

Terms of Reference

Delivery of CALP's Markets Assessment Tools Training in Kenya

Responsible Manager	CALP Learning Delivery Lead
Additional Technical Support	CALP Administrative Assistant for East and Southern Africa Region
Task	Delivery of CALP Network's Market Assessment Tools Training course face-to-face in English
Consultancy duration	7 days
Timeframe	September 2024
Location	Nairobi, Kenya

Primary Objectives

- 1) The Consultant will lead the planning, delivery and reporting of a Market Assessment Tools Trainings (MATT) course in Nairobi, Kenya. The expected delivery timeline is 1st to 7th September 2024.

Specific Objectives:

- 1) Lead the technical planning of the MATT course, in conjunction with the CALP's Learning Team
- 2) Collaborate with the co-facilitator throughout the course
- 3) Facilitate the MATT course in English, in line with CALP materials, and in communication with CALP staff and local and regional partners as necessary
- 4) Conduct a review of the course, prepare and submit a report, propose specific recommendations

Methodology

The methodology will be in line with the course curriculum, with variations agreed in advance with CALP and the co-facilitator. This training will also involve a practical field school session (participants going to nearby markets to collect data) in conjunction with the Kenya Cash Working Group (K CWG).

Key Deliverables/Outputs:

- a) Prepared materials and completed planning with co-facilitator
- b) Delivery of one MATT course as planned in English
- c) Submission of post training report (for each country), with recommendations
- d) Completed Trainer Observation & Feedback Form for co-facilitator

Activities

Activities	Days	Deliverables/Notes
Preparation of the training course and material with CALP team and some prior engagement with the CWG, facilitated by CALP.	1	Preparation for Kenya training 1 days
Facilitation - Delivery of 5-day MATT Course: 3.5-day classroom-based training and facilitating a 1.5-day practical field visit exercise (in	5	High quality delivery of 5-day MATT in Kenya

<p>collaboration with KCWG) for the participants to collect market data for the exercise</p> <ul style="list-style-type: none"> - Facilitate full sessions as planned with co-facilitator - Provide support during other sessions and activities, as necessary 		
<p>Evaluation and reporting Preparations and submission of a full report post the training, presenting findings, recommendations and lessons learned.</p>	1	Evaluation Training report
<p>Total number of consultant days</p>	7	Invoice, Timesheet, Receipts, Deliverables

Management

This piece of work is commissioned by the CALP Network.

CALP will support the preparation of the training and revision of training materials. The CALP Learning Delivery Lead will provide overall oversight.

CALP will cover the costs of accommodations and flights for the selected trainer

Milestones and Payment Schedule

Payment will be made in line with the milestones and deadlines for key project deliverables as follows:

Milestone 1
Completion of MATT training and submission of all deliverables for the courses for CALP

Only 1 payment will be made, which will be done after milestone 1.

Essential profile of the consultant

For this piece of work, CALP is looking for the following expertise:

- Must be CALP-Certified to deliver the Market Assessment Tools Training course.
- Ideally have delivered the face-to-face training Market Assessment Tools Training or the Core CVA Skills for Programme staff course.
- Demonstrated experience of training course delivery, especially with CVA course content.
- Experience of the context in East Africa is desired.
- Good understanding of current good practice regarding CVA globally and in particular market assessments.
- Strong interactive facilitation skills and an adaptive, dynamic instructional approach to ensure learning remains tailored to evolving discussions and questions.
- General awareness of the markets situation in Kenya is desirable.

Interested candidates should submit their Technical & Financial Proposals to: consult@calpnetwork.org, indicating the subject: Delivery of CALP's Markets Assessment Tools Training in Kenya

The proposal should include 2 (two) Separate documents:

- **Technical Proposal – including CV**
- **Financial proposal**

Your financial and technical proposal should be valid for **90** days

Applications deadline is **30th June 2024**.