

<b>Terms of Reference</b>	
<b>ROLE:</b>	<b>Technical and Vocational Education Consultant</b>
<b>PERIOD:</b>	<b>6 months</b>
<b>BACKGROUND</b>	
<p>Muslim Aid has a longstanding livelihoods programme in Bangladesh. This programme is separate from microfinance which is now managed by an independent national NGO. The focus of Muslim Aid's livelihoods work is technical and vocational education and training (TVET), delivered currently through four institutes, owned, managed and run by Muslim Aid. These institutes are called MAITS, and they provide courses, ranging from three months to four years diploma degrees. Subjects covered include computer and electrical technology, engineering and sewing machine operation.</p> <p>Essentially TVET is an operational programme. In recent years, the performance of TVET has suffered– a training centre was closed down; funding has become scarce; key post have remained unfilled; and student numbers are declining. There is increasing acknowledgement that MAITS are not viable, and a new approach is needed to increase job skills among young people and to help them find good quality jobs in the labour market. There are also many private institutions providing similar services.</p>	
<b>SCOPE OF WORK</b>	
<p>The scope of the work is to provide a proposal for a redesigned technical and vocational education plan based on an analysis of Muslim Aid's ongoing work in this area, an assessment of the external institutional context, identification of clear-cut strategies and delivery approaches, incorporating gender equality.</p> <p>The consultant will need to formulate a strategy for developing Muslim Aid's technical and vocational education programme in Bangladesh, to identify internal capacity need, to identify potential partners, and programme plan.</p>	
<b>MAIN RESPONSIBILITIES</b>	
<p>Review of reports and written material; institutional mapping; interviews; data analysis; summarising key findings and recommendations; submission of final report; running a workshop and some training for staff.</p>	
<b>OUTPUTS</b>	
<ol style="list-style-type: none"> <li>1. Analysis of Muslim Aid's current TVET work</li> <li>2. Opportunities and constraints for TVET documented, including a mapping of the actors and institutions operating in or delivering services in this area</li> <li>3. The policies and practices relating to TVET highlighted</li> <li>4. Feasible strategies to develop Muslim Aid's future training and vocational education work</li> </ol>	

### **EXPERIENCE & KNOWLEDGE**

Experience in technical and vocational education programming in terms of: employment promotion, entrepreneurship building, private sector development, local economic recovery/poverty-reduction strategies, urban and rural small business development; vocational and technical education and training (TVET); income-generating activities.

5. Knowledge about the latest development in the technical and vocational education sector, and in-depth knowledge of vocational training and technical education, business development, and entrepreneurship building.
6. Knowledge of mainstreaming gender equality into programmes.
7. Demonstrated experience in conducting assessments for planning and/or evaluation purposes.
8. Experience in strategic planning and implementation of programmes.
9. Experience of doing consultancies.

### **QUALIFICATIONS**

Bachelor's degree or equivalent in social sciences, with relevant experience in the development sector.

### **SKILLS**

10. Excellent analytical and communication skills (written and spoken) in English.
11. Extensive computer skills including excel, word and power point.
12. Ability to work independently and under pressure.

**Signature of Employer:**

**Date:**

**Signature of Consultant**

**Date:**