



Zantchito Skills for Jobs Project- Technical Assistance

Terms of Reference

Title of assignment	Team of International and National Short-term Expert (ISTE/NSTE) / Conducting a Sector Skills Gap Analysis for the Tourism and Hospitality Sector in Malawi
Location	Malawi
Duration	25 working days
Expected start date	3 rd February, 2025
Expected end date	30 th April 2025
Workplan Activity Number	A 1.2.3

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.

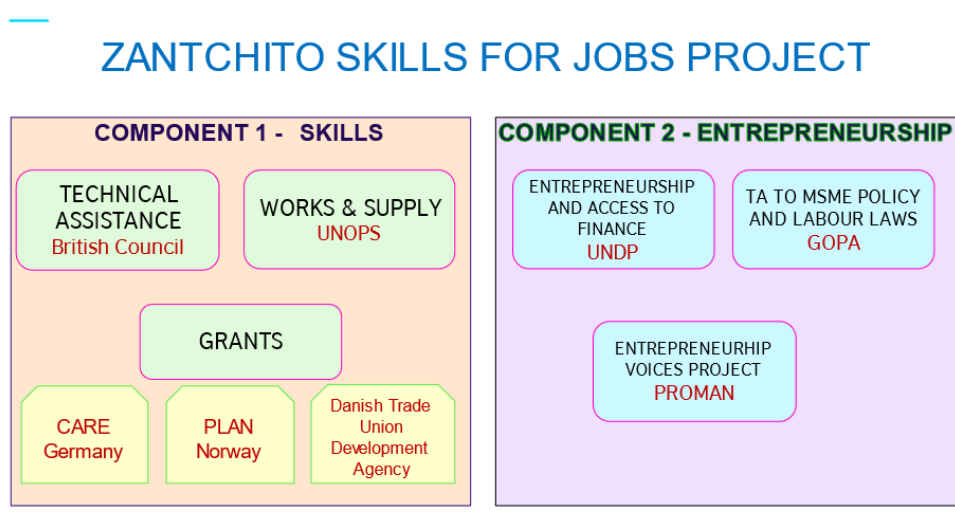
Skills development with an emphasis on TVET is the main priority for our operations in Malawi, equipping young people with the support they need to create more resilient pathways to better life prospects, and more broadly helping to tackle Malawi's unemployment challenge.

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 Local communities

Title	The Technical Assistance (TA) project -Zantchito – Skills for Jobs-Component 1
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 Zantchito Skills for Jobs Project is supporting the Ministry of Labour (MoL) and the Technical and Entrepreneurial Vocational Education and Training Authority (TEVETA) to establish four sector-specific Centres of Vocational Excellence (CoVEs), these sectors were selected based on Malawi Vision 2063 priorities. To further develop these sectors in terms of skills needs the future and for effective skills planning, the project is seeking to contract a team of international and national short-term experts to conduct sector skills gaps based on the ILO Rapid Skills for Trade and Economic Diversification (STED) methodology. This ToR focuses on the **Tourism and Hospitality sector** in Malawi for which the analysis will be conducted.

Specific Objective of this Assignment

Under Specific Objective 1 of the project, the primary objective of this consulting assignment is to conduct a skills gap analysis of the Tourism and Hospitality sector utilizing the ILO Rapid Skills for Trade and Economic Diversification (STED) methodology. The sector skills gaps analysis aims to identify the skills development gaps within the sector and to recommend strategies for addressing these gaps. The assessment will contribute to the development of a skilled workforce that can support the growth of the Tourism and Hospitality sector and contribute to the country's sustainable development goals.

The assessment for the **Tourism and Hospitality** sector in Malawi further aims to:

- To identify the current and future skills needs within the Tourism and Hospitality sector in Malawi.
- To assess the existing skills supply and the capacity of the education and training system to meet the skills needs of the sector.
- To analyse the impact of technological advancements and market trends on the skills requirements within the Tourism and Hospitality sector.
- To recommend strategies for addressing skills development gaps and for building a skilled and adaptable workforce within the Tourism and Hospitality sector.

