
Terms of Reference: Consultant to train 40 Girls in Bakery and Pastry

AVEGA Agahozo was founded in 1995 to help widows and their dependents escape the poverty, anguish and misery that filled their lives following the genocide of 1994, AVEGA has been providing medical services, psychological counseling, women and girls education and training, housing and legal services. More than 47,000 women are receiving medical treatment through its programs and a big number of women and girls are receiving short term trainings to help them become involved in income-generating activities, such as business projects, farming, fast food restaurants, ICT based services, basket-weaving and other handicraft. AVEGA, with the Support of GIZ Rwanda through its program Eco-Emploi now looks into training 40 girls living in the Western Province in bakery and pastry, and it is in this context that AVEGA would like to hire an experienced consultant to provide a short term training on baking and pastry.

A. General Context of Eco-Emploi 2016 – 2019

Rwanda has maintained steady growth and macroeconomic stability for the past 15 years, between 2002 and 2016 real GDP growth averaged at about 9% per annum. However, the rate of unemployment and underemployment is high and most of those in employment still work in poorly paid positions, above all in agriculture. The vast majority of youth leaves schools hardly equipped for the labor market. A strong middle class that could provide for a solid foundation for the country's economy does not exist.

The program Eco-Emploi is part of the priority area "Sustainable Economic Development" of the Rwandan-German Development Cooperation and will be implemented between June 2016 and May 2019. Eco-Emploi embodies an integrated approach of technical and vocational education and training, labor market interventions and private sector development. It supports the economic sectors ICT, logistics, wood economy, tourism and creative industries [above all audio-visual business]. The economic empowerment of women and people living with disabilities are a cross-cutting effort in all activities of the program.

Eco Emploi's success is mainly defined by the amount of jobs that are created through the program's activities.

1) Description of assignment

AVEGA Agahozo's members and beneficiaries are still facing some survival difficulties due to the consequences of the 1994 genocide against Tutsi, to keep building the capacity of its members, therefore, AVEGA in its corporate social partnership with GIZ Rwanda through its program Eco-Emploi now looks into training 40 girls living in the Western Province in bakery and pastry.

This training will be combined with entrepreneurship coaching so they can use the acquired skills in creating their own jobs. Not only shall the beneficiaries upgrade their living standards, but also that of the neighborhood as jobs will be created, money made, and hence the entire region becomes better off. The beneficiaries of the training will be unemployed secondary and university school leavers. It is expected that upon completion of the training, the 40 prospective trainees will be facilitated by AVEGA to open up their own small businesses in bakery and pastry, hence job creation.

The training will be carried out in AVEGA's Guest House in Rwamagana. Bakery and pastry sessions will be fundamentally practical to give the trainees hands-on knowledge that will be applied in the course of their businesses. This will also include bakery and pastry preliminary knowledge (like food safety and cooking hygiene, ingredients knowledge, bakery and pastry equipment).

In this framework, AVEGA with the support of GIZ/ Eco-Emploi would like to hire a professional trainer to provide bakery and pastry training for 40 girls among the AVEGA's beneficiaries from the Western Province.

2) Process and methodology of the assignment

Training sessions will be set up on a daily basis and based on training hours from (08:00-17:00) except on Saturday; trainees will have practical sessions from 08:00-12:00. Sundays will be off.

The trainer will conduct the training by following the below steps

Step one: Training plan and material preparation: The trainer is expected to prepare the training plan and the material that includes the training modules that are on basis of the Rwandan market in bakery and pastry. The training modules will be made in collaboration with AVEGA team considering the market demand and needs in the area.

Step two: Bakery and Pastry Preliminaries: Before the practical sessions that will mainly dominate the training, trainers will make sure the trainees get the bakery and pastry preliminary knowledge (including but not limited to hygiene, food safety, ingredients knowledge and measurement, bakery and pastry equipment).

Step three: Preparation and baking method: Throughout the practical training, trainers will make sure they provide a suitable knowledge for the beginners to practically apply all the steps of baking preparation and cooking including mixing, panning, baking, cooling, de-panning up to the packing and keeping stage of a final product.

Step four results assessment: At the end of the training, a competence-based assessment will be conducted according to the standards to ensure that participants acquired the required competences and that they are really ready to start their bakery and pastry SMEs. This will be done by the presentation of what the trainees are capable of doing in front of the AVEGA's representatives and other partners.

3) Reporting and cooperation

The trainer will report to the executive secretary of AVEGA, and should regularly provide basic information/ feedback of the training to program manager of AVEGA (attendance and any other challenge faced in the assignment process).

Trainer's coordination

As this training will be carried together with entrepreneurship training, the 40 trainees are to be divided into 2 groups of 20 trainees. In a rotational approach, the trainer will be having one group in the morning and another in the afternoon vis versa for the entire training except for Saturdays when the two groups will be combined together for a morning practical session.

Monitoring and Evaluation

For a smooth conduction of the training, the entire teaching sessions will be monitored by the program manager. AVEGA monitoring and evaluation teams will conduct an evaluation session at the end of the training to confirm the results are conforming to the objectives of the training.

C. Deliverables

- 17 days training offered to 40 trainees rotating daily from Entrepreneurship to Bakery and Pastry sessions
- 1 comprehensive report of the training including participants list per each trainer that is submitted two days after the training (The report shall be submitted in English to AVEGA)
- A well filled logbook of the teaching with outcome of each training session per each trainer

Training material

The training material has to be understandable and written in English and Kinyarwanda to be understood by the trainees.

Training material has to be drafted and approved prior usage. All material has to comply with GIZ-eco employ corporate design standards.

Report

The report of the assignment has to be between 5 and 10 pages long (including any annexes).

The report is to adhere the following structure:

- 1) Executive Summary
- 2) Trainees' needs before the training
- 3) Training process
- 4) Improvements made after the training
- 5) Recommendations

D. Timeframe of the assignment

The assignment will take 3 weeks and is to start on 17th September ending on 06th October, 2018 with a total of up to 19 working days including 1 day for preparations and 1 day for report writing.

E. Key characteristics of the trainers

Academic Background

The trainer is required to have at least a bachelor's degree in culinary arts or in a similar field

Professional Experience

The trainer should have a minimum of 5 years' experience in training people in the above mentioned field and can prove it by recommendations from well-known institutions.

Special competencies needed for this assignment

The trainer should have an understanding of the Rwandan market for bakery and pastry products in terms of needs of different target markets (e.g. urban residents, rural residents, foreign residents, international travellers and so on)

Evaluation criteria

The consultant will be evaluated against on consultant's qualification.

F. Contact

In case of questions regarding the assignment, please contact us at avegaagahozo@gmail.com. Please note that for a fair tender process, we only point to publicly available information.

G. Timeline and Submission

Please hand in your complete offer by 12 September, 2018 at 5 pm (GMT+2). All offers arriving delayed cannot be considered.

Applicants are kindly requested to hand-deliver their application documents (**Physically**) at the front desk of AVEGA AGAHOZO In Gasabo District, Remera Sector near Chez Lando Hotel.

For more information and direction, please contact Tel: **+250785258316**

Done at Kigali, 31, August 2018

Etienne Kalisa

Executive Secretary

Of AVEGA AGAHOZO