish Sector Skills Councils/Bodies (SSC). The sectors to be piloted and aligned with the Zantchito Project's ongoing efforts in establishing four Centres of Vocational Excellence (CoVEs) in the Agricultural mechanisation, Tourism, Renewable Energy and Marine Transport sectors.

Specific Objective of this Assignment

Under Specific Objective 1 of the project, the primary objective of this consulting assignment is to provide technical support and capacity building for the establishment of up to four Sector Skills Councils/Bodies in Malawi.

The aims of the assignment include but not limited to:

- Provide technical support and capacity building in the establishment of up to four SSCs. The team of two consultants will work on the assignment together in a participatory consultative approach with all relevant stakeholders. The work by the consultants will include analysis, consultations and recommendations on but not limited to the following elements:
 1. The review of current policies, reports and state of **private sector engagement in TEVET planning and implementation** including account of challenges and opportunities.
 2. Analysis of the most appropriate models for establishing SSCs in Malawi in alignment with current policies and specificity of the private sector employers in Malawi.
 3. Analysis of the potential for the autonomy and authority of the SSC in advancing TEVET in Malawi.
 4. Development of policies and procedures for links between TEVET institutions and SSCs. Review of procedures of attachments and work-based learning for students within private sector establishments and what is the potential role of the SSCs.
 5. Review of the Zantchito project Toolkit for establishing the SSCs and aligning it with the support provided in the assignment.
 6. Analyse the needed legislation to formally establish the SSCs and support government stakeholders in drafting them.
- Facilitate the formation and operationalization of SSCs across the four selected economic sectors (Agriculture, Tourism, Renewable energy and Transport) in Malawi to promote sector-specific skills development, workforce planning, and industry-led training initiatives.
- Strengthen the capacity of government agencies, industry stakeholders, and potential SSC members in governance, strategic planning, and effective operation of SSCs.
- Assist in designing a financially sustainable, inclusive, and demand-driven model for SSCs that aligns with national skills development strategies and labour market needs.
- Work with the project Technical Working Groups (TWGs) to facilitate multi-stakeholder dialogues and partnerships among government, industry, training providers, and civil society to ensure broad-based support and ownership.

Scope of Work:

The selected National Short-Term Expert (NSTE) will work closely with and under the leadership of an International Short-Term Expert (ISTE) to achieve the assignment objectives. The team of two experts will coordinate with the TA Team Leader, Deputy Team Leader, TWGs and national stakeholders to develop a workplan for the duration of the assignment, to include, but not be limited to, the following activities:

- The NSTE will support the ISTE in reviewing the findings and outcomes of the recent assessment of the TEVET ecosystem in Malawi and the SSC Toolkit developed by the project.
- The NSTE will support the ISTE to gather and review relevant national policies, strategies, and plans related to TEVET in Malawi including the TEVET policy and ACT, further analyse reports, studies, and assessments on TEVET previously conducted in Malawi especially those focusing on private sector engagement in TEVET.
- The NSTE will support the ISTE to map and consult existing industry bodies, training institutions, and government initiatives to determine the links with the SSCs.
- In collaboration with the ISTE, stakeholders and the TWGs, develop the SSCs bylaws to include governance and management structures. Including defining membership criteria, roles, responsibilities, and operational procedures.

- Identifying and agreeing with the project team and stakeholders the SSCs' mandate, functions, and services tailored to the Malawi context.
- The NSTE will support the ISTE in recommending mechanisms for financing, monitoring, and sustainability of SSCs in Malawi.
- In collaboration with the ISTE, identify the needs, design and deliver capacity building programmes on SSCs for the relevant stakeholders and the SSC members. Support the development of sector-specific action plans and work programmes.
- In collaboration with the ISTE provide capacity building in developing foundational systems and tools for skills anticipation, occupational standards, qualifications frameworks, and quality assurance.
- Support the ISTE in conducting further analysis and evidence collection on international good practice in countries relevant to Malawi and share with the stakeholders.
- Support the ISTE to design study visits for to relevant countries in European, Sub-Saharan Africa or elsewhere where stakeholders can get exposure to and learn from operational SSCs thus facilitating knowledge exchange and peer learning (the project will cover the cost of the actual study visits separately from this assignment).
- In collaboration with the ISTE, facilitate stakeholder and TWG workshops to gather inputs, share recommendations, build consensus, and foster commitment for SSC establishment.

Deliverables:

The NSTE will provide support in gathering information and data and provide feedback and input to the policy paper and reports. The NSTE will support in delivering the following:

- An Inception Report and work plan:** In collaboration with the International Short-term expert, develop a report outlining the proposed research methodology, format of the policy paper and work plan within four weeks of the assignment's commencement.
- In collaboration with the ISTE, draft and submit bimonthly progress reports including deliverables and project outputs like, stakeholder engagement strategy, SSC by-laws, training material, training reports, developed tools/operational manuals etc.
- Support the ISTE to draft legal/regulatory framework for SSCs.
- Support the ISTE to design the SSC study visits.
- In collaboration with the ISTE, conduct validation workshops with the project TWGs to get feedback on progress and way forward.
- Support the ISTE to draft the final report incorporating information and documents related to the establishment of up to four SSCs in the selected economic sectors as well as a sustainability roadmap and scale-up recommendations.

Logistics and timeline:

The National Short-term expert will perform these tasks in Malawi with the expected start date by 25 August 2025.

The Expert will be based at the Project Office in Lilongwe, Malawi, any travel to regions outside Lilongwe will be organised by the British Council according to applicable guidelines.

The expert will work up to 120 working days and will be delivered over a duration of up to 12 months. Subject to any changes notified to potential suppliers by the British Council in accordance with the contractual conditions, the intended timescales applicable to this assignment are:

Deliverable/Activity	Time as of contract signing
Inception Report	4 weeks
Bimonthly reports	8-48 weeks
Draft legal/regulatory framework for SSCs	14 weeks

Final report	52 weeks
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The NSTE should possess the following expertise and qualifications:

- Relevant degree or equivalent experience in a subject relevant to the assignment (Education, Human resource development, TVET, Management, Economics, Labour Markets, Business Administration);
- Extensive experience working in the TVET sector in Malawi.
- Experience in TVET policy development, private sector engagement in TVET as well capacity building and training..
- Proven track record in conducting system-wide TVET assessments and supporting TVET policy formulation.
- Experience in data collection and research related to the TVET sector.
- Experience of engaging with senior government stakeholders, private sector leaders and evidence of strong relationship building skills.
- Experience in consultancy work with international development partners
- Excellent written and spoken English.
- Strong analytical ability.
- Strong communication and report-writing skills.