

THE LUTHERAN WORLD FEDERATION, WORLD SERVICE SOUTH SUDAN COUNTRY PROGRAM

Terms of Reference to provide vocational skill training for Salon

Requesting Section: Program

Requested Number of consultant: 5

Location: Malakal, Bor, Juba, Torit and Wau

Date: 5 Feb, 2021

Project/Donor: Bread for the World

Project: COVID-19 Response Operation in South Sudan

BACKGROUND:

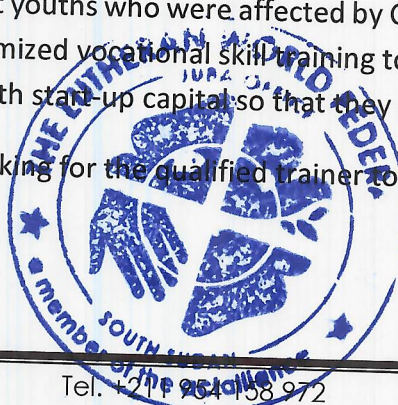
The Lutheran World Federation/Department for World Service (LWF/DWS) South Sudan Programme was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees, IDPs, returnees, host community and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, livelihood, community protection and capacity building of local authorities and community members.

Following the COVID-19 outbreak in South Sudan, LWF secured funds from Bread for The World to response to the consequences of the pandemic in the country. The COVID-19 Response Operation in South Sudan (CROSS) project has four components which include livelihood, community engagement, food security and WASH or public health.

The component of livelihood requires that youths who were affected by COVID situation are empowered through the delivery of a short and customized vocational skill training to enable them acquire the skills they can use when they are supported with start-up capital so that they generate some incomes.

It is from this background that LWF is looking for the qualified trainer to assist in realizing the objective for youth vocational training.

Purpose of the Assignment:



The overall purpose of the training is to equip female youths with skills on salon work so that they are able to establish their own salon business which they can run to support themselves and overcome the COVID-19 induced economic crisis.

The objectives include:

- Ensure all participants learned and practically understand how salon work, practical hair dressing, management of salons and its equipment and as well as the customer care
- Participants are empowered to start up small businesses to improve their income level
- Ensure that the trained youths shall act as role models to inspire the upcoming generations so that they become self-reliance.

Scope of Work

The following are the scope of work for this consultancy position:

- Plan and deliver instruction and training both theoretical and practical to the trainees on Salon work (shaving for boys and hair dressing for ladies), both techniques and effective Salon's equipment management. This includes demonstrating the use of equipment and supervising the trainees.
- Plan in coordination with the other vocational trainers the use of the Vocational Training facilities
- Attend to duty regularly and to all lessons allocated on the timetable.
- Provide adequate learning exercises to the trainees.
- Carry out assessments as directed by the Project Officer to monitor the progress of the trainees. Submit regular reports on the progress and achievements of trainees and make programme recommendations as appropriate.
- Produce end of course practical assessment, mark and grade the trainees and produce certificates for the trainees who successfully completed the 45 days course.
- Ensure maximum standards of health and safety are observed and maintained during classes at the training centre.
- Meet agreed targets for the production of items and record the items produced by each trainee.
- Provide maintenance of the items used during the training.
- Develop a scheme of work, lesson plans, instruction sheets and teaching aids.
- Train the trainees on how to set up, manage and maintain a small scale businesses to promote self-reliance after the course completion.
- Oversee and monitor the trainees' attendance on a daily basis.
- Support the trainees to develop basic book keeping skills that would be required if they were to run their own businesses.
- Working closely with the Project Officer to ensure that achievements and lessons learned are properly documented share with Project Coordinator and the management team.
- Maintain training records to a high standard as well as preparing and submitting weekly reporting forms and monthly
- Contribute to writing case studies and success stories about the training programme.
- Take pictures of activities on a regular basis making sure LWF and donor visibility is followed.

- Contribute to the achievement of the salon work for youths through hard work and an effective working relationship with other team members and the trainees.
- Perform additional tasks as required to achieve project objectives
- Participate in good practice dissemination events and embed good and innovative practice in classes to enhance the learning experience of the trainees.
- Report any violation of the code of conduct and child protection policy of LWF/DWS.

Type of supervision to be provided:

The Project Officers shall be responsible for supervising the salon training consultancy.

Logistics and nature of consultancy

- This consultancy is expected to be completed within 45 days including the reporting period.
- LWF will not provide living cost or transportation to the trainer. She/ he will have to transport herself/himself to and from the training location or welcome the trainees to his/her Salon center.
- There is going to be one trainer per each of the five locations and each one of them must be someone from that locality who should be well verse with the local context/situation.
- She or he will not be accommodated by LWF.
- This is a local consultancy work to be delivered locally at the project level locations (1 Malakal, 1 Wau, 1 Juba, 1 Bor and 1 Torit)

LWF responsibilities

LWF will be responsible for ensuring:

1. Review of the technical and financial proposal and provide feedback if necessary;
2. Discussions and agreement with the consultant on the work plan prior to commencement of the assignment;
3. Availability of technical support for the execution of the assignment —review of plans, reports and products
4. Mobilization of participants for training
5. Smooth collaboration with relevant stakeholders such as community leaders, local authorities and leaders of quarter councils of the target locations.
6. Fulfilment of contractual obligations;
7. Processing of scheduled payments of consultancy fees subject to South Sudan tax laws.

Qualification and Experience

- An advanced certificate or diploma in Salon management from a technical institute is advantageous)

- Strong spoken Arabic (local language skills are an advantage)
- Intermediate level of English (speaking, writing, reading)
- 1 to 2 years' experience teaching salon classes both boys and girls
- Ability and past experience of teaching basic business management skills
- Demonstrated ability to work in a team with strong interpersonal skills
- Positive and optimistic attitude and approach to work
- Desirable past experience of working in remote areas
- Ability to meet deadlines and prioritize work under pressure and demonstrated resourcefulness
- Takes responsibility for own work and promotes high standards.
- Anticipates problems and regularly provides solutions
- Good organizational awareness and communication skills
- Able to work in a challenging environment.

Interested Candidates must submit the following to qualify

1. Cover Letter explaining why you are the most qualified for this consultancy including dates of availability.
2. Most updated Resume/CV.
3. Detailed technical proposal explaining how the consultancy will be done with work plan corresponding to the maximum number of days provided for the consultancy.
4. **Detailed financial proposal with all related costs including professional fees and all the cost for mandatory equipment needed to execute salon training.**
5. Certificate of registration of firm/organization would be an advantage.

Application Process:

Please send applications to: consultancy.southsudan@lutheranworld.org with the words "Vocational skills training Consultancy_ Salon" in the subject line no later than, **14th February 2021**. Or hand delivery to SSCC Office in Malakal and Wau. ICC office in Torit and to LWF compound in Bor. For Juba only you can deliver to LWF Office, NCA compound Buluk, Juba.

LWF aligns and embeds ethics for safeguarding the interests/rights of children and all other vulnerable groups in all its research and communication. The consultant will have to sign to LWF code of conduct and child protection policy and will be expected abide by the principles of non-discrimination, Child participation, informed consent, identification of risks, confidentiality and misuse of information.

