

Term of Reference (TOR)

Position	Job Coach		
Project	ASEAN-Swiss TVET Initiative (ASTI)		
Expertise	Work Based Learning (WBL)		
Source	National	Category	Staff under Implementing Partner

I. Background

The ASEAN-Swiss TVET Initiative (ASTI) is a regional project designed by the Swiss Agency for Development and Cooperation (SDC) in close collaboration with ASEAN and key stakeholders in Cambodia, Lao PDR, and Myanmar. Proposed under the Initiative for ASEAN Integration (IAI) and endorsed by the ASEAN Senior Official Meeting on Education (SOM-ED), ASTI is currently being implemented at the national level in Cambodia, Laos, and Myanmar.

The project aims to equip young women and men, particularly those with limited education, early school leavers to enhance their employability and integration into formal TVET systems. This is achieved by supporting the conceptualization, development, and implementation of a standardized Work-Based Learning (WBL) concept and its integration into the formal TVET systems of Cambodia, Lao PDR, and Myanmar (CLM).

The ASTI project is collaborate with the Lao National Chamber of Commerce and Industry (LNCCI) to facilitate the employer associations and their member companies in developing and implementing a WBL program, addressing their skilled workforce needs. ASTI is offering technical support to LNCCI through an implementation team comprising a Job Coach (100%), an Administrative and Support Officer (100%), and a Management Support Officer (33%), ensuring effective management for the partnership's successful execution.

II. Summary of The Position :

As a core member of the implementation team for the collaboration between ASTI and LNCCI, the Job Coach will closely collaborate with the ASTI project team to manage and operate the implementation of WBL by LNCCI's member companies. She/he is responsible for providing continuous support to selected participating companies and TVET service provider partners to ensure the effective execution of WBL programs.

This involves establishing cooperation between LNCCI and participating companies and between the selected companies and required TVET providers, conducting partner assessments and selection, leading the development, preparation, and coordination of WBL activities including training and recruitment plans for trainees, supporting training initiatives, facilitating post-learning assessments and reporting for monitoring and evaluation (M&E), documenting WBL implementation for broader dissemination and expansion, and supporting efforts to integrate WBL into the national TVET system.

III. Roles and Responsibilities:

Key roles and responsibilities of the Job Coach are required to performance as follows:

Technical Support and Contribution

- Collaborate with the ASTI project team and short-term experts (STEs) to facilitate the development, consultations, validation, and orientations for all relevant guidelines set by ASTI, targeting WBL company partners, TVET providers, and stakeholders.

- Lead the mobilization, identification, assessment, and selection of potential member companies according to established criteria, in consultation with the ASTI project team, for the implementation of the WBL program for pre-employment and upskilling.
- Identify and pair participating companies with TVET providers as needed for joint implementation (Off-the-Job Training) of the WBL program.
- Provide technical support, mentoring, and coaching to participating companies and TVET providers for the development, preparation, and delivery of WBL programs in line with the guidelines produced.
- Develop and coordinate training plans for WBL participants, including recruitment strategies and schedules, to support the host/participating companies and TVET providers in delivering the WBL training.
- Provide ongoing support and guidance to employers (host companies), trainees, and education partners throughout the WBL training process.
- Work closely with the Department of Technical and Vocational Education (DTVE) of the Ministry of Education and Sports (MOES) to validate the training program, assessment and certification processes, and recognition of a coalition of trained trainees according to the Lao PDR Qualification Framework.

Documentation, Monitoring and Evaluation, and Sustainability

- Facilitate post-learning assessments and compile reports on trainee performance and program effectiveness for monitoring and evaluation (M&E).
- Work with the ASTI project team to document the implementation process of WBL initiatives, including best practices and challenges, for wider dissemination and future expansion at both the country and regional levels.
- Support efforts to integrate WBL programs into the national TVET system by liaising with relevant authorities and stakeholders.
- Support the ASTI project in mobilizing financial support by linking the initiative to other donors, such as the TVET Development Fund (TDF), for the future implementation of WBL within the realm of employer associations and in collaboration with other companies to expand the WBL program.

Communication and Networking

- Maintain effective communication and collaboration with the ASTI project team, ASTI's project national counterpart, partner companies, TVET providers, and stakeholders to ensure smooth implementation and achievement of project objectives.

IV. Qualifications Required:

Educational Background

- Bachelor's or Master's degree in fields related to vocational education, such as education, engineering, business administration, or equivalent.

Working Experiences

- Minimum of 5 years of experience in vocational education, instructor, trainer, or related fields.
- Proven track record in facilitating development processes, consultations, and validations of guidelines or education regulations.
- Experience in organizing and leading meetings with diverse stakeholders.

Technical Competencies/Skills:

- Strong understanding of dual cooperative training or work-based learning (WBL) concepts and implementation strategies.
- Ability to provide technical support, mentoring, and coaching to employers, trainees, and education partners.

- Proficiency in developing and coordinating training plans, including recruitment strategies and schedules.
- Skills in documenting implementation processes, best practices, and challenges for wider dissemination and future expansion.
- Solid experience in supporting and working with the private sector and skills development within the framework of Private Sector Engagement (PSE).

Networking and Communication:

- Excellent communication and interpersonal skills for effective collaboration with project teams, national counterparts, partner companies, TVET providers, and stakeholders.
- Ability to maintain effective communication channels and networks to ensure smooth implementation and achievement of project objectives.

Government Liaison:

- Familiarity with technical and vocational education systems, including the Lao PDR National Qualification Framework (LNQF), and experience in liaising with relevant stakeholders for program validation and recognition.

Teamwork and Adaptability:

- Strong team player with the ability to work collaboratively with diverse teams and adapt to evolving project requirements.
- Flexibility and willingness to travel as needed for meetings, consultations, and project activities.

V. Reporting and Management:

The job coach will report administratively to LNCCI and maintain close technical alignment and coordination with the ASTI project team, including the PSE Lead. The job coach will be stationed at the LNCCI office, with frequent travel expected for meetings, visits, and outreach activities.