

Development of livelihood Training Material Terms of References (ToR)

Request for Quotation for the development of a livelihood training material for the Project Entitled Provision of Humanitarian Emergencies and Livelihood Assistance (HELA) Project

January 2024

I.INTRODUCTION

I.A. About EPDO:

EQUALITY for Peace and Development Organization (EPDO) is a women's rights Afghan non-profit, non-governmental organization founded in 2010 for empowering women and youth at the community and policy level in Afghanistan. EPDO envisions Afghanistan as a peaceful, prosperous and a welfare state where all Afghans enjoy equal rights without any form of discrimination. Therefore, EPDO aims to increase the capacity of vulnerable groups, especially women and youth, to enable them to represent their needs in all aspects of development. EPDO focuses on various spectrums of peace, security, livelihood, and development in Afghanistan — ranging from the salient need for humanitarian assistance, economic empowerment, and continuous development processes, to long-term projects for sustainable peace. EPDO thematic areas focusing on women are as, Humanitarian Response and Livelihood Support, Peacebuilding and Good Governance and Human Rights.

I.B. Objectives of the Livelihood Skill Training:

The objective of livelihood / skill development training is to improve individuals' employability, income-generating abilities, and quality of life by providing skills development training on **Tailoring, Barak Weaving, and Embroidery**, these skills are prioritized in the light of Rapid Market Assessment (RMA) conducted in Bamiyan and Kunduz Province in September 2023. This includes key objectives such as increasing employment enhancement, income generation, poverty alleviation, skill diversification, capacity building, community development, gender equality, social inclusion, adaptability to technological changes, market linkage and lifelong learning. These trainings aim to provide skills in demand in the job market, empower individuals to start and manage small businesses, break the poverty cycle, diversify skills, build capacity, promote community development, promote gender equality, ensure social inclusion, prepare individuals for local production, and foster a culture of continuous learning in both target provinces.

I.C. Scope of the Assignment:

This work represents a follow-on to EPDO's current humanitarian assistance initiative targeting vulnerable women and girls in Bamiyan and Kunduz provinces, through the provision of Food Items (FIs) and hygiene kits. The livelihoods intervention is designed to help women, girls, and their families get out of poverty and establish long-term resilience.

The skills development training is proposed to be implemented in the aforementioned two target provinces. These trainings will seek to break the cycle of poverty, empower households to start and run small businesses, diversify skill sets, increase capacity, support community development, advance gender equality, skill diversification, capacity building, community development, women to be linked to the

market and cultivate a culture of lifelong learning in both target provinces. EPDO with the support of the curriculum development consultant will develop curriculum and training materials/manual & handouts on:

- **Tailoring**
- **Barak Weaving**
- **Embroidery**
- **Literacy; and**
- **Basic Numerical Skills**

The above training materials are required to support technical and vocational skills development in commercially viable activities for 100 women entrepreneurs in both target provinces.

Job Location: Kabul with Travel to Bamiyan (Center of Bamiyan and Yakawlang District) and Kunduz (Center of Kunduz and Aliabad District) Provinces

Number of Positions: One

Announcement Date: January 9, 2024

Closing Date: January 19, 2024

Job Duration: 30 days

I.D. Duties and Responsibilities of the Assignment:

- Design a comprehensive curriculum that aligns with the identified needs and objectives of the training program in both national and international language (Dari and English).
- Break down the curriculum into modules or units, ensuring a logical and progressive structure.
- Develop instructional materials such as lesson plans, presentations, handouts, and multimedia resources.
- Ensure that the content is clear, concise, and accessible to the target audience.
- Ensure that the training materials focus on practical, hands-on skills that are directly applicable to the chosen skills or occupations.
- Utilize principles of adult learning to design materials that engage and motivate participants.
- Consider different learning styles and preferences to make the training accessible to a diverse audience, including those with lower literacy or no literacy levels
- Design materials that are inclusive and accessible to individuals with diverse backgrounds, abilities, education levels, and learning styles. e.g. manuals should have more images and be more visual).
- Consider the cultural context of the target audience to make the content relevant and relatable.
- Stay up to date on industry trends, standards, and best practices to ensure that the training materials are current and relevant.
- Collaborate with industry experts to validate the content and ensure its alignment with the market needs.
- Provide guidance and training to instructors or facilitators on how to effectively deliver the training materials.
- Ensure that trainers are well-equipped to handle questions, facilitate discussions, and provide additional support when needed.
- Provide training on the curriculum to the trainers who will deliver it.

