



TERMS OF REFERENCE FOR HIRING AN ASSISTANT SCHOOL SUPPORT CONSULTANT AT THE INSTITUTES BENEFITING FROM THE PRETEP PLUS PROGRAMME

1. CONSULTANCY FRAMEWORK

Professional figure

School support assistant for the Institutes benefiting from the PRETEP PLUS programme

Workplace

Office of ENAIP NET in Maputo, Mozambique, with possible missions within the national territory.

Contracting organization

ENAIP NET Consortium, in the framework of the PRETEP PLUS programme

Duration of the consultancy

120 days (with the possibility to be extended)

Deadline for submitting the applications

22nd December 2024

Start of the consultancy

At the end of the selection process, after the Contract has been signed by the parties, with a start date scheduled for February 1, 2025.

ENAIP NET, *Impresa Sociale Società Consortile srl*, is an Italian entity that leads the consortium responsible for Technical Assistance in the implementation of the activities of Lot 3 - SUPPORT FOR SCHOOL INSTITUTIONS AND PROVINCIAL EMPLOYMENT SERVICES, in the framework of the PRETEP PLUS Technical Vocational Education Support Programme in Mozambique, implemented by the State Secretariat for Technical Vocational Education (SEETP), funded by the Italian Government.

The Programme's interventions focus on 8 Beneficiary Institutes, 4 of which work in the Agricultural sector and 4 in the Hotel and Tourism sector. The Institutes are located across Mozambique: in the North (Lichinga and Ribaué Agricultural Institutes, Pemba Industrial and Commercial Institute and Mozambique Island Polytechnic Institute), Centre (Mocuba Agricultural Institute) and South (Maputo Commercial Institute, Chókwè Agricultural Institute and Eduardo Mondlane Industrial and Commercial Institute in Inhambane) of the Country.

The Consultant will be responsible to support the team of ENAIP NET in Maputo implementing its activity plans, with a focus on actions that have an effect on improving the schools administration and management capacity, relevance and quality of the training offer, application of the quality management system approved by ANEP, including income generation initiatives for economic



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sustainability, particularly in the institutes working in the Hospitality and Tourism sector supported by the Programme.

2. TASKS

- a) Reading of the main documents related to the Main Activities of Lot 3 and familiarisation with the approach strategies and standards that regulate and guide the organisation and operation of VET (Technical Vocational Education) schools and the VET Reform as a whole
- b) Collaboration with the Project Team in the development of detailed activity plans and timetables, according to the formats in use at the institution
- c) Collaboration in the regular provision of statistical data and indicators to monitor progress in the implementation of Lot 3 and other Programme activities, for the permanent updating of the database according to the model proposed by the Consortium and school projects, gathering and updating information from different sources: in particular actions A1, A2, A3, A4 included in the service contract with SEETP and those related to works, infrastructure and equipment provided for in PRETEP PLUS
- d) Collaboration in the implementation by the IBs (Programme Beneficiary Institutes) of the three-year plans and School Projects
- e) Collaboration in the implementation of the SAE (School Support System) and its operating manual in the IBs, including updating the relevant documentation, coordinating the work of the internal focal points of the IBs in the Hospitality and Tourism sector and drawing up progress reports based on the internal monitoring indicators and the mechanisms of the Programme's MEAL (Monitoring, Evaluation and Learning Plan)
- f) Collaboration in the implementation of the Quality Management System in the beneficiary schools, based on the model defined by ANEP (National Authority for Vocational Education), updated and implemented by Lot 3 in the IBs of the Programme
- g) Collaboration in the identification and implementation of income-generating activities and plans by Tourism IBs, in the context of the IBs' economic sustainability
- h) Assistance in identifying challenges and proposing practical solutions for increasing access levels for applicants to Hospitality and Tourism VET courses
- i) Support the IBs in the Tourism sector in strengthening their collaboration with companies and associations in the sector, in different areas of interest
- j) Support the IBs in promoting education programmes, highlighting the strengths and successes of technical training in hotels and restaurants
- k) Support in organizing workshops and seminars, monitoring training activities and providing recommendations for continuous improvement of the project's expected results



