

Terms of References for freelance consultants

CBM is looking for a freelance consultant to develop disability inclusive programme guidelines and training material for Village Savings and loan groups (VSL) to be used by partners for staff and group training.

Background and rationale

CBM is an international Christian development organization, committed to improving the quality of life of people with disabilities in the poorest communities of the world.

As part of its livelihood programmes, CBM has been supporting partners to implement the Village Savings and Loan (VSL) model as a socio-economic empowerment concept for persons with disabilities in several countries in Africa and Asia since 2015.

Project partners have either used the standard VSLA Programme Guide developed by VSL Associates or developed country specific and contextualized disability inclusive guides and training material (Rwanda, Ethiopia, Uganda).

Due to the growing interest among donors and CBM partners to implement the VSL concept in Africa, Asia and Latin America, CBM intends to develop a generic disability inclusive Programme Guide and training material that can be used and/or adapted to the respective context where projects are being implemented.

Overall objective

Design and develop a generic disability inclusive programme guide and training manual based on the standard VSLA guide developed by VSL Associates. This should include a participant workbook required to build the capacity and train partners, their project staff and VSL group leaders on implementation of disability inclusive savings and loan groups.

TASKS

- a) Undertake a desk review of the CBM funded VSL projects in Rwanda, Ethiopia and Uganda incl. donor proposals, progress reports and evaluations to understand the context;
- b) Study the VSL Associate Programme Guide and disability inclusive training materials developed by partners in Rwanda, Ethiopia and Uganda to inform the consultancy process;
- c) Study the Village Economic and Social Associations (VESA) concept developed by USAID and CARE in Ethiopia and understand its value additions to the basic VSL concept;

- d) Propose a draft outline of the content/curriculum of the programme guide and training manual with the various modules, based on the TOR, desk review and induction and needs of beneficiaries with disabilities
- e) Design a draft and final version of the step-by step programme guide and training manual detailing the training objectives, content, methodologies, timing and tools to be used per module, to a standard acceptable to CBM;
- f) Develop a participant workbook adequate for the content of the training manual;

The final Training manual/modules must:

- g) Apart from the basic VSL model include a section on the Village Economic and Social Associations (VESA) concept developed by USAID and CARE in Ethiopia and highlight its additional benefits
- h) Explain the usefulness of the various topics in terms of their significance for the capacity development of persons with disabilities and their practical utility in leadership
- i) Present and explain all the aspects and processes of the various topics that are relevant and important for women beneficiaries to increase and strengthen their capacities
- j) Define and explain key concepts relating to the various topics in a simple and practical manner,
- k) Give to the extent possible-practical examples and case studies to illustrate the various concepts of the manual,
- l) Provide relevant tools and instruments to be used by implementing partners for the various activities under each topic, and
- m) Be written in an interactive and inspiring manner so as to encourage reflection, learning culture and inclusion of persons with disabilities

DELIVERABLES

The consultant will be responsible for the following deliverables:

- Submission of the final work plan and revision of the assignments, including a detailed outline of the manuals content and accompanying tools
- Submission of the draft version of the programme guide and training manual and participant's workbook to CBM for feedback and comments.
- Submission of final version of programme guide and training manual and participant's workbook with integrated feedback and comments

METHODOLOGY

- It is expected that the development of the detailed content of the training manual and participant's workbook will be done in close cooperation with CBM.
- The consultant is responsible for proofreading, final formatting in line with CBM formats, editing and content layout of all the written deliverables.

COMPETENCY AND EXPERTISE REQUIREMENTS

The consultant should have the following qualifications:

Academic Qualifications:

- University degree in social sciences or any related field, Advanced degree is an asset.
- Technical competencies and experience requirements:
- Proven and substantial experience designing and developing training manuals,
- At least 3 years experience with demonstrated knowledge in training, planning and/or implementing Village Savings and loan projects preferably in Africa
- Knowledge and practical exposure to disability inclusive development preferably in the context of VSLA programming;
- Demonstrated ability to lead, plan, organize, implement and report on a consultancy assignment;
- Excellent English (oral and writing) required

HOW TO APPLY

The application should include the following documents:

- 1) Proposal describing in detail how the above tasks and expected outputs will be achieved, with a proposed budget;
- 2) Brief cover letter indicating your suitability, motivation (structured in line with requirement list) and availability;
- 3) Curriculum vitae
- 4) Detailed work plan that outlines work days and deliverables;
- 5) Sample of previously developed training materials/manuals (in PDF form);

The freelance consultant adheres to CBM's values and commits to CBM's Child Safeguarding Policy.

The application should be sent latest by **15th of August 2018** to Hubert Seifert Senior Livelihood Advisor CBM: hubert.seifert@cbm.org copied to monika.brenes@cbm.org