

Grenada National Training Agency

Terms of Reference National Training Agency Strategic Development Plan

1. BACKGROUND

In recent years Grenada like other CARICOM countries has experienced rapid deterioration of the domestic economy which has by extension contributed to a slowdown in the pace of economic activity. This has contributed to high levels of unemployment and an even higher unemployment rate among the youth. However the Grenadian economy has registered growth over the past three years and is expected to return to economic robustness once more. With the anticipated turn around in the Grenadian economy there will be greater employment opportunities for youth once the enabling environment has been created.

In this regard, the Government of Grenada (GOG) is committed to providing relevant skills for unemployed youth to enter the labor market, as well as further opportunities for career advancement. The OECS emphasizes the need to enhance the skills of its citizens and to generate sufficient quality job opportunities to reduce crime and violence among youth and absorb a greater number into the labor force. The GOG is committed to improving the employability of unemployed youth and other marginalized sections of the population by providing them with the relevant technical and life skills to enter the labor market and to building a high quality labour force through training/retraining and enterprise development initiatives. These skills will enable youth to participate in activities with the potential for providing job opportunities. Additionally, the GOG is committed to improving the levels of competence and certification of employed persons, especially unskilled and low skilled workers.

Consequently, the GOG has established a National Training Agency with a mandate to oversee the development and implementation of a National TVET system that will cater to national workforce development needs and contribute to increasing Grenada's economic competitiveness. A strategic plan was developed and implemented for the period 2014-16. It is important to review this plan and develop a new strategy that will adequately address the national workforce development needs over the next three years.

The Strategic Development Plan for the GNTA will be the key policy document which will govern the work of the GNTA for the next three years.

2. OBJECTIVES OF THE ASSIGNMENT

The general objective of this assignment is to develop a three year Strategy and Implementation Plan for the NTA for the period 2018-2020. The strategy shall take into consideration market demand for skills, institutional approaches being used to facilitate market needs, the development priorities established by Government, the Regional TVET Strategy for Workforce Development and Economic Competitiveness and the respective roles of skills training service providers in Grenada.

In conducting the assignment, the Consultant is required to make adequate provision to address the employment gaps in Grenada in all sectors with emphasis on the targeted economic sectors including agriculture, agro processing, health and wellness, ICT, marine,

construction, hospitality & tourism, renewable energy and culture & entertainment. The Strategic Plan should provide adequately for the employment needs in Grenada that would inform future training plans and the formulation of policies and programs for skills training that correspond to the current and projected labor market needs.

The specific objectives of this assignment are:

- The review of the GNTA Strategic Plan for 2014-16 and the formulation of GNTA Strategic Development and Implementation Plan for 2018 - 2020.
- The facilitation of input from Key Stakeholders into the Strategic Development and Implementation Plan.
- The development of a Strategy and Implementation Plan aligned with a) CARICOM's Regional TVET Strategy for Workforce Development and Economic Competitiveness, b) the Ministry of Education's Strategic Plan, c) the GCTVET ACT and d) national development priorities in key areas identified for economic growth.
- The development of a strategy that addresses the current and future employment gaps in all sectors (formal and informal) of the Grenadian economy with emphasis on the main sectors mentioned above.
- The development of a strategy and implementation plan that outline occupational streams and levels for which new training programs should be facilitated and areas for further expansion of existing training programs.
- The development of a strategy and implementation plan that address employers' concerns regarding the deficiencies in the professional profile of applicants and new entrants to the labour market as well as persons already in the workforce who are uncertified or in need of further training and certification.

3. SCOPE OF WORKS

The Consultant in conducting the assignment is required to carry out the following tasks:

1. Conduct a review of the National Training Agency Strategic Development Plan (2014-2016). The findings of this review will be taken into consideration along with stakeholder consultations and other factors in the formulation of the new strategy for 2018-2020.
2. Meet with stakeholder groups to discuss their activities, national developmental issues and strategic perspectives on vocational and technical skills development in Grenada. These groups shall include but will not be limited to training institutions, private service providers, NGOs, private sector organizations, labour unions and major companies/players in priority growth sectors of the economy.
3. Develop the outline of the contents of a strategic plan and associated implementation plan and present that outline to the Strategic Planning Committee (SPC) for review and suggestions for improving the outline/framework.
4. Prepare the content, structure and processes to be used to carry out a stakeholder workshop on the formulation of the actual content of the strategic plan. Key points of reference will include the Ministry of Education's strategic plan, the GCTVET Act, CARICOM's Regional TVET Strategy for Workforce Development and Economic Competitiveness and any other relevant documents and/or policy positions/priorities.

