



AFRICAN CONFEDERATION OF COOPERATIVE SAVINGS AND CREDIT ASSOCIATIONS (ACCOSCA)

ASSOCIATION DES COOPERATIVES D'EPARGNE ET DE CREDIT

## Training Needs Assessment for Tanzania

### *For the Improving Rural Financial Inclusion Through Co-operatives Project*

#### Terms of Reference (ToR)

Name of Consultant:	1 consultant working with Lead Consultant
Location:	Tanzania, Ethiopia & Kenya (Nairobi)
Provisional dates:	Jan 2019 – Feb 2019
Time commitment:	Up to 18 days, Estimated Breakdown: <ul style="list-style-type: none"><li>- Field trip: 8 days Tanzania</li><li>- Nairobi: 2 days workshop</li><li>- Addis 3 days</li><li>- 5 days preparation and report writing</li></ul>

### **1. Background**

Savings and Credit Cooperative (SACCO) movements are promoted as a means of socio-economic development in Ethiopia, Malawi and Tanzania. Each of these countries faces their own challenges in terms of regulation, institutional development and service delivery. To help address these issues, ACCOSCA is engaged in a 4 year project entitled 'Improving Rural Financial Inclusion through Cooperatives' (IRFITCO). This is funded by IFAD and is being implemented in three countries in collaboration with the Cooperative Development Foundation (CDF) which is the lead agency, and the Irish League of Credit Unions Foundation (ILCUF), which is based in Dublin. There are three main project components (1) apex / federation development, (2) financial product development and (3) support to the development of the regulatory environment with overall knowledge management. ACCOSCA is managing the programme aspects that relate to Tanzania and Malawi in collaboration with work being done in Ethiopia and with a lead consultant who is producing the final, overall report.

An expected output of the project is 'improved access to training and education for network organisations (apexes) and rural SACCOs.' It is anticipated that this will be achieved by developing a suitable curriculum, sourcing appropriate resources / courses and identifying suitable organisational / institutional delivery channels including on-line facilities (through or linked with ACCOSCA).

The Terms of Reference (ToR) for this Consultancy thus relate to a Training Needs Assessment which will identify key training needs, set out an appropriate curriculum and advise on appropriate delivery channels with a view to strengthening SACCO movements and services in Malawi, Tanzania and Ethiopia, with this scope of work relating most specifically to Tanzania and Malawi. The development and improvement of training delivery will consider the role of the apex organisations, emerging federations and ACCOSCA with a view to enhancing their role and financial viability through training delivery.

### **2. Purpose**

The purpose of the training needs assessment will be to evaluate training needs pertaining to the wider SACCO sector and the development of a training curriculum (outline) and recommended strategy. The initiative will be carried out taking into account the broader programme goals relating to apex development, financial service delivery improvement, regulatory change and knowledge management.

### **3. Objectives**

The objective of the assessment is to produce an overall training strategy with country specific strategies (where appropriate and Tanzania which can help to meet the capacity building needs of SACCO sector. This encompasses apex personnel, SACCO personnel (primary and secondary), regulatory and government promotion personnel. Related to this, the consultant with the lead consultant should produce a relevant generic curriculum, an appraisal

of training resources needed and already in place, a solid proposal around delivery of the curriculum and recommendations as to how best to institutionalise the training (including on-line as appropriate). This scope of work relates primarily to Tanzania. Meeting this objective can be understood in the form of three interrelated components:

- a) A training needs assessment (*Indicator: A Training needs Assessment Report for Tanzania*)
- b) Development of a training curriculum after conducting the needs assessment (*Indicator: A training Curriculum is developed*)
- c) Producing a training strategy (*Indicator: A training strategy (with an international component and country-level components as appropriate) is developed*)

The consultant will work closely with the lead consultant on methodology, planning and report writing to ensure consistency and comparability of approach between countries.

