

Invitation To Bid for Consultancy

1	Title of Consultancy	Terms of Reference for the consultancy service conducting A Training of Trainers (ToT) on Village Savings and Loan Association (VSLA) with a group of 35 participants from the government, community representatives, and project partners under the MFA Project in Dhusamareb village.
2	SCI Contracting Office	Save the Children Somalia Country Office
3	Period of Consultancy	The assignment to be completed within 7 days.
4	Consultant type required	Experienced consultancy firm with profound and proven experience and skills in conducting VSLA training with a track record of working with international NGOs, development partners, donors, private sectors, financial institutions, and community-based organizations. The consultancy firm should have a minimum of three years of expertise in Training of Trainers (ToT) on VSLA methodology, financial literacy, and group management. Familiarity with Save the Children's VSLA tools and fluency in Somali will be an added value.
5	Responsibility for Logistics arrangements and Costs	<p>Save the Children will provide logistical support for the training by covering the following:</p> <ul style="list-style-type: none"> • Venue rental • Lunch and refreshments for participants • Training materials (printing and distribution) • Participant allowances, as applicable <p>The consulting firm will be solely responsible for its logistics, including:</p> <ul style="list-style-type: none"> • Travel and transportation • Accommodation and daily subsistence • Any other personal or operational expenses incurred during the assignment. All the consultancy fees must be inclusive of applicable taxes and any related related costs not covered by Save the Children.
6	Taxation Provisions	The consultancy is responsible for all Taxes arising from the assignment in line with the local Tax regulations applicable at the SCI contracting office named above.
7	Travel requirements	The consultant is required to travel to Dhusamareb to conduct the in-person Training of Trainers (ToT). All travel arrangements, including transport and accommodation, will be the sole responsibility of the consultant and should be factored into the consultancy fee. Familiarity with the local context and ability to work in field-based settings is essential.
8	Security requirements	If the consultant or the consultancy is a foreigner, he/she will comply with the standard of Save the Children safety and security procedures, including the completion of SCI online security training prior to travelling to Somalia.
9	Qualification and Experience	<p>The consultancy firm must have at least three years of experience in training adult on business skills, financial literacy, life skills, coaching and mentoring and saving groups formation.</p> <ul style="list-style-type: none"> • Demonstrated experience in formation of saving groups, cooperatives, micro and small enterprises

		<ul style="list-style-type: none">• Extensive experience & knowledge offering a wide range of services to MSMEs, including enterprise training, mentoring, marketing support, access to finance, financial inclusion, economic empowerment and product development• Experience and familiarity with challenges facing formal and non-formal saving and association groups.• Excellent analytical, technical, and conceptual knowledge of VSLA, business management, as well as a firm grasp of business management principles and practices• Experience in building capacity of community-based organizations, cooperatives, group-based associations to have proper record keeping• Excellent documentation and reporting skills with the ability to produce high quality reports.
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10	Review Criteria	<p>Essential:</p> <ul style="list-style-type: none"> - Valid Registration certificate from the Ministry of Commerce and Industry of the Federal government of Somalia - Valid Tax registration number & certificate from the Ministry of Finance of Federal Government of Somalia with good standing of Q3 2025 <p>Technical:</p> <p>1. Experience (30%) Relevant experience in training adults in business skills, financial literacy, life skills, coaching and mentoring, and the formation of savings groups. This should be observed with the technical team the firm proposes, particularly the lead person(s).</p> <p>2. Technical Proposal (30%) This evaluates the firm's understanding of the assignment and demonstrates strong analytical, technical, and conceptual knowledge of VSLA, business management, and enterprise development. It considers the clarity of the proposed approach to capacity building for community-based organizations, cooperatives, and associations, particularly in strengthening governance and record keeping.</p> <p>3. Workplan (10%) This focuses on the quality, clarity, and feasibility of the proposed workplan, including timelines, milestones, and deliverables.</p> <p>4. Commercial Proposal (20%) This criterion reviews the cost competitiveness and value for money of the financial proposal. The applicant to share detailed financial proposal capturing all the relevant costs.</p> <p>5. Sustainability Policy (10%) This assesses the firm's commitment to sustainable practices across social, environmental, and economic dimensions. It includes an evaluation of policies on gender equality, inclusivity, and community empowerment, as well as long-term strategies to ensure sustainability of project outcomes, such as capacity transfer and local ownership.</p> <p>Note: The consultant should score 70% to be shortlisted for an interview.</p>
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Understanding of the ToR (Objectives, deliverable and the scope of the task) and the technical areas of the assignment.	The consultancy firm is expected to demonstrate a clear and contextualized understanding of the objectives, deliverables, and scope of this ToT assignment. This includes the ability to adapt and deliver the VSLA methodology effectively to a diverse group of participants, including government officials, community representatives, and partner staff in Dhusamareb. The consultancy must articulate a sound technical approach to delivering adult-centered, participatory training in financial literacy, group management, and VSLA operations. A good grasp of the humanitarian context in Galgaduud, the role of savings groups in resilience-building, and the ability to link training content to practical community applications will be essential.
Methodology.	The consultancy firm should outline a practical and participatory training methodology tailored to adult learners, emphasizing experiential learning, group work, simulations, and real-life case studies. The approach must ensure active engagement of all participants from government, community, and partner organizations. The methodology should include a clear session plan for the training, pre- and post-assessment tools, and culturally appropriate materials adapted to the Dhusamareb context. The consultancy should also describe how the training will ensure standardized understanding of the VSLA model across all participants and promote sustainability through knowledge transfer.
Qualification, experience and capacity of the consultancy.	<p>The consultant or firm must demonstrate the following:</p> <ul style="list-style-type: none"> • Proven experience in delivering Training of Trainers (ToT) on VSLA methodology, financial literacy, and group management. • At least three relevant contracts or assignments successfully completed with government entities, NGOs, or community organizations in similar contexts. • Strong facilitation skills and knowledge of adult learning techniques, especially for diverse groups including government and community actors. • Qualified team members with expertise in livelihoods, community-based savings programs, and participatory training methods (CVs must be provided).
	<p>The selected consultancy firm is required to submit a comprehensive and practical work plan that clearly outlines all phases of the assignment. The work plan should detail:</p> <ul style="list-style-type: none"> • Preparatory activities • Field travel arrangements • Training delivery schedule • Post-training tasks, including preparation and submission of the final training report
Consultancy Costs (Budget)	The consultancy must submit a clear, detailed budget covering all costs, including fees, travel, training delivery, and materials. All amounts should be inclusive of taxes.

