



Terms of Reference

Review and Validation of HiH EA Training Manuals

Introduction

HiH EA is a registered Non-Governmental Organization (NGO) in Kenya with mandate to operate within the Eastern Africa Region and a member of the Hand in Hand Global Network. Her vision is to reduce poverty through enterprise development and job creation.

HiH EA's mandate is to work within the Eastern Africa region and is currently working in Kenya, Rwanda and Tanzania. The Organization strives to work with the marginalized communities in the area of economic and social empowerment through a participatory approach aimed at lifting themselves out of poverty and vulnerability.

The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable poor people, particularly women and community in general, to build and sustain independent, market-based, economic activities.

This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for their children, increased access to medicines and healthcare, improved housing and overall improved livelihoods.

The model is based on a tried and tested approach to job creation of four interlinked components

- Group formation and savings mobilization
- Business training and enterprise development
- Financial management and access to credit
- Value addition and market linkage

In order to implement HiH model, HiH EA developed training manuals to act as guides and references for the Business Relationship Officer (trainers). The manuals will be used to train HiHEA members/beneficiaries. The manuals are structured into 7 training modules as shown below;

1. Group Formation Training Manual
2. Savings/Resource Mobilization Training Manual
3. Enterprise Development Training Manual
4. Financial Management Training Manual
5. Credit Access & Management
6. Value-chain Management Training Manual
7. Climate change resilience training manual

HiH EA is seeking a highly qualified institution/consultancy firm to review and validate the training manuals

Rationale for review and validation of the training manuals

All the Seven (7) Training Manuals will be contained into one booklet and have been developed in English language. The following will be their rationale for review and validation:

- i. Whether the entire document/ manual have a logical flow of content and message from Chapter 1 to the last Chapter
- ii. Whether the content and learning process of the entire document/ manual based on sound adult learning principle
- iii. Whether the goals, purpose and objectives are clear
- iv. Whether each section or chapter have a pre-training self-assessment tool that is offered at the end of the training (post-training assessment) to show learners' improvement in learning
- v. Whether each section, chapter or book start with a key statement, story, theory, or postulation that sets its importance and clarify what learners stand to gain from it
- vi. Whether each section, chapter or book have opening questions that learners need to answer after completing studying its contents
- vii. Whether the content in each section, chapter or book have clear examples or case studies that show benefits of doing or following what is proposed in the contents
- viii. Whether the illustrations, pictures, photos are clear enough (not overcrowded) to obscure the message
- ix. Whether each section, chapter or book have practical activities for the learners
- x. Whether each section, chapter or book provide a tool for participants to state or make a back-home plan of action to put into practice what they have learned

Objective of the Assignment

The overall objective of this consultancy is;

- To review and validate the HiH EA Training Manuals to act as guides and references for the Business Relationship Officer (trainers).
- To edit and format for printing the reviewed and validated training manuals.

Scope of Work

Specific scope of work includes but should not be limited to the following:

1. Reviewing and validation of the training manuals.
2. Present the reviewed and validated training manuals to HiH EA Management for review and comments.

3. Editing and formatting the reviewed and validated training Manuals after comments from HiH EA Management
4. Submitting the reviewed and validated training manual to HiH EA Management.

Commencement date & Period of execution

The period of execution of the contract will be 14 working days from the date of contract execution. Seven (7) working days for review of existing training Manuals, Meeting and consultations with HiH EA Management will follow.

Five (5) working days to develop the draft of reviewed version, edited and formatted training manuals including one (1) day to present the draft at a validation meeting with HiH EA management for review and comment. Two (2) days to deliver the final validated training manual.

Requirements for Experience and Qualifications

The consultant should have; a Master's degree in social Sciences, business related field, environmental resource management, supply chain management or any other relevant discipline.

At least 5-10 years of prior work experience in the field of training, working with Documents review and validation, experience in designing and developing training manuals.

Be able to demonstrate proof of experience in carrying out similar assignments elsewhere

Excellent writing, editing, formatting and oral communication skills in English.

Application submission:

Interested consultancy institute/organization/firm with teams must submit a consultancy proposal specifying technical and financial and a short proposal that summarizes understanding of the TOR and details of how the consultant plans to execute the assignment, updated curriculum vitas of the team leader and team member either physically or via e-mail by 1800h on 5th Jan 2018 to:

Hand in Hand Eastern Africa. P. O. Box 8562-00100 Nairobi, Kenya. Upper Hill, Lower Duplex Apartments, 2nd Floor, Room 26. Tel. +254 703 960 766, +254202660908/09. Email: info@handinhand-ea.org, www.handinhandea.org

Only short-listed institutions/organization/firm will be contacted. HiH EA reserves the right to select the service providers for this consultancy prior to the closing date.