

Terms of reference (ToR) for the procurement of services for CBT Edtech Pedagogy Training for GTVETs Facilitators



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General information

a. Brief information on the project

Pact for Skills: Support to the Transformation of the TVET System in Ghana project is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), with funding support from the European Union (EU). It is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in cooperation with the Ministry of Education and other public and private sector stakeholders. The project is new within the technical cooperation programme "Training and Sustainable Growth for Good Jobs" in Ghana as a spin-off from the previous project "Programme for Sustainable Economic Development" (PSED).

In Ghana, approximately 85% of the economically active population work in the informal sector. The traditional training of apprentices makes up for about 80 to 90% of the overall Technical and Vocational Education and Training (TVET). However, most TVET programmes and training providers do not meet the demands of the private sector. In 2019, the Government of Ghana initiated a transformation of the TVET sector better known as "Harmonization of TVET". In this context, all 218 TVET institutions which were previously spread over 19 different ministries were organized under the umbrella of the Ministry of Education (MoE). Two agencies were newly established: The Commission for TVET (CTVET) responsible to regulate, promote and administer TVET and the TVET Service (TVETS) responsible to manage, oversee and implement approved national policies and programmes relating to pre-tertiary TVET. These two agencies are, among others, responsible for the expansion of competency-based training (CBT) approaches in Ghana.

Over the years, GIZ on behalf of the German Government supported reform processes through the Ghana Skills Development Initiative (GSDI). The STTSG project is a continuation of the support to the Government of Ghana in this regard.

The overall objective of the project is to strengthen the capacity of the Ghanaian TVET system with regard to steering, TVET personnel capacity and labour market orientation. The project supports the Ghanaian Government's strategy to enhance the TVET system by expanding structures and developing skills.

The major areas of support for the project include but are not limited to the following:

1. Strengthening the capacities of state actors for TVET reform.
2. Improving the competencies of TVET personnel to apply CBT.
3. Enhancing the integration of the private sector into the TVET system.
4. Ensuring the availability of vocational schools offering training courses in green sector.
5. Supporting the digital transformation of the TVET system.

b. Context

As part of supporting the digital transformation of the TVET system and helping in building capacity of the human resources, the Output 5 of the Pact for Skills: Support to the Transformation of the TVET System in Ghana project intends to train selected GTVET service (GTVETS) staff. This activity contributes to Output 5 indicator 5.2 which states 750 employees, of which at least 250 in the TVET system have confirmed by means of concrete examples that they apply their newly acquired knowledge on the use of digital instruments in educational work. In Output 2 of the project the Unit 16- Digitalisation in TVET has been developed with AAMUSTED and is planned to be piloted in the context of this assignment.

The objective of this training is to build the capacity of selected Facilitators and IT coordinators of the GTVETS in the use of the affordances of technology in teaching and learning in the classroom across the country with particular focus on the CBT training methodology.

We foresee a total of two hundred and ten (210) Facilitators and IT coordinators receiving training in digital teaching and learning in CBT. The training is targeted at the public TPs and some selected private TPs. Consequently, there should be a gender balance in the selection of the participants for this training not neglecting the regional distributions.

The training would be delivered to some selected TVET Facilitators, Regional IT coordinators and ICT Facilitators in the southern zone of Ghana comprising, Greater Accra, Oti, Eastern, Western and Central regions of Ghana. This will be a four (4) day training with six (6) cohorts of 35 participants.

- c. GIZ shall hire the contractor for the anticipated contract term, from 27.10.2025 to 04.12.2025
- d. The contractor shall provide the following service:
 - 1. A well furnished working computer training Lab equipped with 35 computers connected to the internet and with a wifi services available (Training Workshop Facility/Venue).
 - 2. An accommodation facility to host and accommodate participants over the period of stay during the training (Accommodation).
 - 3. A canteen and catering service to serve participants (Catering services).
 - 4. The training workshop will be four (4) days per cohort for six 6 sessions.
 - 5. The contractor will provide catering services by developing meal plan, breakfast and dinner (for resident participants), snack/coffee break and Lunch for the training workshop during the day.

Tender requirements

2. Appropriateness of proposed concept

- 1. The firm should provide an organisational profile or Introduction document that spells out clearly their competence in hosting such training events.
- 2. There should be a supporting evidence of photo gallery showing the facilities (training venues, Accommodation, eating areas/canteens) the organisation has in place for the above assignment.
- 3. A plan on how to execute this assignment and clearly give instances of past events they have carried out in the last 2-5 years.

3. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing			Not applicable
• Implementation			Not applicable
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment			Not applicable
• Overnight allowance in country of assignment			Not applicable
• Travel costs (train, private vehicle)			Not applicable
Flights	Number of experts	Number of flights per experts	Comments
• International flights			Not applicable
• Domestic flights			Not applicable
Other costs	No. of Days	Total Amount (Ghs)	Comments
Venue	24		There are going to be in all 6 sessions/cohort of a 4-days training. A venue equipped with 35 working and in good condition computers connected to a LAN or wifi
Catering (Workshop)	24		<p>Catering services shall be required for participants during the day. In all forty-two (42) participants shall be served with Snack and water and Lunch with Water.</p> <p>The twelve (12) participants who are residents shall also be served with dinner and Water</p>
Accommodation	24		A standard accommodation will be required to host a session of the participants. Residential participants, a total of Twelve (12) shall

			spend four (4) nights during each session. There are in all 6 different Cohorts of 12 participants for each session.
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*Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price sheet.*

Note:

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.