



## Financial Literacy Training Review

### **Financial Inclusion for Resilience - Sierra Leone (FIRSL)**

#### Call for Expression of Interest

Proposed Visit Dates:	late November - December 2018, September – December 2019
Location:	Sierra Leone and remote support
Deadline for Submission of Expression of Interest (Eol):	09 November 2018
Time commitment:	up to 13 days in 2018 and 10 days in 2019. For some activities, the consultant may require less time than the time suggested

### **1. Background**

The Irish League of Credit Unions Foundation (ILCUF) is the charitable arm of the Irish credit union movement. Its mission is 'to alleviate poverty in developing countries by supporting credit unions, their representative bodies and other co-operative type organisations as a means for socio-economic development through the provision of financial and technical assistance'. For more information on ILCUF, please visit the website at: <http://ilcufoundation.ie/>

The ILCUF project "Financial Inclusion for Resilience in Sierra Leone (FIRSL)" is a three year project co-funded by Irish Aid. *This project forms part of ILCUF's "Vision 2025" which commits to assist the Sierra Leonean CU movement until 2025.* The FIRSL project aims to improve resilience of 13,000 poor and disadvantaged people and their families (72,800 people) to shocks and stresses that deplete their assets (e.g. physical, human, financial and social). This will be achieved through working at three levels:

- Micro Level: The capacity of poor and disadvantaged citizens to effectively prepare, respond and recover from livelihood stresses and shocks is strengthened as increased numbers utilise suitable financial services
- Meso Level: Increased preparedness of CU members and movement for financial stresses and shocks through enhanced risk management and financial and social oversight
- Macro Level: Strong public confidence in CU movement enhances the ability of poor citizens and the state to prevent, respond and recover from institutional stresses and shocks as regulation and supervision improve

In order to achieve the project objectives FIRSL at the micro level, ILCUF requires technical assistance in the area of Financial Literacy Training.

### **2. Purpose**

The objective of this Technical Assistance (TA) is to improve the effectiveness of Financial Literacy training delivered to credit union members (some of whom are semi-literate and illiterate) throughout Sierra Leone.

### **3. Objectives**

The objectives of the and Technical Assistance will be realised through remote review of the Financial Literacy Training materials and 2 TA visits in Sierra Leone by 1 consultant.

#### Trip 1:

- Review Financial Literacy Training Manual
- Meet with CU members and non-CU members to assess financial literacy training needs

- Attend, observe and provide feedback to Financial Literacy Officer at the end of each day to assist in the Training-of-Trainers for locally based Financial Literacy trainers delivered by the ILCUF Ltd. Financial Literacy Officer
- Prepare a brief presentation on best practices in Financial Literacy (FL) training for the group of FL trainers, to start the 2.5 day training; discuss with relevant ILCUF Ltd staff the good practice and experience on methodology to be used
- Provide a summary of findings, conclusions and relevant written recommendations to the ILCUF and ILCUF Ltd. staff in area of:
  - Financial literacy training needs, including a brief description of the methodology used
  - The Financial Literacy Training Manual, including detailed comments on the manual, where appropriate
  - Effective methods for the delivery of Financial Literacy Training, including a summary of the feedback provided to the trainers and specific areas for improvement.

#### Trip 2:

- Review Financial Literacy Training Implementation
- Attend, observe and provide feedback to Financial Literacy Officer at the end of each day to assist in the Training-of-Trainers for locally based Financial Literacy trainers delivered by the ILCUF Ltd. Financial Literacy Officer
- Provide a summary of findings, conclusions and relevant written recommendations to the ILCUF and ILCUF Ltd. staff in area of:
  - The Financial Literacy Training Manual, including further comments on the manual, where appropriate
  - Effective methods for the delivery of Financial Literacy Training, including a summary of the feedback provided to the trainers and specific areas for improvement.

#### **4. Timeframe and activity timelines**

##### Trip 1:

ILCUF estimates that up to 13 days of TA are required from Consultant. On-site work is estimated at 5.5 days and travel at 2 days. The remainder will consist of remote support – 1.5 days; report writing and review of Financial Literacy Training Manual – up to 4 days, including response to any feedback to the draft report and comments on the Manual.

The TA should commence in late November 2018 and conclude by 14 December 2018.

##### Trip 2:

ILCUF estimates that 10 days of TA are required from Consultant. On-site work is estimated at 5.5 days. The remainder will consist of remote support and travel.

The TA should commence in September 2019 and conclude by 13 December 2019.

#### **5. Tasks**

##### Trip 1:

###### **Prior to visit:**

- Liaise with ILCUF (Dublin) and ILCUF Ltd. in Freetown to understand the context and make arrangements technical and logistical.
- Review Financial Literacy Materials and send in advance initial recommendations along with revised Financial Literacy Manual to ILCUF and ILCUF Ltd. staff
- Develop financial literacy training needs assessment methodology.

###### **During visit:**

- Deliver technical assistance as per the Terms of Reference.

#### **After visit:**

- De-brief with ILCUF Ltd. General Manager and Financial Literacy Officer
- De-brief with ILCUF staff
- Submit report on the financial literacy training needs assessment, financial literacy manual review and training delivery methods, with recommendations for improvements.

#### Trip 2:

- Task list TBD.

#### **6. Criteria for Submission of EoI**

Institutions or individuals may submit applications. An individual may not submit an application directly if he/she features in the application of an institution as one of its named personnel.

Institutions should submit:

- Summary of their experience and suitability for delivering this TA.
- CVs of the personnel they will assign to do the work
- Audited accounts for the past 2 years
- Summary of similar TA assignments delivered
- Confirmation of their base location (so that travel and logistics costs can be estimated)
- Daily rates for personnel named in the EoI (inclusive of VAT, if VAT applies)

An individual should submit:

- Summary of their education, experience and suitability for delivering this TA. It is expected that candidates will have a Master's Degree in international development, economics or related field, with at least 5+ years of experience in adult education, as well as experience of work in a developing country context, including experience in working with semi-literate/illiterate populations
- Their CV
- Letter from their employer confirming they will be given adequate leave in order to undertake this assignment (in the event that the individual is in full-time employment)
- Daily rates (inclusive of VAT, if VAT applies).

#### **7. Deadline**

The deadline for submissions of EoI is 16 November 2018.

#### **8. 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 applying for this Consultancy Opportunity, the Consultant confirms that the Consultant's general state of health and fitness is good for the trip in question and that the Consultant takes 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, consultants' or volunteers' file.

#### **11. Application process**

Please submit EoI 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](mailto:iignatieva@creditunion.ie)

Closing date for applications is 16 November 2018.

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