

Training Needs Assessment

For the Improving Rural Financial Inclusion Through Co-operatives Project

Terms of Reference (ToR)

Name of Consultant:	1 consultant
Date ToR approved:	29 June 2018
Location:	Ethiopia, Tanzania and Malawi (and stopping in Nairobi for one working day)
Provisional dates:	Between August and December 2018
Time commitment:	Lead consultant 1: in the region of 40 days, including 1 field trip x 25 days and 15 days preparation and report write up

1. Background

Savings and Credit Cooperative (SACCO) movements are promoted as a means of socio-economic development in Ethiopia, Malawi and Tanzania. Each of these countries faces their own challenges in terms of regulation, institutional development and service delivery. To help address these issues, ILCUF is engaged in a 3.5-year project entitled 'Improving Rural Financial Inclusion through Cooperatives' (IRFITCO). This is funded by IFAD and is being implemented in three countries in collaboration with the Cooperative Development Foundation (CDF) which is the lead agency, and the African Confederation of Savings and Credit Associations (ACCOSCA), which is based in Nairobi. There are three main project components (1) apex / federation development, (2) financial product development and (3) support to the development of the regulatory environment and overall knowledge management. ILCUF is managing the programme aspects that relate to Ethiopia, however this consultancy spans the three countries.

An expected output of the project is 'improved access to training and education for network organisations (apexes) and rural SACCOs.' It is anticipated that this will be achieved by developing a suitable curriculum, sourcing appropriate resources / courses and identifying suitable organisational / institutional delivery channels including on-line facilities (through or linked with ACCOSCA).

The consultant will work with local counterpart(s) with a view to assisting in the development of their capabilities to carry out this type of work and also to have the expertise and knowledge generated through the process available and accessible locally.

The Terms of Reference (ToR) for this Consultancy relates to a Training Needs Assessment which will identify key training needs, set out an appropriate curriculum and advise on appropriate delivery channels with a view to strengthening SACCO movements and services in Malawi, Tanzania and Ethiopia. The development and improvement of training delivery will consider the role of the apex organisations, emerging federations and ACCOSCA with a view to enhancing their role and financial viability.

2. Purpose

The purpose of the training needs assessment will be to evaluate training needs pertaining to the wider SACCO sector and the development of a training curriculum (outline) and recommended strategy. The initiative will be carried out taking into account the broader programme goals relating to apex development, financial service delivery improvement, regulatory change and knowledge management.

3. Objectives

The objective of the assessment is to produce an overall training strategy with country specific strategies (where appropriate) which can help to meet the capacity building needs of SACCO sector. This encompasses apex personnel, SACCO personnel (primary and secondary), regulatory and government promotion personnel. Related to this,

the consultant should produce a relevant curriculum, an appraisal of training resources needed and already in place, a solid proposal around delivery of the curriculum and recommendations as to how best to institutionalise the training (including on-line as appropriate). Meeting this objective can be understood as three interrelated components:

- a) A training needs assessment (*Indicator: A Training needs Assessment Report produced by the consultant*)
- b) Development of a training curriculum after conducting the needs assessment (*Indicator: A training Curriculum is developed by the consultant and implementation is supported by the programme*)
- c) Producing a training strategy (*Indicator: A training strategy (with an international component and country-level components) is developed by the consultant and implementation is supported by the programme*)

4. Scope of Work Involved

Output	Specific Tasks	Days	Scheduled For
Training Needs Assessment (IRFITCO Proposal Activity 1.5 and 1.13)			
	<p><i>Initial Desk Work</i></p> <ul style="list-style-type: none"> - Develop detailed work plan and itinerary in collaboration with ILCUF - Gather information from the fields and ACCOSCA on SACCO training - Develop a synopsis of what is available in each country as well as through ACCOSCA - Submit synopsis to ILCUF and partners for their comment (so that they can supplement with their local knowledge) <p><i>Field Trip (3.5 weeks = 25 days)</i></p> <ul style="list-style-type: none"> - Meet and interview stakeholders at the primary & secondary SACCO level, relevant NGOs, SACCO education providers, governmental and apex personnel - Map current institutional and service delivery mechanisms for delivering training to SACCO movement - Appraise the scope, adequacy and quality of training delivered - Discuss initial observations and findings with key country partners prior to departure including IFAD if possible <p><i>After field trip</i></p> <ul style="list-style-type: none"> - Discuss findings and recommendations with ILCUF - Produce a final draft report covering Training Needs Assessment, Curriculum and Training Delivery Strategy - Submit to ILCUF and partners for final review - Incorporate any feedback as appropriate and finalise 	<p>Desk work: 4 or 5 days</p> <p>Field Trip: 25 days</p> <p>Report writing, finalisation, and action points: 10 or 11 days</p>	<p>Between August and December</p>

5. Outputs (summary)

- 5.1. Brief work plan for this assignment developed by the Consultant and to be approved by ILCU Foundation before the start of activities under these ToR
- 5.2. Report which includes (a) a training needs assessment of SACCO personnel, apex personnel, government regulators and promoters where appropriate, (b) a proposed training curriculum – as the countries SACCO’s movements are at different stages, this will need to be tailored for each country, (c) Producing a training strategy which will include a cross country dimension and a country specific dimension.
- 5.3. Debriefing with ILCUF.

6. Lines of Communication: The consultant will report to ILCUF Programme Manager.

7. Information: Background documentation which is relevant to this assignment will be provided by ILCUF.

8. Timeframe

The assignment will be delivered over the period of August to December 2018.

The schedule of activities will be created jointly by the Consultant and ILCU Foundation once the work plan is approved.

9. Deadlines

The timeframe for this scope of work is December 2018.

10. Qualifications

ILCUF is seeking candidates

- with a Masters level qualification in education, accounting, finance or related subjects
- with 10 years or more experience in delivering training/courses, developing training materials/courses and supporting the development of training services/courses related exclusively to SACCOs / Credit Unions including accredited courses
- who have applied these skills in an African context

11. Fitness to Travel. It is the Consultants' responsibility to ensure that they are medically fit for travel to and work in the destination country. In accepting this TOR/ Terms and Conditions the Consultants confirm that the Consultants' general state of health and fitness is good for the trip in question and that the Consultants take full responsibility for themselves. The onus is on the individuals involved to ensure that ILCU Foundation is advised of any medical information that may impact their trip. All information will be held in confidence on the staff member or volunteers' file.

12. Application process

Please submit CV with cover letter via email to

Irina Ignatieva, Programme Manager, Irish League of Credit Unions (ILCU) Foundation,
33 – 41 Lower Mount Street, Dublin 2.

Email: iignatieva@creditunion.ie

Closing date for applications is Friday **13 July 2018**

All applicants are thanked for their interest in the assignment. However, only those selected for an interview will be contacted.