



## Terms of Reference (ToR) for Trainers/Facilitators

### 1. Introduction

The Young African Leaders Initiative Regional Leadership Center East Africa (YALI RLC EA) is one of four USAID-funded Regional Leadership Centers (RLCs) located at African institutions of higher education, which provide transformational training to young African leaders between the ages of 18-35 through in-person, online, and hybrid modes of learning.

Over the last 7 years, YALI RLC EA has implemented a comprehensive and experiential curriculum seeking to empower young African leaders to transform themselves, their communities, countries, and the African continent. The curriculum is delivered in three tracks focused on civic leadership, business and entrepreneurship, and public management. The curriculum is designed to stretch the boundaries of current leadership paradigms to create new opportunities for dialogue and capacity building. In order to promote a collaborative learning environment, the YALI RLC EA focuses on the bottom part of the pedagogy pyramid. Both local and international instructors facilitate a blended learning environment that builds both knowledge and expertise. The YALI RLC EA is in Phase II of implementing the curriculum which runs from April 2022 – April 2024 with further funding from USAID.

YALI RLC EA seeks to recruit dynamic, self-driven and results oriented trainers/facilitators from East and Central Africa to deliver the training in its three tracks of Business and Entrepreneurship, Public Management and Civic Leadership.

### 2. Overall objective

Deliver in-person (residential), virtual (online) and blended (hybrid) training sessions to the young African leaders from 14 countries served by YALI RLC EA in any of the three tracks of study mentioned above.

### 3. Scope of work

The training will focus on the three tracks: civic leadership, public management and business and entrepreneurship. These will run concurrently targeting youths between the ages of 18-35 from 14 countries covered by YALI RLC EA. The delivery of the training needs to ensure inclusion of PLWD and those coming from minority groups from each of the countries and will be through the three modes of training mentioned under the overall objective.

### 4. Methodology



The training is delivered using participatory and adult learning approaches which augments the Center's instructional framework that focuses on: *Collaborative Learning* - Through group projects, discussions, public speaking, and events; *Immersive Learning* - through mentorships, internships, and hands-on application; *Static Instruction* – Facilitator-led sessions in a classroom setting and, *U-Learn* - a diverse and dynamic on-line learning environment designed to provide educational, informational and media resources that enable, empower and enhance the knowledge and skills of young leaders who will be the change-makers in the region.

## 5. Trainers' Competencies, Experience and Skill Requirements:

- Minimum university degree in social sciences or any other relevant field especially relating to public management, business and entrepreneurship and, civic leadership ;
- Extensive experience (at least 5 years) in conducting trainings/workshops for youths and organizations;
- Extensive experience in building capacities among the youths across Africa and beyond
- Proven and demonstrated broad knowledge of and ability to utilize participatory facilitation approaches as well as adult education methods.
- Excellent facilitation and presentation skills;
- Experience in carrying out virtual training using different digital platforms
- Extensive knowledge on the challenges and opportunities existing in Africa for youths
- Ability to incorporate methodologies that address needs of PLWD especially the visually impaired and deaf/hard of hearing
- Excellent inter-personal skills
- Strong verbal and written communication skills
- Demonstrated high level of professionalism and ability to work independently and in high pressure situations under tight deadlines;
- Previous experience in delivery of YALI training will be an added advantage

## 6. Trainer/facilitator deliverables

The following will be the expected deliverables of the consultancy:

- Successful facilitation of the training
- Accompanying the participants to field trips
- Technical advice and support to participants during the training and field trips
- Facilitating and guiding the participants in handling the design challenge assigned during the training sessions
- Supporting the participants in building their pitching and public speaking skills
- Final process/trainers report on the implementation of the training sessions

## 7. Duration and time frame

YALI RLC EA trainings are designed to take between two (2) and four (4) weeks depending on the mode of delivery (virtual, in-person, or blended).

## 8. Trainers' report



Each trainer will be required to write a comprehensive trainer's report. The report will document the training process, the context in which the trainings took place and any unique aspects picked by the trainer including behaviour of the participants, unique needs of the participants and elements of the training that contributed more to the learning of the participants. These will also include training session evaluations (pre and post training session evaluations, and end of training evaluations). The deadline for sending the report is **5 days** after completion of trainings. Approval of the final report by the Contracting Authority will be the basis for issuing the final payment.

## 9. Evaluation and Selection Process

This application is open to experienced trainers/facilitators with proven broad knowledge and ability to utilize the principles, methods, techniques and systems of training, mentorship, youth development and identification of vulnerable youth. The selected trainer/facilitator will be responsible for designing and executing all the activities described in this TOR under the guidance of YALI RLC EA.

The selection process of the trainer/facilitator will be based on the set of criteria developed by YALI RLC EA Evaluation Committee to evaluate the proposals. The Evaluation Committee will evaluate the proposals by using the combined scoring method. Technical proposals will be evaluated out of 60%; whereas financial proposals will be evaluated out of 40%.

## 10. Mode of Application

To respond to the request, the trainer/team of trainers is expected to submit the following documents online through [recruitment@yalieastafrica.org](mailto:recruitment@yalieastafrica.org) by or before Tuesday 7<sup>th</sup> June 2022, at 5:00 p.m. EAT. The subject of the email should be the title of the assignment. Technical and financial proposals should be sent as separate documents.

1. Provide a technical proposal and attach the following documents:
  - a) Curriculum vitae (CV) outlining relevant qualifications and experience. If it's a team of consultants, all their CVs should be provided.
  - b) Names and contacts of three recent professional referees (previous clients) for whom similar work has been conducted.
  - c) Two (2) examples of similar pieces of work completed recently.
  - d) In cases of companies, include the profiles
  - e) Valid Tax Compliance Certificate (TCC)
2. Itemized financial proposal in Kenya Shillings detailing training charges per day, per sessions of two hours each and per 2 weeks training period.

The assignment is expected to start in **July 2022**.

Following a positive internal review of the proposal, we will meet with you to discuss the content further and potential next steps.

