

# **HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT**

## **Terms of Reference Consultancy for SVG-HDSD-CS-INDV-79**

### **DEVELOPMENT OF TRAINING MANUAL FOR THE LIFE SKILLS COURSES FACILITATED UNDER THE YOUTH AND ADULT TRAINING AND EMPLOYMENT (YATE) PROGRAMME**

#### **LIFE SKILLS AND CAREER COACHING**

##### **1. INTRODUCTION**

1.1 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 (HDSD) Project. The HDSD 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 implemented by the Ministry of Finance, Economic Planning, Sustainable Development, and Information Technology (MoFEP). The other participating ministries are the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth (MNOM); the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour; and the Ministry of Education, National Reconciliation and Ecclesiastical Affairs (MoE).

1.2 The project is structured around the four following components:

- Component 1 - Strengthening Pedagogy for Basic and Special Needs Education
- Component 2 - Building Responsive Social Protection Service Delivery Systems
- Component 3 - Strengthening Labour Market Systems and Improving Skills Training of Poor and Vulnerable Populations
- Component 4 - Project Implementation, Monitoring and Evaluation

1.3 Under Component 3, the HDSD Project funds the execution of the Youth and Adult Training for Employment (YATE) Programme to provide relevant workforce training to poor and unemployed persons in need of training. This training is delivered under the auspices of the National Qualifications Department (NQD) of the MoE at private institutes as well as 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, participants will receive life skills and entrepreneurship coaching.

1.4 Accordingly, the GOSVG has contracted Life Skills Coaches to deliver Career Coaching and Financial Literacy and Introduction to Entrepreneurship training to YATE participants. Career Coaching, which is delivered for a minimum of sixteen (16) hours before the start of technical training, will focus on personal development, assessing and building self-esteem, goal setting,

managing time and preparation for employment. It will also focus on the preparation of resumes, preparing for interviews, and handling work related challenges.

1.5 Although the YATE Programme has commenced training of its fourth cohort, a standard manual for the Career Coaching training modules have not yet been developed. In light of the foregoing, the HDSD Project is desirous of contracting a consultant to develop standard Training Manuals for Career Coaching, for participants under cohorts 5 and 6.

## **2. OBJECTIVES OF THE CONSULTANCY**

2.1 The main objective of this consultancy is the development of a Training Manual inclusive of participant workbooks for the Career Coaching training course facilitated under the YATE Programme.

## **3. SCOPE OF WORK**

The Consultant's scope of work is as follows:

3.1. Undertake desk research and analyse all existing training materials used for facilitation of the Career Coaching training course and any other relevant information and material as required. This would include information from the Labour Department, the Ministry of Mobilization and the Ministry of Education. Where necessary, the desk review must be supplemented by interviews with key stakeholders facilitating and providing life skills training to participants.

3.2. Hold two focus groups with participants who have participated in Life Skills training for both Cohort 3 and 4 to receive their feedback.

3.3. Develop a Training Manual and Participant Workbooks for Career Coaching training sessions in accordance with the training objectives of the YATE Programme. The manual should consider that Career Coaching training sessions are conducted within a period of sixteen (16) hours per cohort, over an agreed period. The manual should cover the following:

### **Career Coaching**

- a. Intrapersonal Relationship Skills: Knowing yourself; self-esteem and self-improvement; values clarification and moral reasoning; goal setting; time management; nutrition and self-care; fitness; stress management; substance abuse; national pride; conflict resolution skills, cooperating/working as a team member.
- b. Interpersonal Relationship Skills: Parenting; Gender and Relationships; Human sexuality, Sexual Health and sexual exploitation, reproductive health; Citizenship and Community; leadership.
- c. Communication Skills and career coaching: Process, Forms, Facilitators, and challenges; Effective listening skills; Creating and maintaining Harmonious Relationships; Effective spoken and written communication skills in the workplace -

applying for jobs (writing applications, CVs, cover letters, thank you letters); interviewing; workplace behaviours and attitudes; balancing work and home life.

3.6.3.4. Create a Training Manual which:

3.6.1.3.4.1. Allows for interactive sessions and should include but may not be limited to – work sheets for the wheel of life, goal setting and other relevant work sheets.

3.6.2.3.4.2. Provides options for delivery of content to allow for diversity of the participants, providing the facilitators with an opportunity to vary presenting information.

3.6.3.3.4.3. Are inclusive – gender and disability – sensitive.

3.7.3.5. Share the proposed contents of the training manual and workbooks with the HDSD Project Coordinator, YATE Project Officer and other key stakeholders for review and comments.

3.8.3.6. After the review, the consultant will adjust and develop the final training manual for use by Life Skills Trainers and Participants.

