

**Terms of Reference (ToR)  
Project – 11742****Title: Livelihood Support towards Early Recovery and Resilience – Phase II**

<b>Location :</b>	Mingkaman, Awerial County
<b>Application Deadline :</b>	31 July 2019
<b>Type of Contract /Targeted Sector:</b>	Hairdressing and Beauty Therapy
<b>Post Level :</b>	National / Local Contractor
<b>Languages Required :</b>	English Language
<b>Starting Date :</b>	05 August 2019
<b>Expected Duration of Assignment :</b>	30 days (5 <sup>th</sup> August 2019 – 5 <sup>th</sup> September 2019)

**OBJECTIVE & OBJECTIVE OF TRAINING**

The purpose of this Terms of Reference is to provide a framework agreement for training of 20 youths to be trained on Hairdressing and Beauty therapy under the project Ministry for Foreign Affairs (MFA) Livelihoods, Finland Government 11742. This is for Livelihood support towards early recovery and resilience – Mingkaman. This training is meant to provide youths with basic practical training on hairdressing and beauty therapy with a view to increasing employability (including self-employment). The practical knowledge gained will help the trainees to conceptualize and put to use the skills they have learnt. FCA is particularly hopeful that successful completion of the training will lead to a model for further expansion training methodology in similar, current and future projects.

**KEY ACTIVITIES OF CONTRACTOR**

- Develop a work plan together with the trainees.
- Develop a list of required training materials and start up kits for graduate trainees.
- Monitor and supervise the implementation of activities as per agreed work plan.
- Register all trainees in the record book/database and monitor attendance.
- Assess trainees based on competence and give a report.

**KEY ROLE/ACTIVITIES OF FCA**

- Support Skills Training through regular field visit, supervision and monitor training site(s)
- Follow up trainees to ensure that they attend and complete the training program.
- Liaise with State and other relevant authority in support of training program at field level.
- Documentation of success stories and lesson learns for further improvement and replication.
- Sensitize and mobilize local community on training opportunities.

## **KEY DELIVERABLES:**

1. Detailed work plan
2. Assessment report for each trainee
3. Final implementation and assessment report

## **SCHEDULE AND REPORTING**

- First report (Detailed Work plan):  
Agreed work plan to be submitted within (1) one weeks of contract signing.
- Second Report (Assessment report for each trainee):  
To show progress of trainees submitted within (3) weeks of contract signing.
- Third report: Final implementation and assessment report:  
To show repair work done at each school as well as an assessment of each trainee based on competence, to be submitted (5) weeks of contract signing.

## **REQUIRED SKILLS, COMPETENCIES AND EXPERIENCE**

The requested Experience and Qualifications of Contractor include:

- Hairdressing and beauty therapy skills (minimum qualifications):
- Diploma or Certificate in hair dressing;
- At least 4 - 5 years of professional experience in hairdressing beauty therapy
- Interested applicants should submit detailed references of earlier (either as a firm or an individual), detailed Curriculum Vitae(CV) and qualification & experience certificates

## **REPORTING:**

The Contractor reports to FCA Programme Manager or Project Officer.

## **REMUNERATION:**

The contract will be processed and negotiated in accordance with FCA's standard procedures for procurement, service and works contracts.

## **GENERAL GUIDELINES FOR PREPARING PROPOSAL.**

- FCA will fully cover transport cost (flight - Juba to Mingkaman) and accommodation in Mingkaman.
- Feeding/perdiem will be the responsibility of the contractor
- Proposal should include 15% tax.

## **HOW TO SUBMIT THE PROPOSAL.**

E-mail submission will be accepted (To email; [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi) and CC [Edison.Munene@kua.fi](mailto:Edison.Munene@kua.fi)) but consultants are encouraged to submit their proposals to the RFQ Drop Box at Finn Church Aid (FCA) Security office in located at Juba Na Bari Area, Bilpham Road by CoB 31<sup>st</sup> July 2019.

Note: Proposals received after the deadline will not be considered.