**REPUBLIC OF RWANDA**

**

**Workforce Development Authority**

**(WDA)**

**BETWEEN**

**WORKFORCE DEVELOPMENT AUTHORITY (WDA)**

**and**

**TRAINING CONSULTANCY**

Appendix A – Description of Services

***Note:*** *Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by*

*Client, etc.*

1. Tasks:
2. **The Arts and Crafts Service Provider will work closely with the WDA Rwanda AGI project team in discharging the following tasks:**
* Support in the design and implement 4 -months Arts and Crafts vocational training courses in Jewelry Making and Tied Die in the Nine (9) AGI centres in 4 districts where the projects works from. These centres are; Gaculiro VTC, Nduba VTC, Nyarugunga VTC, Shyorongi VTC, Bushoki VTC, Kinihira VTC, Rutare VTC, Rushaki VTC, and Kibali .
* The Arts and Crafts Service Provider will support the development of appropriate curricula and training manuals by working closely with Workforce Development Authority (WDA) who will guide the overall content of the training modules.
* The Arts and Crafts Service Provider will provide quality control for the support for all WDA and its Service Providers during the training period of the first intake of girls with a view to identify best practice and lessons learnt to take into subsequent trainings.
* Following four (4) months of vocational and life skills training, the Arts and Crafts Service Provider will work with beneficiaries to provide mentorship and coaching support to impart practical knowledge and experience in running a small business. The Service Provider’s performance will be measured on their ability to transition graduates into profitable and viable small enterprises.
1. **Supply of Training KIT, equipment and tools and Training consumables**
* The Arts and Crafts Service Provider will ensure that the girls and young women being trained have the physical facilities and technical equipment and tools necessary for jewellery making and tie die. These equipment and tools will remain the property of the centres while the Training KIT would be given to the girls. This KIT should meet the required standards and specifications set in the appendix E.
* The Arts and Crafts Service Provider will ensure that the girls and young women being trained are provided with the required and to the standard training consumables also set in appendix E.
1. **The Training at the Centres**

The Arts and crafts service provider will undertake the following in support of Vocational Training:

* Supply master trainers, trainers, resource persons and support staff as necessary to implement the curricula. Some of these staff may be sub-contracted from other institutions;
* Track and monitor key data on training participants, including attendance and absenteeism, stipend receipt, and classroom performance;
* Ensure that all participants who complete the program possess the technical skills, knowledge, confidence, and networks necessary to succeed in the establishment of cooperatives;
* Develop a system for mentorship support to beneficiaries, by providing mentors and coaches who can assist girls in launching enterprises in their respective vocations;
* As appropriate, match training participants with private sector actors through apprenticeships and mentorship arrangements;
* Work closely with other institutions and organizations involved in the implementation of the project;
* Provide quarterly progress reports on key project indicators, including attendance rates, total number of girls’ trained and total number of graduates operating profitable enterprises to the Project Manager and AGI Focal Point at WDA for subsequent follow-up and submission to World Bank Task Team Leader (TTL).
* Organise two fairs to showcase the outputs of the girls and young women under training and to introduce them to markets and vise-versa.
1. Key Deliverables:
* Induction manual and process for young girls and women to be trained
* TOT manual for trainers
* 18 ( in number) Monthly progress reports
* Two Craft fairs
* 500 numbers of girls and young women trained and equipped with technical, business, and marketing skills.