Consultancy for Training Youth Care Staff

Terms of Reference

1. Background
SOS Children's Villages Kenya (SOS CV KE) is a locally rooted, independent non-governmental social development organization affiliated to SOS Children’s Villages International, working in the spirit of the United Nations Convention on the Rights of the Child. SOS CV Kenya is governed by an independent Board of Trustees, working closely with line Ministries in the Government of the Republic of Kenya and the SOS CV International East Africa Regional Office.

SOS Children’s Villages Kenya mission is to build families for children in need, help them shape their future and share in the development of their communities. The Vision of the organization is that “every child belongs to a family and grows with love, respect and security”.

The SOS facilities comprise of SOS Children’s Villages, Herman Gmeiner Primary Schools, Herman Gmeiner Secondary School, Medical Centers/Family Strengthening Programs and a Technical Training Institute.

2. Objectives of the Assignment
We are seeking a consultant with experience and capacity to equip 20 pax Youth Care staff with skills and knowledge to competently address contemporary youth challenges. The following are main objectives:

a) Identify five thematic areas in contemporary Youth Care Work and develop materials for training Youth Care Staff.

b) Virtually train, examine and provide certificates to participants after successful completion of the exercise.

c) Provide trainees with relevant handouts for reference during and after the learning sessions.

d) Engage trainees in practical sessions whereby theory and practice are assimilated to necessitate deeper and broader understanding of the subject matter.
3. Scope of Work and Deliverables

The scope of this assignment comprises the following:

*Develop a training methodology on the selected thematic areas.*

**Deliverables:**
- Content delivery (subject matter)
- Duration of the training (5 days)
- Techniques to maintain virtual class attendance
- Students engagement and active participation

*Provision of examinations and certificates to participants.*

**Deliverables**
- Take away assignments
- Virtual marking of Continuous Assessment Tests
- Group assignments to promote virtual discussions
- Provision of signed certificates to the learners

*Reference materials*

**Deliverables**
- Provide learners with reading materials to deepen understanding
- Connect participants to other virtual learning resources i.e. E-books and other internet links

4. Duration of Assignment

The exercise is expected to take a maximum of 5 working days upon signing of consultancy agreement.

5. Evaluation criteria/ Required qualifications

<p>| Criteria | Scoring Rationale (Total Max score 10) = Column A | Weight (out of 100%) = Column B | Weighted Score = Max score 100 Column C = A<em>B</em>10 |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Criteria</th>
<th>Marking</th>
<th>Total</th>
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<tbody>
<tr>
<td>Relevant academic or professional background:</td>
<td>Degree in Social Sciences or professional certification in similar fields; attach copies of certificates and Curriculum Vitae</td>
<td>30 %</td>
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<td></td>
<td>Proof of qualification in relevant field i.e. certificates or professional certifications (10 marks); No qualification or irrelevant qualification (0 marks)</td>
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<td>A brief summary of understanding of the assignment. The methodology indicates how the subject matter will be delivered within the stipulated time frame and likely outcomes of the training.</td>
<td>Methodology demonstrates a clear understanding of the assignment (6-10 marks) Methodology does not demonstrate a clear understanding of the assignment. (1-5 marks) No methodology (0 marks)</td>
<td>20 %</td>
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<td>Experience conducting similar or related assignments: attach reference letters or testimonials from previous assignments including referees’ details.</td>
<td>Reference letters from at least 3 reputable references with their contact details; Each reference detail (10/3 marks)</td>
<td>10 %</td>
<td>10</td>
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<tr>
<td><strong>A clear work plan indicating timelines of how the assignment objectives will be achieved.</strong></td>
<td><strong>No work plan (0 marks)</strong></td>
<td><strong>Clear Work plan attached and ability to complete the assignment within given timelines (10 marks)</strong></td>
<td><strong>10%</strong></td>
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<td><strong>Itemized Budget and sum total indicating the total fixed consultancy fee and payment terms. NB: For this assignment SOS Kenya CV prefers full payment after completion of service.</strong></td>
<td><strong>This will be marked on a reverse scoring basis:</strong> Lowest price (10 marks) and others scored relative to that</td>
<td><strong>30%</strong></td>
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### 6. Submission

Please submit your proposals online to Nationaloffice.procurement@soskenya.org not later than 15th September, 2020 1200 noon; with the subject line indicating: “Virtual Training for Youth Care Staff.”