

1. Title of Consultancy	Terms of Reference for consultancy service to conduct a set of graduation component activities for GIZ SEPOW Project (VSLA formation, business skill training, Business development services, life skill for success) for 470 participants.
2. SCI Contracting Office	Save the Children (SC), Somalia Country Office
3. Consultant Type Required	Consultancy Firm
4. Responsibility for Logistics arrangements and Costs	Save the children will pay the consultant fee in installments and the consultant will cover their own logistical arrangements and costs; including food, accommodation and local transport and all cost associated with data collection work and other activities.
5. Taxation Provisions	Consultancy firm shall be responsible for all Taxes arising from the consultancy in line with the local Tax regulations applicable at the SCI contracting office named above.
6. Travel Requirements	The consultancy firm will cover his travel costs (tickets) and arrange local travel to field sites.
7. Security Requirements	Consultancy firm will comply with standard of Save the Children Security procedures, including the completion of SCI online security training, adhering to the terms of access negotiation and maintaining low profile while in Somalia
8. Evaluation Criteria	<p>Essential Criteria:</p> <ul style="list-style-type: none"> Valid Registration certificate from the ministry of commerce and industry of Federal government of Somalia Valid Tax registration number & certificate from the Ministry of Finance of Federal Government of Somalia with good standing of Q2 2025 <p>Capability/Technical Criteria</p> <p>a) Relevant Experience – 20</p> <ul style="list-style-type: none"> Years of relevant experience, similar assignments (e.g. VSLA, SHG, life skills, business training), and work in similar contexts (e.g., Somalia/IDP settings). Attach similar contracts. <p>b) Technical Quality of Proposed Approach – 40%</p> <ul style="list-style-type: none"> Clear understanding of the scope of work, well-defined methodology for VSLA formation, training delivery, life skills coaching, and referrals; inclusion of innovative/adult-centered approaches. <p>c) Team Composition & Qualifications – 10%</p> <p>Expertise and qualifications of team members in relevant disciplines (entrepreneurship, coaching, VSLA, BDS, etc.).</p>

d) Sustainability Policy – 10%

Demonstrated plan for ensuring sustainability (e.g., ToT for coaches, sustainability for trainings, long-term VSLA viability, SHG federations).

e) Detailed Financial Proposal – 20%

Itemized and competitive budget breakdown covering all consultancy components.

Note: The consultant should score 70% to be shortlisted for an interview.

INTRODUCTION:

Save the Children International has been a leading force in humanitarian and development efforts in Somalia for over 70 years. Our long operational history and broad geographical coverage have afforded us positive working relationships with key stakeholders, including the federal government, state and local authorities, donors, international and local NGOs, and the trust and acceptance of the communities themselves. Save the Children has an operational presence in 17 regions in the country, with over 640 national and international staff across 14 field offices.

Save the Children implements various multi-sectoral humanitarian and development projects in Somalia. Our programming is guided by our Country Strategic Plan 2022-24, which follows a child life cycle model to make sure our programs consider children and their needs holistically and respond with thematically integrated and age-appropriate interventions. Our active portfolio 2024 covers programs in Food Security and Livelihoods, Social Protection, Youth Economic Empowerment, Education, Health, Nutrition, WASH, Child Protection, Child Rights Governance and Advocacy while mainstreaming climate change adaptation across our portfolio. In addition, gender equality and disability inclusion are mainstreamed in all our programs.

BACKGROUND:

IDPs and urban poor have limited access to livelihood assets, including technical skills (hard and soft) or lack of training, employment opportunities, and information to enter urban economies successfully. They lack in accessing financial services and have the financial planning and business skills to utilize those services effectively. Financial services, such as savings, insurance, and loans, remain challenging to HH's ability to invest in productive and shock-resilient livelihoods, which is more complex than the average citizen to invest themselves or their families. These groups are socially and economically marginalized, lacking capital and physical assets to participate actively in the local economy. They have low-income levels and low productivity and usually have limited education, productive skills, and employment potential. The 2024 SCI assessment demonstrated that participants, particularly women and youth, face a range of significant barriers to accessing both informal and formal financial services, including but not limited to a lack of required collateral, credit history, guarantor, and lack of recognized government identification to access financial institutions. Low levels of financial literacy and business development skills (BDS) result in a low willingness and ability to access and use financial services, together with a preference for informal services (e.g. from family and friends), which are perceived as more accessible, easier to understand and less risky. Simultaneously, there is little incentive for the FI to tailor their products and services to meet the need of IDPs and urban poor.

About the Project.

