



FEDERAL REPUBLIC OF SOMALIA

MINISTRY OF LABOUR AND SOCIAL AFFAIRS

SKILLS FOR EMPLOYABILITY, INCLUSION AND PRODUCTIVITY (SEIP) PROJECT

**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)**

Social Sector

Financing Agreement reference: 2100155042177

Project ID No.: P-SO-IAO-002

The Federal Republic of Somalia has received financing from the African Development Bank toward the cost of the Skills for Employability, Inclusion and Productivity Project (SEIP). The project aims to strengthen technical and vocational skills development in order to enhance youth employability and contribute to inclusive growth. One of the components of the project involves the expansion the capacity of TVET centres through rehabilitation/renovation and equipping the existing facilities. The Federal Republic of Somalia intends to apply part of the amount for this grant to payments under the contract for the Centre manager who will manage day to day activities of IVTC Centre that Project will renovate.

The consultancy services will entail the following main activities: Coordinate and supervise the day-to-day activities at the Training Center (TC), and report on progress and performance in terms of progress, instruction, and course materials, Ensure implementation of appropriate, demand-driven and effective vocational training curricula including evaluation of the course implementation from admission to completion on a regular basis, Manage and supervise staff and the training personnel in the center; control attendance and monitor and evaluate performance of instructors regularly and react, Ensure the center guidelines on provision of training and working with trainees are followed, including TVET MoLSA policies and procedures, including adhering to data protection protocols, Establish work schedules, update weekly and monthly work plans and reports, including reviewing results-based performance against targets basis, participating in preparation of students' assessment tests, and planning of course syllabus timeframes and Manage and set effective inventory and stock control mechanism, conduct purchasing of training materials including start-ups.

The Individual consultant to be selected shall meet the following minimum qualifications and experience:

- A minimum of a Master's degree in a relevant field such as education, vocational training, business administration, or a related discipline is often preferred. Specialized degrees in technical or vocational fields can also be advantageous.
- Strong communication skills: The ability to effectively convey ideas, listen actively, and articulate thoughts clearly.
- Minimum 10 years of experience in teaching or school administration or experience in senior leadership roles in education institution
- Demonstrable experience in Monitoring and evaluation in education; demonstrates knowledge of school administrative processes and national educational regulations, experience in crisis and conflict management, etc

The Ministry of Labor and Social Affairs now invites eligible individual consultants to indicate their interest in providing these services. Interested individual consultants must provide information indicating that they are qualified to perform the services by sending his/her CVs and Cover letter.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's *Procurement Framework dated October 2015*, which is available on the Bank's website at <http://www.afdb.org>. The Ministry of Labor and Social Affairs is under no obligation to shortlist any individual consultants who expresses interest.

Interested Individuals should send their CVs and Cover letter Electronically to the address below by **8th November 2023** at 11:59 p.m. (Midnight EAT) and mention **“IVTC Centre Manager.”**

Attn: Ministry of Labor and Social Affairs Procurement Officer

Ministry of Labor and Social Affairs Procurement Unit

Postal address: N/A

Street address: **Juba Road, Shingaani District**

Address: **Head Quarter, Shingaani – Mogadisho – Somalia**

E-mail: seipprocurement@molsa.gov.so