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- l) Participation in team meetings and reporting of relevant information regarding the work progress
- m) Support in drawing up progress reports, gathering relevant data and information
- n) Carrying out other programme tasks assigned (participation in work meetings, seminars, etc.)
- o) Assist the consortium team in drawing up technical opinions in the field of Hospitality and Tourism

3. REQUIREMENTS AND SKILLS NEEDED

- a) Higher education, with experience of working in the tourism industry, including trends, challenges and opportunities
- b) A minimum of 5 years of experience in administration and management of technical schools or related activities (technical advice on didactics and vocational methodologies, curriculum development and management, project and event management)
- c) In-depth understanding of Hotel and Tourism operations and management, including hygiene and safety standards
- d) Knowledge of the reform and regulation of the technical vocational education subsystem
- e) Ability to identify and solve problems creatively and effectively
- f) Excellent verbal and written communication skills
- g) Goal-oriented aptitude, in accordance with the work programmes defined by the Project Director
- h) Knowledge of digital tools (Microsoft Office 365 - PowerPoint, Word and Excel, Google, Microsoft Teams, Zoom)
- i) Excellent knowledge of Portuguese
- j) Good English skills are an advantage
- k) Knowledge of the context of Mozambican technical schools

4. EXPECTED PRODUCTS

The following products are expected for the desired profile:

- An Initial Report, containing a detailed Activity Plan, including:
 - the legislative framework of the Hospitality and Tourism sector related to the activities of Lot 3,
 - the regulatory and institutional framework for the development of vocational training in the defined sector, aimed at promoting employment;
 - the relevant projects, plans, studies/reports to draw up action plans based on the Project's IBs;
 - the key elements for defining a communication strategy for promoting Tourism institutes and courses in the economic and social context;
- An up-to-date database on the IBs in the Tourism sector, based on the model approved by the consortium;
- Detailed documentation on plans and activities implemented by Lot 3 in the Hotel and Tourism sector;
- Monthly activity reports;
- Technical opinions on processes/documents in the field of Hospitality and Tourism, as may be requested by the Project Director;
- A Final Activity Report containing the results of the consultancy work, including:
 - a report analysis on the relevance of Hospitality and Tourism courses and educational materials used by the IBs in the current socio-economic context;
 - Action plan to promote courses and the IBs in the Tourism sector in order to continuously increase access for candidates in Hospitality and Tourism courses;
 - specific recommendations to strengthen the IBs' relations with the local business sector;
 - an action plan to promote micro-enterprises in the local socio-economic context, making the most of local environmental and cultural resources;
 - *A Power Point Presentation of the Final Report.*

5. DEADLINES

The consultancy will last 120 days from the date of approval of the Initial Report.

6. SUBMISSION OF APPLICATIONS - DEADLINES AND PROCEDURES

Application

In the application, drawn up in the form of a declaration, candidates must declare under their own responsibility:

- a) name, surname, date, place of birth and NUIT;
- b) Residence;
- c) Citizenship;
- d) enjoyment of civil and political rights;
- e) have not been convicted of a criminal offence, are not the subject of preventive measures and are not the subject of ongoing criminal or administrative proceedings in Mozambique or abroad.

The candidate must also indicate their home address, telephone number and e-mail address to which any necessary communication will be sent. In the absence of this information, the home address will be used. The candidate is obliged to communicate any changes that occur after submitting the application.

If the checks carried out reveal that the content of the declarations made is untrue, the person concerned will be excluded from the selection process.

Attachments to the Application

They must be attached to the application:

1. valid identity document;
2. NUIT award certificate;
3. Motivation letter;
4. Curriculum vitae in Europass format, written in Portuguese, dated and signed, including authorization to process personal data.

Application submission

Applications, duly signed, with the respective annexes, must be received, under penalty of exclusion, in non-editable format (pdf), **by 13:00 (Maputo time) on 22/12/2024** to the following email address: office.maputo@enaip.net and must have as their subject: ***"Pretep Plus - Selection of a School Support Assistant at the institutes benefiting from the PRETEP PLUS programme"***.

It is recommended that the professional qualifications and periods of professional experience be indicated as accurately as possible when writing the Curriculum Vitae. Possession of the essential and preferential requirements must be clearly proven by the candidate.





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