



CALL FOR EXPRESSION INTEREST

**TERMS OF REFERENCE FOR CONSULTANT TO DEVELOP TRAINING
MANUAL ON SUSTAINABLE LIVELIHOODS/IGA MANAGEMENT**

CONTEXT AND BACKGROUND

Caritas Zambia with support from terre des hommes Deutschland (TDH) in Partnership with the Federal Ministry for Economic Cooperation and Development (BMZ) of Germany is implementing a project titled “**Sustainable Livelihoods and Durable Solutions for Young Refugees**” at the Mantapala Refugee Settlement and Host Communities in Nchelenge District for a period of three (3) years (2021-2023).

The main goal of this project is to contribute to the attainment of Sustainable Livelihoods and Durable Solutions for Young Refugees. Also to ensure that empowered youth in the refugee settlement and host communities use their capacities to pursue viable and sustainable livelihoods and earn a living independently.

Caritas Zambia will therefore engage a consultant to develop and design a training manual.

SCOPE OF CONSULTANCY

The consultant will be responsible for the development and design of a training manual on sustainable livelihoods and durable interventions using **Aunt Stella Model** which will support the capacity building of beneficiaries (Youths) at Mantapala Refugee Settlement and Host Communities.

The consultant will be expected to:

- Review existing literature and training materials on Sustainable Livelihoods, Sustainable Agriculture and Durable Interventions using the **Aunt Stella Model**.
- The training manual should contain the following sections and features:
 - Several modules: Sustainable Organic Agriculture (SOA), Organic Vegetable Production (OVP), VSLA, Entrepreneurship, Study Circle Concept, Financial Literacy, Basic Business Concepts.
- Capacity-build project staff in the use of the Training Manual.

EXPECTED KEY DELIVERABLES

The consultant will be expected to:

- Provide First Draft Training Manual
- Conduct Pilot Trainings (Virtual/Physical)
- Provide Final Facilitator’s Training Manual

TIME FRAME AND DURATION

This consultancy is planned for 10 working days starting in October, 2021.

EXPRESSION OF INTEREST REQUIREMENTS

Caritas Zambia would like to invite interested and eligible Livelihoods Specialists and Experts to submit the following:

- Consultant CV including past achievements and Three Traceable References
- Introduction letter including a brief overview of the assignment as understood by the bidder.
- Detailed itemized work plan – including timeframes for submission of drafts
- Detailed itemized budget and price justification
- Annexes: Any documents, such as work samples, or other information, which the consultant feels will assist proposal review team in evaluating the proposal.

Prospective consultant should submit a written proposal to caritaszambiazec@gmail.com and Copy muhumangandu@gmail.com by Friday, 23rd October, 2021.

APPLICATION AND SELECTION OF CRITERIA

The Consultant will be primarily shortlisted based on the following criteria:

- Master's degree in Social Work, Agriculture, Development Studies, Social Sciences, or related field.
- At least 3 years' experience in the design and implementation of training materials with a focus on Livelihood and Climate Change Adaptation interventions.
- Previous experience delivering or developing TOT (Training of Trainers) Manuals.
- Previous experience working with community-based organizations and/or media.