Social and Economic Empowerment of Women in Kismayo (SEPOW), funded by BMZ through GIZ, aims to contribute to improving socio-economic empowerment of vulnerable female headed women, affected by displacement and climate crisis using a set of graduation interventions. The project has several partners (Save the Children, Alight and GIZ as being the lead agency). Each agency contributes to specific outcome/output as per the project theory of change. Save the Children Implements the first outcome of the project (Vulnerable female-headed households from IDP, returnees and host communities in Kismayo improve their social and economic capital through Self Help Groups (SHG). The project also works with key Ministries in Jubaland (Ministry of Education, Ministry of Human Rights and Women and MOLSA).

The outcome theory of change focuses on the assumption that, as SHG institutionalization is key for economic and social empowerment, a set of graduation interventions with clear pattern of implementation shall commence to achieve self-reliance.

Output 1.1: Institutionalization of Self-Help Groups.

- **Identification and Onboarding of Coaches.** The project works on identifying key community-based coaches who will provide regular coaching to SHGs using a standardized coaching curriculum.
- **Establishment and operationalization of Self-Help Groups.** 30 self Help groups will be formed of which each group will contain 15 women members who have voluntarily identified each other and come together to form the group with the help of the coaches. Group members are likely to possess the same socio-economic conditions including similar living standards and share similar problems and interests to promote cohesion
- **Development of Cluster SHG Level Associations to Improve their Social Connectedness and Access to Services.** The project will establish three women led Cluster level associations each comprising of 10 Self Help groups. This will be done through an open voting where each Self-Help Group nominates 2 members to be part of the association. The Federation will supported education, social networking events and contribution to emergency situations of the members while acting as an advocacy body for high level political engagements with government or advocating for large investment funds for the SHGs.

Output 1.2. Vulnerable female headed households in Kismayo access key skills and knowledge through their Self-Help Groups.

- **Life skills Training for SHG members.** A life skills training will be offered to SHG groups as part of the graduation components of the project. Key topics include communication skills, higher order thinking, positive self-concept, self-control, and social skills coupled with sexual and reproductive health, gender, protection from GBV, group management and conflict resolution. Other important sessions will include rights, their relationships with gatekeeping and other networks within their communities. the curriculum is client centred, and it is imperative to note that participant will choose their preferred modules from the curriculum that resonate to their aspirations and their goals
- **Establishment of VSLAs for the Self-Help Groups.** SHGs will be organized into village savings and lending schemes to enhance their capacity to save part of their incomes and to cultivate the culture of credit for business growth. Each SHG group will be trained on management and operations of a savings and lending schemes and will be facilitated to learn from other successful business associations in Kismayo. The participants will access literacy and numeracy sessions including record keeping as well as business skills training to improve their business skills, saving and loan access capabilities.
- **Connecting SHG members to potential livelihood options through referrals and linkages with other livelihoods interventions.** These include other livelihood interventions that SHG members are undertaking, and appropriate linkages and referrals including consumption support, technical skills or asset transfer will be provided in collaboration with ALIGHT and other project stakeholders.

It is with the above background that a graduation consultant will be onboarded by Save the Children to perform the following 3 graduation services. These are detailed in the following sections.

Service 1. VSLA group formation and Development and training of 470 VSLA members from Kismayo (exact locations TBD later).

Activities,

- VSLA mythology including by-law, leadership/governance etc and group vision, objectives.

- Business skills training (financial literacy including record keeping, and access services, including legal registrations and micro-finance)

The training will equip the VSLA members to sustainably undertake saving and lending activities and support their members to engage in micro business. Moreover, the training will enable the VSLA members to build their financial knowledge including record keeping, savings, and borrowing skills and help them decide on their spending and savings within the household.

Deliverables

- Soft copy of the inception report
- Hard and soft copy of manuals and training materials both in English and Somali language
- List of 25 VSLA groups formed with their name, GPS location, and bylaw
- Attendance sheet for all types of training delivered
- Completed monitoring template and action taken
- Soft copy of final report and presentation on the process
- Three learning/case stories documented at the end of the VSLA life cycle.

Service 2: Transferable life skills training for the same participants in a 4-5 weeklong duration for all the participants. The graduation partner will also offer 2-3 days long TOT training for coaches for sustainability. The BDS firm will conduct 4 weeks long transferable life skills training for the 470 GIZ SEPOW women participants. The training will help the target program participants to gain the foundational skills, competencies, behavior, attitude, and unique qualities necessary to navigate their environment, work well with others, perform well in the workplace/business or social networks, and achieve their goals. The firm will adapt and apply curriculum developed by Save the Children which focuses on building five core sets of “transferable life skills” essential for successful engagement at work, within communities, and at home. These skillsets are (1) communication, (2) higher-order thinking, (3) positive self-concept, (4) self-control, and (5) social interactions.

