

## Consulting Services: Training Materials Consolidator (TMC) Terms of Reference

### 1. BACKGROUND

1.1 As part of the World Bank's support to the Government of Liberia under the Gender Action Plan, the World Bank is partnering with the Nike Foundation and the Government of Denmark to implement a three-year skills development program for adolescent girls and young women in current or emerging growth sectors of the economy. The EPAG project has four components:

- Job skills training for wage employment, combined with job placement assistance.
- Business development skills training and links to microcredit for young women entrepreneurs.
- A rigorous impact evaluation and project quality monitoring.
- Institutional strengthening and capacity-building.

1.2 The EPAG project fits within the overall objectives of the Poverty Reduction Strategy (PRS), emphasizing the Government of Liberia's prioritization of youth development and employment—particularly for young women. Two service providers are delivering business development services training (ARC & IRC), and another two service providers are delivering job skills training (CEP & LEED). All of the trainees also receive a basic life skills training package tailored to adolescent girls and young women in Liberia.

1.3 A key aspect of the EPAG project is the job skills, business skills, and life skills training materials. Each service provider delivering training for Round 1 of the EPAG project (ARC, IRC, CEP, & LEED) is contracted to develop its own training materials for Phases 2 and 3 (i.e., 12-months) of the project. There is a great need, however, for additional technical assistance in compiling, formatting, and updating these materials to the highest possible quality. For this time-consuming task, the project will employ the skills of a Training Materials Consolidator (TMC). Please note that the TMC is not to write any training materials *from scratch*, but rather work together to revise, improve, and polish the EPAG service providers' drafts.

### 2. OBJECTIVES OF THE ASSIGNMENT

2.1 The objective of the assignment for the Training Materials Consolidator is to work with MoGD, the PICT, the service providers, and other curriculum development partners to revise, format, standardize, and consolidate all EPAG training materials developed by the service providers. The TMC's scope of work also includes developing a small "Girls' Clubs" life skills / livelihoods training package (based on EPAG materials) that can be used by the EPAG trainees and mentors to reach out to younger girls (ages 10-15) in the community. More details on these objectives are outlined below in the "Scope of Services" section.

### 3. SCOPE OF SERVICES

3.1 The Training Materials Consolidator will have a complex set of tasks and will conduct work both in Monrovia, Liberia and remotely. Specific tasks include, but are not limited to, the following:

- Read secondary literature about adolescent girls & young women economic empowerment programming to gain a deep understanding of the EPAG project and training techniques.

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- Read secondary literature about training methodologies, teaching pedagogies, and curriculum development strategies to gain a deep understanding of training material development. Ensure that the latest approaches and available best practices are integrated into the training materials.
- Collect training materials from various partners and review them (e.g. MoE, MoYS, TVET, CESLY, GEWEE, MoHSW, NACP, FPAL, AGWG, Unicef, UNESCO, UNFPA, etc.).
- Be extremely familiar with the EPAG curriculum development guideline.
- Review all training materials for each EPAG service provider (ARC, IRC, CEP, LEED). Check to ensure they are designed according to the standard learning outcomes delineated in the EPAG curriculum development guideline.
- Work with each service provider to revise, format, standardize, and consolidate all EPAG training materials. Create well-formatted, user-friendly, compiled EPAG training materials. (This includes information from guest speakers, workshops, practicums, and other training activities conducted under the EPAG project—ALL materials need to be compiled.) Ensure that the handouts and/or student guides are included in this.
- Ensure that final training materials match what actually happened in the classroom. Work with service providers to ensure collection of feedback from trainers, guest speakers, etc. (Because we are piloting the materials during this round of training, this step is incredibly important.)
- Ensure that any materials or resources that have been adapted for the EPAG manuals are properly cited and referenced. These references need to be standardized throughout.
- Where necessary, work with the service providers to develop and/or consolidate images for the training materials.
- Work with EPAG Project Coordinator to ensure formats and presentation are in line with EPAG expectations. Incorporate edits and feedback into training materials produced.
- Provide input and contribute to further training material development. Actively suggest synergies and recommendations regarding EPAG training materials to the EPAG Project Coordinator. For example, create a “best of” EPAG training materials kit and/or a synthesized EPAG life skills kit based on assessment of materials.
- Develop a short “Girls’ Clubs” life skills / livelihoods training package (based on EPAG materials) that can be used by the EPAG trainees and mentors to reach out to younger girls (ages 10-15) in the community.
- Other tasks as assigned / deemed necessary in discussion with the EPAG Project Coordinator.

#### 4. REPORTING

4.1 The Training Materials Consolidator will prepare a short report (not more than one-page) covering each month of her/his work. She/he will also provide the following seven (7) deliverables in the nine (9) months from August 2010 through April 2011:

- 1) Final revised ARC training package.  
Well-formatted, polished, complete EPAG ARC training materials.
- 2) Final revised IRC training package.  
Well-formatted, polished, complete EPAG IRC training materials.

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- 3) Final revised CEP training package.  
Well-formatted, polished, complete EPAG CEP training materials.
- 4) Final revised LEED training package.  
Well-formatted, polished, complete EPAG LEED training materials.
- 5) “Girls’ Clubs” life skills / livelihoods training package.  
Completed guidebook / set of activities for use with EPAG “Girls’ Clubs.”
- 6) “Best of” EPAG training materials kit and/or synthesized life skills training package, as necessary.
- 7) Final consultant report.

In addition, she/he will prepare other reports, as and when needed.

## **5. QUALIFICATIONS OF THE TRAINING MATERIALS CONSOLIDATOR**

5.1 The Training Materials Consolidator will have the following qualifications:

- University degree in International Development, Education, Social Work or other relevant discipline.
- At least two-years relevant experience.
- Excellent computer skills and experience editing, formatting, and polishing large documents. Experience with layout and design a plus.
- Preferably, the candidate would have experience in Liberia and/or another conflict-affected country in Africa.
- Preferably, the candidate would have experience developing training materials for projects related to youth, gender, or vocational / technical skills building programs.
- Proven track-record in working effectively within multidisciplinary teams.
- Availability between August 2010 and April 2011 to deliver the assignment. Work will be done both in Liberia and remotely.

## **6. TENTATIVE WORK SCHEDULE**

6.1 The following is a tentative work schedule, to be revised as necessary:

### **AUGUST 2010 (Liberia)**

- In Monrovia, meet with each service provider and do initial assessment.
- Collect all materials to review and revise.
- Meet with other partners as necessary.

### **SEPTEMBER-NOVEMBER 2010 (work can be done remotely)**

- Submit draft “Girls Club” package for testing in the field.
- Work on training materials review, editing, consolidation, drafting, etc.
- Weekly check-ins with EPAG Project Coordinator.

### **NOVEMBER 2010 (Liberia)**

- Submit draft deliverables.
- In Monrovia, meet with each service provider to review materials to date.
- Meet with other partners as necessary.

### **DECEMBER 2010-MARCH 2011 (work can be done remotely)**

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- Work on training materials review, editing, consolidation, drafting, etc.
- Weekly check-ins with EPAG Project Coordinator.

**MARCH / APRIL 2011 (Liberia)**

- Submit final deliverables.
- In Monrovia, participate in EPAG's mid-term review.
- Assist with printing master copies (in Monrovia) with provided printing budget.