



## Terms of Reference

For

### Implementation of Vocational Skills Development Intervention for Youth in Morogoro Region

March 2023

#### 1. Background and Context

Skills for Employment Tanzania (SET) is a project in Tanzania financed by the Swiss Agency for Development and Cooperation (SDC) through the embassy of Switzerland in Tanzania. It is being implemented by Swisscontact and aims to improve vocational skills development (VSD) in Tanzania in order to increase employment prospects for youth, young women, and young mothers. Following the completion of SET Phase I, which lasted four years from August 2018 to June 2022, SET Phase II started on July 1, 2022, and is expected to last until June 2026, with implementation in the Morogoro region and potential expansion to Tanzania's Southern Agricultural Corridor.

SET II seeks to engage competent Training Providers (TPs) to develop and implement Vocational Skills Development (VSD) interventions that will lead to (self-)employment and generate income for youth in order to address high unemployment and vulnerable employment among youth aged 15 to 24 and to increase their access to relevant non-formal VSD.

**Youth:** refers to women or men of age between 15-24, who are unemployed or self-employed, earning TZS, 150,000 or less per month, which is equivalent to approx. 2 US\$ per day

#### 2. Objectives of Assignment

To implement demand-led or opportunity-led Vocational Skills Development (VSD) project for youth that will lead to gainful (self-) employment in one of the sub-sectors of horticulture production and/or processing, fish farming and/or processing, spices production and/or processing and poultry production.

#### 3. Scope of Work

The VSD is expected to be implemented in the Morogoro region, targeting youth, both men and women, with at least 80% aged 15 to 24, but no older than 35. Furthermore, the proposed VSD training project

should concentrate on the following sub-sector, with providers only being asked to apply for those for which they believe they are qualified:

- Horticulture production and/or processing
- Spices Production and/or processing
- Poultry Production
- Fish farming and/or processing

The proposed VSD can range from a short course of at least 2 months to courses which range over a longer period, e.g., a full crop cycle/approach depending on the focus. The proposed training can target any area of the value chain including production or processing. The targeted number of proposed trainees can range between (50 – 200) based on the capacity of the training provider and on the VSD to be provided. **The emphasis must be on the technical skills that can facilitate (self-) employment**, supported with wrap-around skills (soft skills) and post-training services to enhance results. Projects that focus on green skills or other skills to mitigate the impact of climate change will be considered favourably. It is emphasized that the training provider should support trainees after the training through coaching. The table below provides a general overview of the VSD focus.

Table 1: VSD training package

NO.	VSD training package	Explanation
1.	<b>Priority Technical Skills; (80%)</b>	<ul style="list-style-type: none"> <li>▪ TPs should select technical skill/s based on their interest and expertise to deliver training.</li> <li>▪ TPs are allowed to include additional skills that will help youth access more opportunities for employment of increased income</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Horticulture production and/or processing</li> <li>▪ Spices Production and/or processing</li> <li>▪ Poultry Production</li> <li>▪ Fish farming and/or processing</li> </ul>	
2.	<b>Associated Soft Skills; (20%)</b>	<ul style="list-style-type: none"> <li>▪ Soft skills should cover only 20% of the overall length of the VSD programme</li> <li>▪ Gender awareness topics (<i>gender stereotypes, gender in the economy &amp; gender-based violence</i>)</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Know yourself.</li> <li>▪ Self-Awareness</li> <li>▪ Financial Literacy</li> <li>▪ Interpersonal Communication</li> <li>▪ Entrepreneurship</li> <li>▪ Record Keeping</li> <li>▪ Gender awareness &amp; psychosocial support</li> </ul>	
3.	<b>Post-training Support</b>	

	<ul style="list-style-type: none"> <li>▪ Coaching or Placement/Internship</li> </ul>	<ul style="list-style-type: none"> <li>▪ TP should include support after actual skills training to enhance results.</li> <li>▪ TP may select the type of post-training support based on their experience</li> <li>▪ Coaching should be centred around technical skills to support the transition into (self-) employment</li> </ul>
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Below are the **key data and information** which is required for the proposal. Please note that the entire proposal should not be more than 10 pages plus Annexes.

- a. **Summary** of the purpose of vocation skills development/training
- b. **Brief rationale** of the project
- c. **Location:** From which districts, wards, and villages/streets will youth be selected? Where will the Vocational Skills Development (VSD) take place? e.g., Morogoro, Mvomero etc. To answer this question please fill below table. If you plan to implement various courses, provide information for all courses.

Table 2: Details of the VSD course location

Region	District	Ward	Village/Street

- d. **Vocational Skills:** The emphasis must be on technical skills that can lead to (self-) employment or increased income, backed up by wrap-around skills (soft skills for no more than 8 days or 20% of the total training duration) and post-training services to improve results. Which skills will be taught in each course implemented? To answer this question, fill below table.

