



## **SELECTION OF CONSULTANTS**

### **REQUEST FOR PROPOSALS**

**RFP No.: TEVETA/ILO/02/2025**

**Selection of Consulting Services for:** Assessment of Institutional Readiness for  
Implementing Competence-Based Education and Training (CBET) in Zambia's  
TEVET Sector

**Client: TEVETA.**

**ZAMBIA**

**Issued on: 11/06/2025**

## 1. Background

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA), with support from the International Labour Organization (ILO), is championing the shift from traditional content-based education to Competence-Based Education and Training (CBET) in Zambia's Technical Education, Vocational and Entrepreneurship Training (TEVET) sector. This shift is crucial for improving the relevance and responsiveness of training programs to labour market needs.

To guide the effective rollout of CBET, it is essential to understand the current levels of institutional preparedness in terms of infrastructure, human resources, instructional practices, governance, and partnerships. TEVETA intends to engage a qualified consultant to conduct this readiness assessment and provide actionable recommendations.

## 2. Objective of the Assignment

The overall objective of this consultancy is to assess the readiness of selected TEVET institutions to implement CBET and provide evidence-based recommendations to guide capacity-building interventions, policy direction, and implementation planning.

## 3. Scope of Work

The consultant will be expected to:

- i. Review CBET principles and frameworks relevant to Zambia and international best practices.
- ii. Map and select sample institutions for inclusion in the study, in consultation with TEVETA.
- iii. Develop an assessment framework and tools to evaluate institutional readiness for CBET implementation, covering:
  - iv. Management and governance systems
  - v. Curriculum and training materials
  - vi. Trainer qualifications and pedagogical skills
  - vii. Assessment systems
  - viii. Industry linkages
  - ix. Infrastructure and equipment
  - x. ICT integration and digital readiness
- xi. Collect and analyse data from selected institutions through surveys, interviews, focus group discussions, and document reviews.
- xii. Identify gaps, challenges, and opportunities for effective CBET implementation.
- xiii. Provide strategic recommendations for TEVETA and stakeholders to enhance institutional readiness.
- xiv. Present preliminary findings to TEVETA and ILO for validation.
- xv. Produce a final report with practical, costed, and prioritized recommendations.

## 4. Expected Deliverables

- i. Inception report with methodology, tools, and work plan
- ii. Draft institutional readiness assessment framework
- iii. Data collection instruments

- iv. Preliminary findings presentation
- v. Draft assessment report
- vi. Final report (including executive summary, methodology, key findings, and recommendations)
- vii. Policy brief summarizing key findings and recommendations (2–3 pages)

## **5. Duration and Timeline**

The consultancy is expected to be completed within 45 working days from the date of signing the contract, following the indicative timeline below:

- i. Week 1: Inception report and tool development
- ii. Week 2–4: Fieldwork and data collection
- iii. Week 5: Data analysis and presentation of findings
- iv. Week 6: Draft report submission
- v. Week 7: Final report submission

## **6. Qualifications and Experience**

The consultant (individual or firm) should possess the following:

- i. Master's degree or higher in Education, TVET, Human Resource Development, or related field
- ii. Proven experience in CBET implementation or TVET system strengthening
- iii. Strong research and analytical skills, with at least five years of experience in education sector research
- iv. Demonstrated capacity to design and conduct institutional assessments
- v. Familiarity with the TEVET system in Zambia or the Southern African region
- vi. Excellent communication and report-writing skills.

## **7.0 Reporting and Supervision**

The consultant will report to the assigned Director at TEVETA and work closely with the ILO Technical Officer. Regular progress updates will be expected.

## **8.0 Application Requirements**

Interested consultants are required to submit:

- i. · Technical proposal (including methodology, timeline, and CVs of key personnel)
- ii. · Financial proposal
- iii. · Examples of similar work conducted
- iv. · References from previous clients

## **9.0 Duration of the Assignment**

The assignment is expected to be completed within Forty -Five (45) working days from the date of signing the contract. A detailed schedule of activities and milestones should be provided in the inception report

## **10. Submission Requirements**

Interested individual consultants, Firm/other firms/Consortium are requested to submit:

- (i) Technical Proposal (methodology, work plan, understanding of assignment)
- (ii) Financial Proposal (separate and clearly labelled)
- (iii) Curriculum Vitae (CV)
- (iv) Evidence of similar assignments undertaken
- (v) At least three (3) traceable references

Submission Deadline: 30<sup>th</sup> **June 2025**

Method of Submission: All proposals should be submitted electronically to the following address:

- (a) Manager Procurement on [snymbe@teveta.org.zm](mailto:snymbe@teveta.org.zm)

Clarifications: All clarifications regarding this ToR should be addressed to the Manager Procurement on [snymbe@teveta.org.zm](mailto:snymbe@teveta.org.zm) before 24<sup>th</sup> **June, 2025**