



TECHNICAL, ENTREPRENEURIAL AND VOCATIONAL EDUCATION AND TRAINING (TEVET) AUTHORITY

INVITATION FOR EXPRESSIONS OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR THE 2024-2025 COMMON PRODUCTIVITY IMPROVEMENT INTERVENTIONS

Background: The Technical, Entrepreneurial and Vocational Education and Training (TEVET) Authority is a regulatory body established in 1999 by an Act of Parliament. The Authority was founded to operate as an independent and autonomous body responsible for technical, entrepreneurial and vocational education and training in Malawi. At its establishment, the Authority was given the mandate to create an integrated TEVET system in Malawi that is demand-driven, competence based, modular, comprehensive, accessible, flexible and consolidated enough to service both the rural and urban Malawian population.

The major purpose of TEVET Authority is to contribute to human resource development through, among other things, creating an enabling environment for sustainable acquisition of internationally competitive skills and competences for a productive workforce, capable of spearheading the country's production and export led socio-economic growth.

Through its Productivity Enhancement Programme (PEP) window, the TEVET Authority intends to provide '*Common Productivity Improvement Interventions (CPII)*' based on established needs and gaps from employers and employees of organisations that pay TEVET Levy. CPII are interventions that target operational gaps within member companies of a specific sector, aiming to enhance overall sector productivity. Each intervention is intended to address common performance skills and productivity gaps identified through the engagement of the participating companies and organisations. The maximum duration of these interventions is five working days.

Call for Facilitators/Consultants:

After soliciting productivity needs and gaps from employers and employees in the private and public sector, the TEVET Authority now invites eligible, registered and reputable facilitators and organisations to express their interest in offering capacity interventions for the 2024-25 financial year under the areas detailed in the calendar below:

CPII CALENDAR FOR 2024/25 FINANCIAL YEAR

INTERVENTIONS	Jan				Feb			
	1	2	3	4	1	2	3	4
Leadership and Management				27--31				
Plant Machine Maintenance (Company visit included)					10--14			
Advanced Marketing and Sales Management						14-28		
Productivity Principles								
Customer Care, Ethics and Attitudes				27-31				
Finance for Non-Finance Managers					10--14			
Pneumatics and Hydraulics (Company visit included)							24--28	
Productivity Principles								
Records and Data Management				27 -- 31				
Customer Care, Ethics and Attitudes						17--21		
Advanced computer applications and ICT fundamentals							24--28	
Productivity Principles								
KEY – Locations of delivery								
Southern Region								
Central Region								
Northern Region								

The bidding process will be conducted in accordance with Request for Proposal Procedures contained in the Public Procurement Laws and Regulations of the Government of Malawi and is open to all eligible Consultants/Trainers.

The eligible Trainers/Consultants should possess the following attributes:

- Proven knowledge, capabilities and experience in designing, developing and delivering the stated productivity and capacity enhancement interventions;
- Relevant qualifications of key staff towards the areas of intervention;
- Proven track record in facilitation skills;
- Experience in conducting training needs assessment, validation and delivery of similar assignments;
- Conversant with training of adults; and,
- Those with experience in Training of Trainers delivery and/or Education background will have an added advantage.

Consultants/ Facilitators Input

Successful Consultants/Trainers shall closely collaborate with TEVET Regional Service Centre Managers in the Northern, Central and Southern Regions of Malawi, where the interventions shall take place, to determine the beneficiaries' profiles and to tailor make the interventions to meet specific needs.

In addition, successful Consultants/Facilitators will take lead in:

- Streamlining the beneficiaries profile based on productivity established gaps;
- Conducting a pre-engagement evaluation of a sample of the targeted beneficiaries in order to pitch the content appropriately;
- Designing and developing interventions/training that responds to the requirements of the targeted group;
- Preparing adequate materials and handouts for the beneficiaries in both print and electronic versions, as applicable;
- Delivering the content at specified venues in Blantyre, Lilongwe and Mzuzu as approved by the TEVET Authority;
- Reporting adequately on the proceedings of interventions; and,

- Advising TEVET Authority on how to improve provision of similar interventions in future.

Time of the Assignment

The delivery of the interventions is expected to commence in **January 2024** and end in **February 2025**.

Interested eligible Facilitators/Consultants should submit their **Expressions of Interests (EOI)** indicating the area of expertise they are interested in, their key skills, and what approaches and methodologies will be deployed. The Content and duration of coverage should be proposed and clearly spelt out. Submissions of the EOI must be delivered and deposited into a tender box at the TEVET Authority Secretariat by **Thursday, 9th January 2025 at 14:00 hours. Late EOI will be rejected.**

The EOI will be opened on the same date **9th January, 2025 at 14:00 hours** in the Boardroom of the TEVETA House, at City Centre, Lilongwe. Requests for proposals (RFP's), will only be sent to Facilitators/Consultants who meet the above criteria.

All communications and documents, clearly labeled, should be addressed to:

**The Chairperson,
Internal Procurement and Disposal Committee
TEVET Authority
TEVETA House
Private Bag B406
LILONGWE 3**

**Tel: 0999 971 468; 0888 980 036 and 0888 207 560
Email: info@tevetamw.com**