

**Build It International – Zambia (BII Zambia)**

**CONSULTANCY – TERMS OF REFERENCE**

**Life Skills Programme**

**1. Introduction**

Build It International is an ambitious and growing NGO that creates opportunities for young people and their communities through skills training, work experience and essential community building projects.

Build Its primary programme in Zambia is called Training into Work. Over the past 10 years this vocational training initiative has steadily built up with over 1,200 graduates and a target of 280 in 2021. As well as technical training and work experience, the programme includes a short Life Skills component to help our trainees develop the work-ready life skills they are going to need to succeed in the work place.

Recognising the importance of this element of the programme and the need for us to improve its content and impact, we are seeking a suitable consultant to assist us. In particular, we are keen to ensure that the course is effective in equipping young trainees with the life skills they need to succeed in the work place and in generating income. We are also seeking to develop female specific modules to increase the resilience of female trainees as they seek to establish themselves in the workplace with their new trade skills.

We are not expecting to reinvent the wheel as we are confident that there are effective programmes already being delivered in Zambia and elsewhere. But once selected, some adaptation for the Build It Programme is anticipated to meet the specific needs of our programme.

**2. Aim and Objectives of the Consultancy**

The aim of the consultancy is to establish a revised, effective Life-Skills training component in our Training into Work programme.

Specific Objectives:

- i. Confirm the key non-technical characteristics of a work ready trainee, as these form the objectives of the Life Skills Programme. Conduct the same exercise for female specific life skills requirements based on female specific challenges. Define measurable indicators.
- ii. Appraise our current Life Skills programme for content, delivery and performance, (taking account of the profile of our trainees -aged 16-35 in urban and rural settings with little to no previous skills, experience or income and the sectors they are entering).
- iii. Outline and agree the objectives, key indicators and content of a revised Life Skills programme.
- iv. Advise on the delivery of Life Skills training:
  - a. Appraising existing Life Skills course currently available in Zambia (tried and tested in a compatible location and meeting female specific Life Skills requirements)
  - b. Recommend the preferred course and any adaptations to meet our programme needs
  - c. As required, collate/draw up curriculum and content

- v. Recommend how this programme should be best delivered and when agreed, support the establishment of the programme by identifying and, as required, training suitable freelance trainers/training organisation based in Zambia and awareness/training of BII staff
- vi. Propose a simple monitoring and evaluation framework

### 3. Guidance on Methodology

- i. Desk based appraisal of existing materials
- ii. Interviews & discussion groups with trainees/graduates/employers, Build It staff and other relevant stakeholders
- iii. Desk based review of alternative approaches/content
- iv. Expert interviews, observations – including other programmes with similar objectives
- v. Workshops with Build It team
- vi. Presentation of conclusions and recommendations

### 4. Scope

The Life Skills programme is to be delivered and suitable for a range of trainees trained at Build Its Centre for Excellence, community based trainees, and delivery of courses through Build Its partners. Female specific modules are required in addition to the basic course. Whilst we may extend the course beyond one week it is unlikely to be affordable beyond 2-3 weeks. Life Skills content should be reinforced throughout the duration of the rest of the programme.

### 5. Deliverables:

- i. Planning phase, including confirmation of methodology, timelines, preliminary meetings with BII staff to identify key issues
- ii. Statement on Training objectives and key indicators
- iii. Appraisal of current programme and alternatives
- iv. Report of findings and recommendation of way forwards
- v. Production of a revised Life Skills programme with final materials and trainer guidance.

### 6. Expected Timeframe

October	Planning and briefing meetings with Build It team and production of training objectives and key indicators
October	Research, interviews, review of current programme and alternatives
Mid-November	Report recommending way forward
Mid-December	Production of new Life Skills Course with learning materials
January	Trainer Guidance and training

Expected number of days to be spent on assignment: 40 days.

### 7. Management of Consultant

The Consultant shall report to Country Director and provide weekly updates.

### 8. Compensation

- i. The tender should include full cost for delivery of the entire assignment to be delivered within 4 months with no more than 40 days expected to be spent on the assignment. Value for money will be taken into account in tender evaluation. Reasonable and receipted travel

and accommodation related to carrying out the tasks in this Terms of Reference will be covered, based on prior agreement with Build It and subject to agreed conditions.

- ii. The consultant shall be paid in two instalments: the first to be paid after completion of deliverable 4, and the second to be paid after deliverable 5.

## 9. Consultant Profile Requirements

- Demonstrable experience in development and delivery of Life Skills or similar training materials for young people, gender and/or technical skills training programmes
- A relevant degree and/or masters is desirable
- Knowledge of skills development and livelihood programmes in Sub-Saharan Africa
- Experience of working with the NGO/not-for-profit sector/ employers
- Experience of delivering consultancy assignments on time and to specified brief.
- Ability to effectively conduct qualitative, interview-based research coordinate research and course development
- Excellent written and oral communication skills

## 10. How to Apply

To be considered for this consultancy, please send your application via email to [recruitment@builditinternational.org](mailto:recruitment@builditinternational.org) with the subject title 'Your name' – Life Skills Programme Consultant.

Applications must include:

- A proposed methodology / work-plan to deliver the assignment
- Detail of costs: fees and incidentals.
- A summary CV and cover letter detailing relevant skills, experience, availability.
- Reference from two recent clients
- A writing sample of previous work (no more than 5 pages)

**The deadline to apply is Tuesday 14<sup>th</sup> September. Only shortlisted applicants will be contacted.**