	<p>Note: For the technical and financial analysis, a consultant must score 80% and above to be considered in the financial analysis.</p>
	<p>Application Procedure</p> <ul style="list-style-type: none"> Interested consultant (s) who meet the consultancy requirements are requested to submit their bid and each application package should include the above required minimum requirements. <p>Applications can be submitted by either:</p> <p>Electronic Submission via ProSave (Recommended)</p> <p>➤ Submit your response in accordance with the guidance provided in the below document:</p> <ul style="list-style-type: none"> Bidders are encouraged to apply via Ariba system. Please request the Ariba link via email sending your certificate/CV. Please address your Ariba link request to css.logistics@savethechildren.org <p>Electronic Submission via Protected Email box (Optional)</p> <ul style="list-style-type: none"> 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 the same as the consultancy title. 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. <p><u>Applicants should also indicate the date they are available to start working on the consultancy</u></p>
<p>Closing date for Applications</p>	<p>Interested consultancy shall submit their applications through the above procedures on or before 24 of August 2025.</p>
<p>11</p>	<p>INTRODUCTION:</p> <p>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.</p> <p>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.</p> <p>About the Project.</p>

Somalia continues to face a complex and protracted humanitarian crisis driven by a combination of armed conflict, political instability, climate shocks—including recurrent droughts and floods—and widespread displacement. According to the 2025 Somalia Humanitarian Needs and Response Plan (HNRP), nearly 6 million people require humanitarian assistance, with 4.6 million in urgent need. The Galgudud region, particularly Dhusamareb District, is among the most severely affected areas, with acute food insecurity, high rates of malnutrition, and widespread displacement.

Internally Displaced Persons (IDPs), particularly women and children, remain disproportionately affected. Over half of the 32,736 IDPs in Dhusamareb are in Crisis or Emergency phases of food insecurity, and about 18% face conditions approaching famine. Children are at heightened risk of protection violations including recruitment into armed groups, child labor, early marriage, and psychosocial distress. Additionally, the prevalence of Gender-Based Violence (GBV), especially Intimate Partner Violence (IPV), remains high, with limited access to safe spaces and support services.

The project, led by Save the Children Finland (SCF) in collaboration with Somali Peace Line (SPL), seeks to address these intersecting vulnerabilities by enhancing food security, strengthening economic resilience, and improving child protection services for both IDP and host communities in Dhusamareb. It builds upon previous successful interventions in Abudwak District, where similar efforts resulted in improved food consumption, child well-being, and household coping capacity.

The planned intervention aligns national and international humanitarian priorities and complements existing efforts by the government and humanitarian partners. By targeting the most vulnerable households including those headed by women and those with members living with disabilities the project aims to deliver life-saving assistance while promoting sustainable recovery and resilience-building.

Scope of Work

The Facilitator will be responsible for:

- Reviewing and customizing VSLA training modules to fit the Dhusamareb context.
- Conducting a pre-training needs assessment.
- Delivering in-person training using participatory, adult-learning methodologies.
- Providing relevant training materials and visual aids.
- Facilitating practical sessions (role plays, simulations, etc.).
- Conducting a post-training evaluation.
- Submitting a final training report with recommendations.

6. Qualifications and Experience

The ideal candidate should have:

- Proven experience delivering VSLA training,
- At least 3 years' experience in community-based savings programs, livelihoods, or economic empowerment.
- Familiarity with VSLA toolkit and global standards.
- Strong facilitation, communication, and participatory training skills.
- Fluency in Somali and English.
- Experience working with government partners and NGOs

7.0 Timeline

The training is scheduled to take place over consecutive days, from 19 to 24 August 2025 excluding Friday, in Dhusamareb. A total of 15 participants are expected to attend, including representatives from the Ministry, implementing partners, and Save the Children International (SCI) staff.

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, MFA, Save the children will provide appropriate branding and marking up on signing of the contract.