Table 3: Details of the VSD course

Course name	Locations where this course will be taught (village or ward and number of people)	Technical skills that will be taught	Employability/Soft skills that will be taught

- e. **Employability/business/soft and other additional skills** (please note that this shall not exceed 20% of the total training days and not more than 8 days if the training is of long duration) Do you have any soft skills training manuals? If yes, what are the topics of the module/manual?
- f. **Employment or self-employment opportunities:** What employment and/or self-employment opportunities are available? If there is a market for the products being produced, please specify this further.
- g. **Partners for the training and potential contributions**  
If a partnership is envisaged, what is the contribution of other partners to this training, if any? Please specify if this is in-kind or financial and provide the information to understand what the partnership entails. To answer this question please fill below table.

Table 4: Partners and contribution

Partner name	Course name	Type of financial or in-kind contribution to the training

- h. **Target group and numbers:** what are the characteristics of your target group? To answer this question, fill below table.

Table 5: Target groups characteristics

	Number
Total number of participants	
Total number of female participants	
Total number of male participants	
Total number of young mothers	

- i. **Mobilization of trainees and launch of the training** (method and time spent on this, if required). It is expected that the TP will propose a trainees mobilization method, explain step-by-step ways of mobilizing the trainees and create awareness. Please do not include training needs analysis as an activity or in the budget because we assume you have identified a need.
- j. **Method and length of training:** How many days and hours will you train, coach, or support each student? During the training what percentage of hours will be spent on soft skills, technical theoretical skills, and technical practical skills? To answer these questions, please fill below the table.

Table 6: Training length

Na.	Course name	Topic	Number of days	Theory (hours)	Practical (Hours)	Coaching (Hours)	Total training hours




Please mention who will conduct the training or coaching by referring to the CVs mentioned in the related section below.

**k. Training venue**

Please clarify where the training will be organised (classroom, outside the classroom such as kitchen or fields, training farms and/or workshops). It must be ensured that the training area has sufficient space to accommodate the agreed number of trainees so that they can meaningfully participate. Please explain how the practical areas will be secured, including the tools and equipment needed for training.

**l. Training material and curricula**

Attach a sample of the training curricula you have for this kind of training.

**m. Materials or equipment needed for the training**

What materials or equipment need to be purchased to implement the training?

n. If any **start-up equipment or material**, please specify what kind of equipment or material, if it will be for individuals or for groups and for what purpose.

**o. Trainers and teachers**

Please mention who will do the training for the technical and employability mentioned above? Please attach **their CVs** and a statement that they are available for the training.

p. **Coaching:** what is the subject of coaching and who will provide the coaching? How long will the coaching last?

q. **Assessment of learning:** Will you assess the learning of trainees? If yes how?

r. **Management of the training:** What is your management structure and processes for the training? Please attach the **CVs** of qualified people who will be involved.

**s. Monitoring and quality assurance**

How do you monitor the training, during and after the training?

**t. Expected results**

What is your expected outcome of the training?

u. **Other important information** which might help SET understand the proposed training.

**v. Budget**

**Please use the attached budget template!!!**

Please use your own rates, based on your own internal policies and regulations for staff, per diem, and other items when preparing the budget and add your administration fees separately to the costs, also in %. What is the proposed cost per beneficiary? If there is, what is the TP in-kind and or cash contribution?

#### **4. Expected Output/Outcome of Proposed Training Project**

- At least 80% of the trained youths are employed/self-employed and can gain income
- At least a 50% increase in income for existing businesses and income gain for new businesses

#### **5. Monitoring**

The training provider is expected to monitor implementation and provide related data and information, based on the monitoring requirements of the SET project. It is expected that the TP will suggest a person who will be a contract manager. This person will be the first point of contact for SET. SET will also conduct joint monitoring visits when needed.

#### **6. Duration and Placement**

The training provider is required to establish the length of the proposed training course depending on the focus area and approach (whether short, medium, or long).. The length of the vocational skills development should include hours for proposed other support, e.g., post-training/coaching, and should be expressed in training (notional) hours. Please note that in the context of SET, 6 hours of training equals 1 training day and 22 days will be considered 1 month.

#### **7. Content of the proposal**

The training provider is expected to deliver a proposal explaining the summary of the vocational skills development project providing addressing the key data and information mentioned above (not more than 10 pages plus Annexes)

- Related curricula and training material, if available
- A list of suggested trainers with their curriculum vitae (CVs) including a statement of how these are associated with your organisation
- A work plan and training schedule associated

**Please note that the proposed budget for the entire training intervention, including post-training support as per the budget format, which is clearly linked to the proposal MUST be placed in a separate envelop or forwarded by a separate mail.**

#### **8. Required Qualification**

- Proven competency and experience in the proposed focus area and relevant expertise to



implement vocational skills development.

- Sufficient training equipment and facilities associated with the proposed approach.
- Proven experience working with youth training programmes is an added advantage.

The proposal should be submitted to Swisscontact in the manner described under RfP (Please refer section 6 of the RfP for more details).