

# ToR

## Donor Coordination Advisor

### Background

The primary responsibility of the NTC is to oversee all donor coordination efforts within the TVET sector. It is anticipated that a temporary contract with a donor coordination specialist will be initiated. This advisor will facilitate the donor coordination process, and build the capabilities of relevant NTC staff members.

### Purpose of the Consultancy

Assist the TVET Commission's core team in the organization and facilitation of the recently established TVET Sector Working Group (TVET SWG), along with the Strategic Priorities Thematic Working Group (SP TWG), and the Public Private Partnership Thematic Working Group (PPP TWG).

### Tasks

- **Maintain a Comprehensive Database of Donors:**  
Develop and continuously update a detailed database of all development cooperation agencies and donors engaged in the field of TVET. This database should include complete contact details, areas of focus, and current initiatives.
- **Review and Refine Terms of Reference (ToRs):**  
Collaborate with the NTC core group to periodically review and refine the Terms of Reference for (SP TWG) and (PPT TWG). Ensure the ToRs reflect evolving objectives and operational realities.
- **Facilitate Thematic Working Group Meetings:**  
Efficiently manage all aspects of the thematic working group meetings. Responsibilities include sending out timely invitations, preparing detailed agendas in consultation with key stakeholders, facilitating the meetings, and documenting the proceedings and outcomes for subsequent actions.

### Deliverables/ outcomes/ results

- **Donor Database:** A fully maintained and regularly updated database containing comprehensive information on all development cooperation agencies and donors active in the TVET sector. This database should include contact details, funding focus areas, and descriptions of ongoing projects.
- **Updated Terms of Reference (ToRs):** Revised and updated documents for the Terms of Reference of the Sector Policy Thematic Working Group (SP TWG) and the Public-Private Thematic Working Group (PPT TWG). These documents should reflect current objectives and operational guidelines and should be approved by the NTC core group.
- **Meeting Coordination Reports:** Detailed reports from each thematic working group meeting.

**Duration:** 5 months 20 working days/month.

**Start date:** June 2024.