3.9.3.7. Facilitate training sessions to contracted Life Skills Trainers on the use of the manual to ensure effective use during the facilitation of training sessions.

#### **4. DELIVERABLES**

4.1. Submission of the outline for one (1) Training Manual for Career Coaching sessions

4.2 Submission and approval of one (1) Draft Training Manual along with accompanying Participant Workbooks for Career Coaching sessions.

4.3 Facilitation of a training session on the use of the Career Coaching training manual to Life Skills Trainers, and the submission of a report on training outcomes. Part of the training should include a pilot testing of the training manual, given that the sessions will also be used to validate the content of the Training Manual.

4.4 Final Training Manual for Career Coaching. Submissions should be based on the findings, outcomes and validation of content derived from the facilitation of the training sessions.

## 5. CHARACTERISTICS OF THE CONSULTANT

|                                       |  |
|---------------------------------------|--|
| <b>Type of Consultancy:</b>           | Individual   |
| <b>Procurement Method:</b>            | Individual Consultant Selection  |
| <b>Length and Duration:</b>           | The consultant will be contracted for a period eight (8) weeks   |
| <b>Place of work:</b>                 | St. Vincent and the Grenadines   |
| <b>Qualifications and experience:</b> | <p>The Consultant shall at a minimum, possess the following qualifications and experience:</p> <ul style="list-style-type: none"> <li>• A minimum of an undergraduate degree or teaching certification in Education, Social Work, or a related field.</li> <li>• At least five years' demonstrated experience in delivering life skills courses and workshops for vulnerable populations.</li> <li>• Experience with the creation of manuals and participant workbooks similar to this assignment, a sample of which should be submitted for review.</li> <li>• At least three years' experience working with vulnerable groups including youths and unemployed/underemployed adults in SVG.</li> <li>• A proven track record of implementing experiential training, with demonstrated results in increasing employability skills for youth and vulnerable groups, including women and persons with disabilities.</li> </ul> |
| <b>Assets and Capabilities</b>        | <ul style="list-style-type: none"> <li>• A Master's Degree in Education, Social Work, or a related field.</li> <li>• Experience in the delivery of Trainer of Trainer workshops either face to face or virtually.</li> <li>• Experience in dealing with different public institutions, local authorities, civil society, international and national cooperation agencies who provide support to micro and small enterprises.</li> </ul>  |

## 6. INPUTS BY THE CLIENT

6.1 The YATE Project Officer and HDSO Project Coordinator will provide the consultant with all relevant documentation and resources to facilitate the completion of the consultancy.

## 7. REPORTING/ SUPERVISION

7.1. The Project Coordinator of the HDSO Project (under the aegis of the MoFEP) will have general oversight of the consultant's work.

7.2 The Consultant will coordinate and work closely with the YATE Project Officer, YATE Field Officer and NQD to carry out the functions under these TORs.

7.3 All deliverables shall be submitted to the NQD and the Project Coordinator for review and approval.

## 8. COMPENSATION

8.1 The Consultant will be paid a fixed rate commensurate with the services provided.

8.2 Payment shall be broken down as follows:

| <b>Deliverable</b> |  | <b>Payment</b> |
|--------------------|--|----------------|
| i.                 | Submission and approval of outline of Training Manual for Career Coaching.   | 20%            |
| ii.                | Submission and approval of one (1) Training Manual along with accompanying Participant Workbooks for Career Coaching sessions. The consultant must submit one (1) electronic copy and two (2) hard copies of the document.   | 30%            |
| iv.                | Facilitation of a training session on the use of the training manual for Career Coaching to Life Skills Trainers, and the submission of a report on training outcomes. Part of the training should include a pilot testing of the training manual, given that the sessions will also be used to validate the content of the Training Manual. | 25%            |
| v.                 | Final Training Manuals for Career Coaching. Submissions should be based on the findings, outcomes and validation of content derived from the facilitation of the training sessions.  | 25%            |

## **9. TERMINATION**

9.1 The Client may terminate the consultancy with prior written notice to the Consultant if the Consultant does not remedy a failure in the performance of his/her obligations under the Contract; if the Consultant, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in performing the Contract.

9.2 The Consultant may terminate the consultancy with prior written notice, if the Client shall fail to perform any of its agreed obligations to the consultant.

## **10. CONFIDENTIALITY**

10.1 The consultant shall maintain full confidentiality of all documentation and discretion in the dissemination of results. The consultant may not utilise, without prior approval from the HDSD Project Coordinator, MoE, MoFEP, or any other related Ministry or Agency, the manuals, reports, or any other inputs of outputs related to this consultancy.