

# **HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT**

## **TERMS OF REFERENCE**

### **INDIVIDUAL CONSULTANT FOR THE DELIVERY OF**

### **LIFE SKILLS - FINANCIAL LITERACY COACHING**

#### **1. INTRODUCTION**

The Government of St. Vincent and the Grenadines (GOSVG) has received funding from the World Bank (WB) towards the implementation of the Human Development Service Delivery Project. The project is designed to strengthen the quality of service delivery in education, improve the efficiency of social protection systems, and improve the effectiveness of labour market systems.

The project is being implemented by the Ministry of Finance, Economic Planning, Sustainable Development and Information Technology (MoF). The other participating ministries are the Ministry of Education, National Reconciliation and Ecclesiastical Affairs (MoE), and the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth (MoNM).

The project is structured around four components. The first component will provide support for pedagogy for basic and special needs education; the second component will build responsive social protection service delivery systems; and the third component will strengthen labour market systems for improved skills training of poor and vulnerable populations. The fourth component will support project implementation, monitoring and evaluation.

This consultancy will support the implementation of technical vocational education and training (TVET) activities under Component 3 with specific emphasis on improving skills training of poor and vulnerable population. The Project will also support the National Qualifications Department within the Ministry of Education, in strengthening the certification framework by financing technical assistance and training to fill remaining gaps in service delivery. Overall, the TVET sub-component will help to (a) improve employment outcomes and skills of target beneficiaries, and (b) show the relevance of technical and vocational education and training.

Under Component 3, resources have been provided to expand access to TVET training for poor and vulnerable youths and adults. The purpose of this activity is to provide relevant workforce training to poor and unemployed persons in need of training. This training will be delivered under the auspices of the National Qualifications Department of the MoE at technical institutes in Barrouallie, Campden Park, Kingstown and Georgetown; in a number of skill areas including inter alia, electrical installation, furniture construction and garment construction. In addition to the training in the skill areas, trainees will receive life skills and will be exposed to entrepreneurship as an option for economic inclusion.

Accordingly, the GOSVG is seeking to contract a Life Skills - Financial Literacy Coach to work with the Youths and Adults Training for Employment (YATE) trainees for the effective delivery of an existing Life Skills - Financial Literacy curriculum. The Life Skills - Financial Literacy Coach will be assigned at or more Technical Institutes and report directly to the TVET Project Officer, who in turn reports to the Director, National Qualifications Department (the TVET Focal Point for the HDSD Project).

## **2. OBJECTIVE**

The overall objective of the Life Skills - Financial Literacy coaching is to provide the participants with the foundational skills and information necessary for them to assess their potential to establish an enterprise as individual or as part of a team; to provide them with basic tools and a road map to starting and establishing an enterprise.

## **3. SCOPE**

The Life Skills - Financial Literacy Coach will deliver coaching for 2-hour slots between 4:00 pm and 8:00 pm on agreed day/days over the 4 training days in each week (Mon-Thur). S/He will work over a 4-week period for a total of 8 hours per group at assigned Technical Institute(s). There may be more than one group at a given technical institute depending on the number of trainees enrolled.

The main responsibility of the Life Skills - Financial Literacy Coach will be to deliver the modules in the Manual to project Clients in one or more of the four Training Institutions in the districts of Georgetown, Kingstown, Campden Park and Barrouallie. This Coaching is conducted as complimentary to the TVET training offered under the YATE programme. The training should be experiential and focused on position youth and adults in the YATE Programme to explore entrepreneurship as a viable economic inclusion opportunity. Training will be delivered from an existing Manual developed using international good practices. Areas to be covered will include:

- a. Financial Literacy, Saving, Investment vs Expenditure. The importance of savings practices, saving to buy (what is the real cost of a hire purchase item); a purchase vs an investment. What does a loan cost?
- b. Are you an Entrepreneur? Use of the Personal Entrepreneurship Characteristics (PECs). Looking at the 10 characteristics - Opportunity Seeking and Initiative; Persistence; Fulfilling Commitments; Demand for Efficiency and Quality; Taking Calculated Risks; Goal Setting; Information Seeking; Systematic Planning and Monitoring; Persuasive and Good Networking skills, Independence and Self-confidence
- c. Myths around Entrepreneurship; Is Business Ownership for you? Case Study. (This element will include presentations from young existing entrepreneurs)
- d. Developing a Business Idea using the Business Model Canvass – Team exercise
- e. Taking your business idea of the next level – a review of possible opportunities for establishing a business, development and marketing of a business, finding funding to support your business build out.

The Life Skills - Financial Literacy Coach will also be expected to provide input in the learning tools to support the delivery of the elements of these modules.

The selected Life Skills - Financial Literacy Coach(es) will be required to attend a workshop to familiarise themselves with the Life Skills - Financial Literacy Modules, including reviewing allocated time for each element and ensuring consistency on delivery.

#### **4. TASK and DELIVERABLES**

**The main tasks of the Life Skills - Financial Literacy Coach will be to:**

- a. Implement eight (8) hrs of Life Skills - Financial Literacy coaching per group<sup>1</sup>, over four (4) weeks for two (2) hours weekly.
- b. Develop a detailed delivery and execution plan for the Life Skills - Financial Literacy training guided by the existing manual.
- c. Deliver quality training to graduates to support their decision to explore entrepreneurship as a viable option for economic empowerment.
- d. Administer pre and post test instruments to determine the effectiveness of content and method of delivery.
- e. Ensure that all participants who complete the programme and desire to establish an enterprise can present a road map to starting an enterprise.
- f. Work closely with institutions and organizations that provide services to start up enterprises to have them present share experiences and opportunities.
- g. Provide the Project with an indication of programme Clients who would benefit from further exposure to business development training and support to launch an enterprise.

#### **5. QUALIFICATIONS & REQUIREMENTS**

- A minimum of an undergraduate degree or teaching certification in Business or related field/extensive experience delivering business development workshops for clients through existing institutions;
- At least five years' demonstrated experience in delivering entrepreneurship training, business development courses and workshops;
- Demonstrable experience with the conceptual frameworks and basic academic theory for entrepreneurial skills;
- A proven track record of designing and implementing experiential training, on enterprise skills for youth and vulnerable groups, including women and persons with disabilities;
- Ability to deliver training at the approved training centres at the different locations;
- Familiarity with the entrepreneurial landscape, the ability to draw on existing relationships and networks to enrich the delivery of modules;

#### **6. ASSETS**

- Experience in dealing with different public institutions, local authorities, civil society, international and national cooperation agencies who provide support to micro and small enterprises

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<sup>1</sup> Note: A final timetable and scheduling of sessions will be guided by final registration at each centre and the number of skill areas being delivered.

- Strong communication skills and knowledge of effective communication channels in SVG;
- At least five years' experience working with vulnerable youth and adults in SVG.

## **7. DURATION**

The expected duration of the consultancy is 24 months for the delivery of coaching to up to six (6) cohorts of trainees. Delivery of coaching to a cohort of trainees shall correspond to a contract phase. Each cohort is of four (4) months' duration, however the duration of the Life Skills- Financial Literacy coaching within the cohort will be of one (1) month's duration.

Continuation to the subsequent phases of the contract shall be contingent on the successful completion of the previous phase. The Consultant's performance shall be ascertained through structured feedback by students, TVET Instructors and the TVET Project Officer.