Tasks

- Contextualize Save the children life and transferable skill manual to fit to the context of IDP and adult learning
- Develop syllabus and teaching aid materials and lesson plans from the curriculum
- Train 470 VSLA members on transferable life skills using Save the children’s curriculum
- Develop a detailed training program outlining each session's objectives, content, and methodologies.
- Using the Life Skills for Success manual developed by Save the Children as a reference, developing training materials, including sketches, pictures, handouts, presentations, practical demonstrations, and exercises.
- Conduct post-training assessments to evaluate the effectiveness of the training, assess objectives and achievements, and document lessons learned.
- Facilitate interactive training sessions that encourage participation, discussions, and group discussions.

Deliverables

- Contextualized manual and develop adult friendly training material in Somali language
- Hard and soft copy of manuals and training materials both in English and Somali language
- inception
- Train 470 women leaded households in the target districts of Kismayo for four weeks of Life Skills for Success.
- Completed pre and post training assessment document
- Attendance of 470 VSLA/SHG members participating in the training

- comprehensive technical narrative report detailing the experience, challenges encountered in the assignment and recommendations for the way forward including photos and case stories

Deliverables

- Contextualized manual and develop adult friendly training material in Somali language
- Hard and soft copy of manuals and training materials both in English and Somali language
- Train 500 households in the target districts of Mogadishu for two weeks of Life Skills for Success.
- Completed pre and post training assessment document
- Attendance of the 470 VSLA members participating in the training
- comprehensive technical narrative report detailing the experience, challenges encountered in the assignment and recommendations for the way forward including photos and case stories
- **Referrals and linkage services** to other graduation partners including Alight. Ensure all participants have clear livelihood option and are a member of VSLA before linking to graduation partners.
- Perform other mentoring or follow up services as deemed necessary during the inception stage with the support of coaches.

Service 3- Linkages to Livelihood Options

As part of the integration approach of SEPOW project, the BDS provider will link participants who graduated from graduation interventions to livelihood options. The livelihood options will be provided by livelihood partners (Alight etc).

Tasks

The BDS will

- Meet with SEPOW livelihood partners and identify livelihood options available for participation
- Profile participants based on their aspired livelihood options against mapped options.
- Prepare participants and handover to livelihood partners for participation.

Deliverables

- List of VSLA members with their choice of livelihood pathways
- Report detailing livelihood options participated by participants with photos and annexes including aspiration exercise minutes.

SCOPE & THE METHODOLOGY:

The overall training process should be adult centred, highly experiential and participatory. The discourse approach should involve various techniques, including, but not limited to, experience sharing by successful IDPs, sharing of learning among participants, brainstorming, interactive Q and A, group work exercises, Case studies, Role-Play, and short testimonial Videos. The training will include techniques to enhance understanding, such as PowerPoint presentations, discussions, and group, and individual work. The session should be participatory to improve learning and strengthen participant partnerships.

In each of the sessions and training types of number of trainees should not exceed maximum 25 members. This will allow active participation of members and better attention to participants by the trainer. The training should be facilitated through each SHG group to reduce time burden that might be caused by travel from their residence.

Timeframe

The assignment shall be completed within 90 days and a detailed implementation work plan will be further specified by the consulting firm as part of the proposal. The Level of Effort should not exceed 10 weeks

CODE OF CONDUCT:

Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Code of Conduct sets out the standards which all staff members must adhere to.

PROPERTY RIGHTS:

All data that will be collected should be considered as SCI properties and may not be used for other purposes.

Branding and marking

All training manuals and materials should be branded with logos of Save the children, GIZ, Alight and Relevant Ministries. Save the children will provide appropriate branding and marking up on signing of the contract.

APPLICATION PROCEDURE AND REQUIREMENT

Candidates interested in the assignment are expected to provide the following documentation:

- Technical proposal with a detailed response to the TOR, with specific focus on understanding of the ToR, scope of work, and methodology
- A detailed financial proposal that contains the breakdown of the estimated budget costs for the assignment
- CVs of team participating in this assignment and profile of the company
- At least three recommendation letters for undertaking similar assignment and with reference detail
- Samples of related assignment completed in the last five years
- Copies of renewed legal documents

Application Procedure and Requirement

HOW TO APPLY:

Applications can be submitted by either:

Electronic Submission via ProSave (Recommended)

➤ Submit your response in accordance with the guidance provided in the below document:



- Bidders are encouraged to apply via Ariba system. Please request the Ariba link via email sending your company profile and Business registration certificate/CV. Please address your request to apply via ProSave to css.logistics@savethechildren.org,

Electronic Submission via Protected Email box (Optional).

- Email should be addressed to southcentral.supplychain@savethechildren.org
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be **Terms of Reference for consultancy service to conduct a set of graduation component activities for GIZ SEPOW Project** as the subject”
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.

Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

- Your bid must be received, no later than 28th July ,2025.

Bids must remain valid and open for consideration for a period of no less than 60 days.
All proposals should be submitted as per the above procedure

The deadline is 28th July 2025