#### 4. Scope of Work Involved

Output	Specific Tasks	Potential No. of Days	Scheduled For
Training Needs Assessment (IRFITCO Proposal Activity 1.5 and 1.13)			
	<p><i>Initial Desk Work</i></p> <ul style="list-style-type: none"> <li>- Develop a detailed workplan and itinerary in collaboration with the lead consultant</li> <li>- Gather information as requested by lead consultant including conducting key informant interviews</li> <li>- Develop a synopsis of what is available (in Tanzania)</li> </ul> <p><i>Field Work in Tanzania</i></p> <ul style="list-style-type: none"> <li>- Meet and interview stakeholders at the primary &amp; secondary SACCO level, relevant NGOs, SACCO education providers, governmental and apex personnel</li> <li>- Map current institutional and service delivery mechanisms for delivering training to SACCO movement in Tanzania</li> <li>- Appraise the scope, adequacy and quality of training delivered</li> </ul> <p><i>After field trip</i></p> <ul style="list-style-type: none"> <li>- Write up field trip meeting notes capturing required information</li> <li>- Develop a report on training, curriculum and delivery strategies for Tanzania</li> <li>- Discuss findings and recommendations with Lead Consultant and ILCUF</li> </ul> <p><i>Workshop in Nairobi</i></p> <ul style="list-style-type: none"> <li>- Take part in a 1 day workshop in Nairobi with the lead consultant and ACCOSCA personnel to review findings and consider appropriate strategies</li> <li>- Contribute to and feedback on a final draft report covering Training Needs Assessment, Curriculum and Training Delivery Strategy in Ethiopia</li> </ul>	<p>Desk work:</p> <p>Field Trip: 8 days for Tanzania</p> <p>Report writing, finalisation, workshop in Nairobi and Addis e.g. 6 days</p> <p>Field trip to Nairobi and report finalisation: 2 days</p>	<p>January 2019</p> <p>January 2019</p> <p>February 2019</p> <p>February 2019</p>

## 5. Outputs (summary)

5.1. Brief work plan for this assignment developed by the Consultant with the Lead Consultant and to be approved by ILCU Foundation before the start of activities under these ToR

5.2. Report with drafting by Lead Consultant and inputs by this supporting consultant which includes (a) a training needs assessment of SACCO personnel, apex personnel, government regulators and promoters, (b) a proposed training curriculum – tailored for Tanzania, (c) Producing a training strategy which will include a cross country dimension and a country specific dimension, with specific emphasis on Ethiopia. The report will include appendices with background data & field research data as produced under this scope of work.

5.3. Debriefing with ILCUF

**6. Lines of Communication:** The consultant will report to the lead consultant, Una McDevitt and to the ACCOSCA Programme coordinator, Constance Shioso (for contractual, logistical and other matters as required).

**7. Information:** Background documentation which is relevant to this assignment will be provided by ACCOSCA.

## 8. Timeframe

The assignment will be delivered over the period of January & February 2019.

The schedule of activities will be created jointly by the Consultant, the lead consultant and ACCOSCA once the work plan is approved.

## 9. Deadlines

The timeframe for this scope of work is February 2019.

## 10. Qualifications

ILCUF is seeking candidates

- with a Masters level qualification in education, accounting, finance or related subjects
- with 7 years or more experience in delivering training/courses, developing training materials/courses and supporting the development of training services/courses related to SACCOs / Credit Unions
- Working knowledge of the SACCO movement in East Africa

**11. Fitness to Travel.** It is the Consultants' responsibility to ensure that they are medically fit for travel to and work in the destination country. In accepting this TOR/ Terms and Conditions the Consultants confirm that the Consultants' general state of health and fitness is good for the trip in question and that the Consultants take full responsibility for themselves. The onus is on the individuals involved to ensure that ILCU Foundation is advised of any medical information that may impact their trip. All information will be held in confidence on the staff member or volunteers' file.

## 12. Application process

Please submit CV with cover letter via email to

George Ombado, CEO, ACCOSCA, Kilimanjaro Road, Upper hill Nairobi, Kenya

Email: [George.ombado@accosca.org](mailto:George.ombado@accosca.org)

Closing date for applications is Friday, 18th January, 2019.

**All applicants are thanked for their interest in the assignment. However, only those selected for an interview will be contacted.**