I.E. Deliverables and Timeline

The overall consultancy should take no more than 30 days starting on the date of the signing of the contract. We expect the development of livelihood training materials to begin in January 2024. In accordance with the following timetable the consultant(s) will:

- Draft manuals on (1) Tailoring (2) Barak Weaving (3) Embroidery (4) Literacy (5) Basic Numerical Skills (Week 3)
- Draft training materials on (1) Tailoring (2) Barak Weaving (3) Embroidery (4) Literacy (5) Basic Numerical Skills (Week 3)
- Finalize manuals and training materials on (1) Tailoring (2) Barak Weaving (3) Embroidery (4) Literacy (5) Basic Numerical Skills (Week 4)
- Submit manuals and training materials on (1) Tailoring (2) Barak Weaving (3) Embroidery (4) Literacy (5) Basic Numerical Skills (Week 4)

II. Curriculum Development Consultant Profile

The livelihood training materials can be undertaken by a consultancy or consultant with the following essential criteria:

Education:

- A bachelor's or master's degree in education, instructional design, curriculum development, or adult learning principles.
- Other training/certifications in the areas of assignment will be an asset (livelihoods, gender/women's rights, Raid Market Assessment (RMA), research and other relevant fields)

Demonstrable Skills and Experience:

- Ability to design effective, engaging, and learner-centered instructional materials.
- Understanding of learning theories and adult learning principles.
- Expertise in creating comprehensive and structured training curricula.
- Skill in breaking down complex concepts into manageable learning units.
- Proficiency in developing various types of content, including written materials, presentations, multimedia, and interactive resources.
- Strong written and verbal communication skills to convey information clearly and effectively.
- Experience of delivering the above vocational skills training in high quality production (examples of previous work will be required/at least 3 recent curricula/manuals should be submitted).
- A gender balanced team is highly desired given the focus on women
- Ability to adapt plans and approaches, sometimes at short notice;
- At least 6 years' experience
- Experience of delivering high quality curriculum development in the above skills for institutionally funded projects such as FCDO/DFID, EU, UN or USAID;

- A track record of publishing work related to the skills mentioned and on livelihoods and women's rights issues is a strong asset;
- Fluency in English, Dari, and Pashto.
- Ability to travel to target areas
- Ability to adapt communication style for diverse audiences.
- Capacity to collaborate with subject matter experts, trainers, and other stakeholders.
- Flexibility to adjust materials based on the evolving needs of the target audience.
- Capability to address challenges and solve problems related to content development and delivery.
- Practical experience in the industry or sector for which the training materials are being developed.
- Awareness of current trends, technologies, and best practices in the relevant field.
- Previous experience in designing and developing training curricula for diverse audiences.
- Awareness of cultural nuances and sensitivity to the diverse backgrounds of the target audience.
- Demonstrated ability to gather and incorporate feedback from trainers and learners to improve training materials.

Competencies:

- A proven track record of an ability to pragmatically apply in-depth knowledge and experiences of issues and practices in the fields of humanitarian, livelihoods, and women's rights in Afghanistan.
- Strong technical skill in livelihood curriculum development.

EPDO is committed to creating a safe environment for all project participants, especially children, young people, and vulnerable adults, and to prevent their physical, sexual or emotional abuse. The consultant will be expected to follow the EPDO policies and commitments and adhere to all relevant policies and procedures.

III. Submission Guideline

Interested applicants to send a technical and financial proposal for the work in line with the following guidance:

Capability statement: How the consultant or firm is structured for the assignment, the role each member of staff will play, including the CVs of the key personnel who will take part in the consultancy.

Technical Proposal: The consultant's understanding and interpretation of the Terms of Reference, a detailed methodology on how they develop livelihood training materials along with a detailed time schedule for each of the task's

Financial proposal: Itemized budget proposal that should include the consultancy fees, operational costs, and all associated costs including VAT and tax.

References: Names, addresses, telephone numbers of three organizations that you have conducted similar assessments for within the last three years, that will serve as your professional referees.

Interested consultants/firms that meet the requirements should submit an expression of interest to admin@epd-afg.org by January 19, 2024