

VSLA TOT Training

Venue: WAU

Date: **12th June to 16th June 2023**

18.05.2023

Terms of Reference for Village Saving and Loans Association (VSLA) Trainer of Trainers (TOT) Training in Wau

Expected total number of participants: 10 MI Staffs

Duration: 1-week non-residential training from **Monday** 12th June to 16th June 20233

Expected Mode of Training: Theory 40% and 60% of the training should be group discussion, role play and demonstrations.

Background

Malteser International (MI) is the worldwide humanitarian relief service of the Sovereign Order of Malta and legally a division of Malteser Hilfsdienst e. V. based in Cologne, Germany. MI is a charitable organization recognized as a relief organization according to the Geneva Conventions. MI has been working in South Sudan since 1996 and in former Western Bahr El Ghazal state-Wau since October 2014. In Wau MI is implementing various programs funded by BMZ and AA. The project concerned is the BMZ funded project 1381 being implemented in Western Bahr El Ghazal. Therefore, MI is seeking for a qualified and experienced consultant to conduct a 5-day training on VSLA, Business Skills and Financial Literacy to 10 MI Staffs in Wau as trainer of trainers (TOT), and to provide theoretical and practical knowledge in written training materials.

The specific goal of this training is to introduce, and train selected MI Staffs as VSLA Trainer of Trainers (TOT)

Theme 1: Business Skill and Financial Literacy

The main learning areas expected may include the following;

- Enterprise selection; explore different areas in the value chain of food products in identifying suitable business.
- Explore climate smart technologies that can be employed in value chain of food production.
- Acquire knowledge and skills required for simple record and accounts keeping in relation to production.
- Acquire a range of knowledge, skills and self-confidence that will contribute to the empowerment of their peers in the community.
- Develop a simple business plan that can be implemented from identified enterprises.

Theme 2: VSLA Approach and its application

The main learning areas expected may include the following

- Introduce the participants to VSLA Approach that is inclusive and participatory.
- Introduce the participants to the design and planning phase of the VSLA approach, including needs, and risks assessments, means for risk mitigation, the analysis and incorporation of gender and power dynamics.

- Guide the participants on the Scheduling of VSLA operations, including transparency in documentation as a means of fraud prevention and accountability.
- Guide the participants on the preparatory meetings before a group (s) start the VSLA approach.
- Introduce techniques on how to conduct team building activities, raise self-confidence in VSLA team members and build trust within VSLA groups.
- Introduce the group approach, different roles and leadership, and how to conduct elections.
- Guide the participants in the development of VSLA Constitution, rules and procedures that will govern the VSLA activities.
- Guide the participants in the first savings meeting.
- Guide the participants in the first loan meeting.
- Guide the participants in the first loan repayment.
- Guide the participants in sharing out the savings and how to conduct audits and real time monitoring activities.
- Guide the participants in monitoring and supervising various VSLA groups, and introduce the participants to all relevant tools required in VSLA approach (VSLA Kit and its use)

Malteser International (MI) Expected Responsibilities

- Organize training venue, refreshments, training materials and other necessary arrangements for the trainees to attend the training.
- Disburse travel allowance, daily allowances, and fees of the trainees as per approved budget.
- Ensure payment of agreed amount in three (2) schedules. Payment will be linked to successful delivery of the outputs as per contract agreement.
- Monitor and supervise the work of the consultant and review progress of the work.
- Provide technical assistance /feedback as necessary.

Expected deliverables from the consultant:

- Prepare a training plan for review and approval by MI, reflecting the necessary activities as per outline above- and time schedule, required inputs and resources, as well as roles and responsibilities before during and after the 5-day training session.
- Training Plan accepted and agreed on.
- A concise training report covering the entire training.
- Relevant didactic material used in VSLA Approach; training materials developed and shared with MI.
- Certificate of attendance issued to all the participants.

- Evaluate the training: Administer pre-post evaluation forms and prepare required post-training reports incorporating evaluation results and trainer's views on lessons learned and recommendations.

Requirements for experience and qualifications

- At least 5-7 years of prior work experience in the field of training, in VSLA, community work, food security, CVA etc. especially in the regional and international context.
- Demonstrated knowledge and experience in conducting need assessments and developing training modules/curriculum, training materials etc.
- Demonstrated experiences and skills in facilitating stakeholder/working group consultations and trainings in the context of South Sudan.
- Relevant regional knowledge for the context of South Sudan and international work experience will be an added advantage.
- Excellent writing, editing, and oral communication skills in English.

Schedule and reporting

- Proposal handed in by **31.05.2023**. Via Email; mb.procurement-juba@malteser-international.org
- Interview and candidate selection by **02.06.2023**.
- Content, Evaluation forms and time schedule for the training shared by **07.06.2023**.
- Training plan and training materials agreed on with MI staff by **09. 06.2023**.
- Travel plan to WAU by **11.06.2023**.
- Training Report and invoice: 1 week after the training on **23.06.2023**.