

# DEVELOPMENT OF NATIONAL POLICY FRAMEWORK AND AN ACTION PLAN FOR GREENING TVET IN SRI LANKA

## TERMS OF REFERENCE

### 1.0 Introduction:

Technical and Vocational Education and Training (TVET) is a critical component of human capital development in Sri Lanka. In a world grappling with environmental issues and climate change, it is imperative to integrate sustainable and green principles into the TVET system. In order to achieve this task, the Tertiary and Vocational Education Commission (TVEC) expects to prepare a National Policy Framework and an Action Plan for Greening TVET in Sri Lanka which are important for development and implementation of Greening TVET in the country.

### 2.0 Scope of the assignment:

The TVEC seeks professional engagement of interested firms to prepare National Policy Framework and Action Plan with the involvement of stakeholders at National and Regional levels.

The assignment shall mainly cover the following:

- a) National Policy Framework Report should cover,
  - Comparative Analysis of Green TVET Policies in Other Countries
  - International Best Practices on Greening TVET
  - Context and Issues on Greening TVET in Sri Lanka
  - Policy Directions and Strategies for implementation of Greening TVET in Sri Lanka
    - Greening TVET institutes
    - Greening National Competency Standards(NCS) and Curricula
    - Greening Training Programmes
    - Greening Assessment and Certifications

and

- b) Action Plan document should cover goals, objectives, activities, timelines, and responsible parties
- c) Reports on stakeholder consultations, findings, and recommendations

### 3.0 Methodology

The assignment should be done by following:

- Geographic wise (Provincial, National) stakeholder meetings/workshops
- Literature Review on Greening TVET
- Comparative analysis on Green TVET Policies in other countries
- Cross referencing of policies developed with other countries' policies

#### **4.0 Period of the assignment**

The assignment should be completed within a period of six (06) months commencing from signing of the service contract with the Tertiary and Vocational Education Commission (TVEC).

#### **5.0 General conditions of the assignment**

The consultancy firm that would undertake the assignment has to complete the assignment on or before the agreed date according to the agreed scope of work to the satisfaction of the Director General of the TVEC. The TVEC will undertake periodic reviews to monitor the work in progress and hence the consultant/s representing the consultancy firm shall participate in all meetings convened by the TVEC. The firm shall submit interim reports at agreed points of time until the final report is submitted to the satisfaction of the Director General of the TVEC. On completion of the final report, a validation meeting will be held with the participation of a cross section of the stakeholders in order to get the consent for the recommendations of the report. The consultancy firm will need to present the report to the validation committee and make changes (if any) to the report based on the comments of the validation committee members.

#### **6.0 Methods of submitting the proposal**

The interested firms should submit the proposal using the two envelop method as follows:

- a. Technical proposal (maximum of 05 pages in standard format)
- b. Financial proposal

#### **6.1 Technical Proposal**

The Technical proposal must have the required details under the following subtitles with CVs of individual/s who would be involved in this assignment.

The Technical Proposal will be evaluated as follows:

- Expert team profile with academic qualifications, professional qualifications and individual responsibilities
- Experience in similar work in the domain by the proposed team members.
- Comprehensive work plan including detailed activities, time lines, deliverables/outcomes, KPIs, roles and responsibilities of each team member etc.
- Description of mechanism to conduct meetings, workshops to discuss issues in order to develop policies and strategies
- Plan for responding to missing policies and strategies
- Plan for conducting validation workshops and Report Editing
- Mechanisms for monitoring progress, evaluating outcomes, and making adjustments as necessary throughout the duration of the assignment

## **6.2 Financial proposal**

The Financial proposal must indicate the total assignment fee expected with a breakdown including the taxes.

## **7.0 Selection**

Selection will be on competitive basis subsequent to a Technical Evaluation (TE) of the tender. The TE will consider the technical capability of the firm and the feasibility of financial proposal submitted with the tender. Only the eligible candidates will be informed for further discussions and be requested for additional information. Based on the TE Committee and the Tender Board decisions, the most eligible candidate will be awarded the assignment.