

Terms of Reference: Consultant for GEDSI Responsive Training and Delivery Toolkit

1. Background

The Australia Pacific Training Coalition (APTC) is an Australian Government aid and development program. APTC is in its third phase (APTC3, 2018-2022), and in this phase, its **goal** is: 'A more skilled, inclusive and productive workforce enhances Pacific prosperity'. There are three end-of-program **outcomes** (EOPOs) expected in this phase, namely:

- a) Graduates have improved employment outcomes;
- b) Co-investment in skills training increases; and
- c) Selected TVET partners demonstrate quality TVET provision.

To progress in sustaining an inclusive workforce within the Pacific, it is important to effectively nurture inclusive and an enabling training and delivery environment within Pacific Technical Vocational Education and Training (TVET) systems.

As part of the APTC Gender Equity, Disability and Social Inclusion (GEDSI) Strategic Framework (2020-2022) commitment 1: We will mainstream Gender Equity, Disability and Social Inclusion within APTC's operations, we would like to achieve a GEDSI responsive training and delivery environment as a core part of APTC's operations. To that end, we would like to develop a GEDSI Responsive Training and Delivery toolkit and a Learning Platform for APTC Trainers

This toolkit will be an essential knowledge product for the TVET sector both in the Pacific and internationally. Currently, no such toolkit/resources exist for GEDSI Responsive Training and Delivery manual/toolkit within the TVET sector.

1.1 Objectives

The consultancy's key objective is to '*develop a toolkit on GEDSI Responsive Training and Delivery Practices and Approaches In the Pacific*'.

2. Lead Consultant Competencies

Development of the GEDSI Responsive Training and Delivery toolkit and a Learning Exchange Platform for APTC Trainers will be led by a consultant working closely with an internal Toolkit working group. At a minimum, the lead consultant is expected to have demonstrable experience and knowledge of Gender, Disability and Social inclusion especially in the Pacific. Also, they are expected to have experience on curriculum development and training delivery in TVET.

The consultant will work in close collaboration with the APTC GESI Facilitator and a GEDSI Toolkit working group. The GEDSI Facilitator will provide the consultant with all available programme documents, and function as a resource to the consultant to ensure the toolkit and learning platform are fit for purpose including providing inputs input and guidance on the toolkit. The GESI Facilitator will have overall responsibility for overseeing and monitoring overall progress to ensure the deliverables are completed to high standards.

3. Assignment Details

The timeframe for this assignment is a maximum of 25 days from the date of the contract. The Assignment location is flexible depending on the consultant location. The consultant should be familiar with using online collaboration platforms for convening workshops.

4. REFERENCE Material and Resources

- APTC GEDSI Strategic Framework (2020-2022)

5. Key Timelines

To deliver the assignment's objective, the proposed deliverables below are expected. Days allocated are indicative.

Deliverable	Days Allocated
1. Inception Meeting(s)	0.5 day
2. Literature Review	2.5 days
3. Facilitated Workshop/Discussion session with the Working group, gathering ideas and examples etc	3 days
4. Toolkit Brief and Outline (2 pages)	0.5 day
5. Consolidation of Inputs and development of Draft 1	8 days
6. Consolidation of comments and development of Final Draft	5 days
Total Estimated days	21.5 days

6. Output / Deliverables

6.1 Draft Toolkit

The consultant should submit a draft toolkit to the APTC GESI Facilitator as per the agreed timelines set in the workplace. APTC Senior Leadership Team and the Toolkit working group will review and provide comments, which the GESI Facilitator will consolidate. The GESI Facilitator will share APTC comments, questions and suggestions for improvement no later than 15 working days from the date of draft submission.

6.2 Final Toolkit

The consultant should submit the finalized toolkit no later than 21 working days from receipt of final comments from APTC to the GESI Facilitator.

7. Administrative/Logistical support

APTC will assist with arrangements for virtual consultations and workshops as required. Additionally, APTC will prepare a workstation for in-country work if needed.

The consultant will be expected to provide their laptop for the assignment.

8. Expression of Interest

APTC invites interested individuals to submit the following application documents:

- Completed expression of interest form (attached)
- Current Resume of the consultant who will undertake the baseline assessment.
- One example of similar work conducted by the consultant.

Email your EOI to jobs@aptc.edu.au