

1. Brief program information

The program “Support to Technical and Vocational Education and Training” (TVET program) aims at developing a target-group differentiated and labor-market oriented vocational education and training system in Afghanistan. It supports the newly established TVET Authority to improve the three core elements constituting a formal TVET system: labor-market oriented curricula, training of pre-service and in-service TVET teachers and a TVET examination system, all of which having nationwide validity. Within the framework of a pilot system comprising a pool of vocational schools offering technical and commercial profiles, a reform project has been piloted. The program consists of five intervention areas:

- Intervention area 1: Improving the effective operation of selected pilot schools;
- Intervention area 2: Improving vocational school education for apprentices;
- Intervention area 3: Facilitating cooperation between the private and public vocational training sectors;
- Intervention area 4: Developing curricula geared to labour-market needs;
- Intervention area 5: Capacity development for vocational training specialists.

These Terms of Reference are related to intervention area no. **2** of the program.

2. Initial situation

Companies in the Afghan bazars have a traditional apprentice training system. They are major trainings providers for youths. The existing Afghan Technical and Vocational Education and Training (TVET) system had in the past focused on providing full time education only, while the approximately 600.000 company apprentices were not targeted as learners. In April 2017 the Afghan Dual Track TVET (Ostad Shagerdi) pilot had commenced, based on a request from the President of Afghanistan.

Ostad Shagerdi apprentices are attending TVET school classes from grade 10 to 12. The training in the companies is recognized as key part of their education, which is supplemented by 18 hours of learning in schools. The school education includes skills subjects, such as Dari, English and IT, but also eight hours of technical subjects (technology, applied mathematics and technical drawing).

As part of the ongoing GIZ support for the establishment of the Ostad Shagerdi special emphasis is given to the beautician profile. The beautician profile is developed under the leadership of an international key expert.

This key expert requires the support of **2 national beautician experts**.

3. Mission goal

The contractor should work as beautician expert for up to 150 days during the period from 30.02.2019 until 31.12.2019.

4. Expert profile

Requirements	Necessary evidence
Grade 14-degree or higher in any field	Degree
Minimum 5 years of working experience in a beauty parlor	Reference letters / work contracts / work confirmations
Preferably previous work experience with training apprentices in bazar-companies	Details to be provided in CV
Preferably teaching, training or coaching experience	Reference letters / work contracts / work confirmations
Preferably experience with developing curricula and teaching materials	Details to be provided in CV
Fluency in Dari & Pashto	Details to be provided in CV
Working proficiency in English is strongly preferred	Certificates, details to be provided in CV

5. Scope of work

Package 1: Curriculum, material and exam development

- Develop, review and revise curricula
- Develop teaching materials together with working groups of beautician professionals and teachers
- Develop, review and revise exam questions

Package 2: Teacher selecting, coaching and training

- Support the selection of beautician teachers in the process of the nationwide rollout of the beautician education to TVET schools all over Afghanistan
- Prepare, support and facilitate teacher trainings and conduct single training components individually
- Support the determining of needed objects and models for illustrating teaching content

Package 3: Monitoring

- Conduct monitoring visits to pilot schools and regularly observe classes

Package 4: Networking

- Organize the forming of a network of companies, professionals and teachers of the beautician sector

General comments

The expert can be asked by the GIZ TVET program to visit pilot schools in the following provinces:

- Balkh
- Herat
- Kabul

Return travels from Kabul to a province will be compensated with one working day. The number of days to be spent per location will be determined by the GIZ TVET program. The expert shall have the right to reject or discontinue travels for security reasons.

6. Reporting and deliverables

The contractor should provide:

- Developed curricula, teaching materials and exams upon finalization
- A case report on school monitoring visits, trainings / coaching, networking events

All reports are to be submitted in English.

All reports of a period are to be submitted to the GIZ TVET program in softcopy together with the relevant invoice.

7. Instructions for the technical proposal

The technical proposal must be written in English language. It should be structured as follows:

- CV of the expert with information about:
 - Highest degree (level, subject)
 - Working experience in beautician sector, with details about the position levels (please particularly outline any previous experiences with supervising and training apprentices)
 - Teaching, training and coaching experience
 - Experience with developing curricula and teaching materials
 - Language skills (speaking, reading, writing) for Dari, Pashto, English
- Document evidence for the stated education and work background

8. Information on the selection process

The experts will be selected in a three-step process. In the first stage, the submitted documents will be evaluated according to the attached technical evaluation grid. Subsequently, the candidates will be invited to attend an interview. The interview score per candidate will be added to the technical evaluation grid. Finally, a selection of candidates will be requested to submit financial offers. The technical evaluation score will account for 70 percent of the final result. The financial score will account for 30 percent.