5. Conduct a workshop with key stakeholders to provide input for development of the strategic plan. The specific objectives of the workshop are to:
 - a. Formulate the rationale, objectives and expected outputs of the strategy;
 - b. Formulate a strategy that will guide implementation with broad activities for achieving desired outputs, and
 - c. Identify the principal partners for successful implementation of the plan.
6. Produce a draft three-year strategic plan document for the GNTA after the workshop for the SPC's consideration and make a presentation to the Council on the draft plan to explain its contents and seek Council's approval. This may also require submission of the draft plan "in detail" to Council members for their comments/feedback.
7. Prepare the final version of the Strategy and Implementation Plan, incorporating all key comments and feedback from the NTA and Council.

4. OUTPUTS

The outputs of the consultancy will comprise:

- Inception Report to include:
 - A detailed work plan developed in consultation with the National Training Agency, outlining how the assignment will be conducted and detailing a clear assessment framework/methodology;
 - A detailed report consisting of the findings of the initial meetings conducted with the GNTA and relevant stakeholders;
- A report on the review of the 2014-2016 strategic plan.
- A draft Strategy and Implementation Plan for review by the GNTA/GCTVET.
- Four hard copies and an electronic version of the final report, as Microsoft Word documents. The reports will be submitted to Council through the Chair.

All reports shall be submitted in English. Draft copies of reports may be submitted by electronic mail. An electronic copy and four hard copies of the Final Report formatted in Microsoft Word/Excel shall be submitted.

5. RESPONSIBILITIES OF THE CONSULTANT

In conducting the Assignment, the Consultant is expected to:

- Prepare a work plan, budget and appropriate assessment framework/methodology.
- Utilize individual interviews, focus group discussions and a structured survey of employers, as the main techniques in carrying out this assignment. The client should be provided with a list of persons to be interviewed during the assignment for approval.
- Collect both quantitative and qualitative data, and reflect this duality in both the findings and recommendations.

- Conduct activities in close collaboration with employers, government officials, officials from training institutions/firms, relevant trade associations, and youth, drawing from their experiences and obtaining information from them. Conduct meetings with them as well as other stakeholders to develop the activities.
- Collect, study and use all data necessary to ensure that activities are in keeping with policies and plans at local, regional and sub-regional levels and are consistent with research findings and developments worldwide.
- Select the appropriate mix of stakeholders for focus group sessions to inform the development of the plan.

6. IMPLEMENTATION AND WORKING ARRANGEMENTS

The Consultancy Services will be implemented by the GCTVET. The Consultant will work directly with the National Training Agency.

8. TIMEFRAME

The anticipated time required for completion of the Consultancy is eight working weeks.

9. QUALIFICATIONS / EXPERIENCE

The Consultant shall have the following or equivalent qualifications and experience:

- At least a Master’s Degree, preferably within the field of Social Science and preferably in the field of Economics or Planning.
- Experience in the field of workforce development will be an asset.

SUBMISSION OF EXPRESSIONS OF INTEREST

Expressions of Interest must be submitted in English and electronically by email to executive@grenadanta.gd or one (1) hard copy to the address of the NTA listed below no later than 4:00pm Grenada time on Friday 28st July, 2017. The email subject line should state **“Expression of Interest – National Training Agency Strategic Development Plan”** and the email body must state the name and address of the applicant. Hard copy should be submitted in a sealed envelope marked **“Expression of Interest – National Training Agency Strategic Development Plan”**. The envelope should also contain the name and address of the applicant.

The NTA reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

SELECTION METHOD

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services.

REQUEST FOR INFORMATION

All information or request for information must be submitted in English. Further information may be obtained from the address below between 08:00 am and 4:00pm Monday to Friday.

Chief Executive Officer
Grenada National Training Agency
Belmont Rd.
St. George's
GRENADA
Tel: (473) 435-9092/3
Email: executive@grenadanta.gd