Scope of Work:

The team of experts (both National and International) will coordinate with the TA Team Leader, Deputy Team Leader, and national stakeholders to develop a workplan for the duration of the assignment, to include, but not be limited to, the following activities:

- Conducting a desk review of existing data/statistics, literature, policies, and reports related to the Tourism and Hospitality sector and skills development in Malawi.
- Adapt the Rapid STED methodology through the following stages:
 - Stage 1: Sector position and outlook
 - Stage 2: Business capacity implications
 - Stage 3: Types of skills needed
 - Stage 4: Number of workers by skill type
 - Stage 5: Skills supply gap
 - Stage 6: Proposed responses to the sector needs
- In a combination of strategic analysis and social dialogue engage with relevant stakeholders, including government agencies, industry associations, education and training institutions, and employers within the Tourism and Hospitality sector.
- Adapting a holistic and strategic focus on skills, identify and analyse the specific skills needs and gaps within different sub-sectors of the Tourism and Hospitality sector, including tour operating, hospitality and accommodation, food and beverages, cultural tourism, recreation etc.
- Assessing the capacity and effectiveness of the technical education and vocational training system in Malawi to provide the required skills for the Tourism and Hospitality sector.
- Identifying emerging trends and technologies within the Tourism and Hospitality sector and their implications for skills development.
- Assess the entrepreneurial potential for TEVET graduates in the Tourism and Hospitality sector.
- Developing a set of actionable recommendations for addressing skills development gaps and enhancing the capacity of the technical education and vocational training system to meet the needs of the Tourism and Hospitality sector.

Deliverables:

The team of experts will be responsible for delivering the following:

- a. An inception report outlining the methodology, work plan, and data collection tools for the assessment.
- b. A draft report presenting the findings of the Rapid STED assessment, including skills needs analysis, skills supply assessment, and recommendations for addressing skills development gaps.

- c. A final report incorporating feedback received on the draft report and presenting the finalized findings and recommendations of the assessment.

Logistics and timeline:

The Team of Short-term experts will perform these tasks over 2 missions to Malawi with the expected start date by **3rd February 2025**.

The Experts 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 experts will work up to 25 working days (divided between National and International experts) and will be delivered over a **duration of up to 3 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	2 weeks
Draft Rapid STED Report	10 weeks
Final report	12 weeks
Stakeholder meetings and workshops	Throughout the duration

Required experience and qualifications:

The ISTE (10 days) should possess the following minimum expertise and qualifications:

- Relevant degree or equivalent experience in a subject relevant to the assignment (Education, Business Administration, Human Resource Development, Organizational Development TVET, Management, Economics, Research, Labour Markets);
- Over 10 years' international experience of working (outside Malawi) in the training field and supporting institutions identifying and addressing skills gaps.
- Significant experience of working with senior executives and decision and a proven track record in conducting organisation-wide training needs assessments.
- Knowledge of the ILO STED methodology.
- Experience in the Tourism and Hospitality sector a strong advantage
- Experience in engaging with senior government stakeholders, private sector leaders and evidence of strong relationship building skills.
- Previous experience in Malawi or similar context including familiarity with transition countries is an advantage.
- Strong training, coaching, mentoring and facilitation skills.
- Excellent written and spoken English.
- Strong analytical ability.
- Strong communication and report-writing skills.

The NSTE (15 days) should possess the following minimum expertise and qualifications:

- Relevant degree or equivalent experience in a subject relevant to the assignment (Education, TVET, HR Management, Business Administration, Management, Economics, Research, Labour Markets);
- Over 10 years' experience of working in the in TVET and the training and development field. In Malawi
- Proven track record in the different methodologies of skills analysis.

- Experience in the Tourism and Hospitality sector is an advantage.
- Significant experience of working with senior decision makers in TEVET in Malawi.
- Strong training, coaching, mentoring and facilitation skills.
- Experience in consultancy work with international development partners
- Excellent written and spoken English.
- Strong communication, presentation, and report-writing skills.