

## Terms of Reference

### **WORKPLACE LEARNING AND APPRENTICESHIP FOR ADOLESCENT GIRLS AND YOUNG WOMEN (AGYW) IN TRADES OF HAIR DRESSING, TAIROLLING AND CULINARY ARTS**

#### **I. INTRODUCTION**

Young Women's Christian Association of Rwanda (**YWCA Rwanda**) in partnership with Global Communities, is implementing the component "**DREAMS**" under USAID TWIYUBAKE Program in Kicukiro district in eight sectors namely **Nyarugunga, Kicukiro, Niboye, Gahanga, Gikondo, Masaka, Kagarama** and **Gatenga** of Kicukiro District.

The main objective of DREAMS program is **to prevent new HIV infections among AGYW** in the age band of 10-14; 15-19; 20-24 of different segment such as teen mums, in School, out of school, Female Sexual workers through a comprehensive package of interventions. Additionally, DREAMS is provides technical skills to AGYW so that they can initiate income generating activities.

And it is in this framework that DREAMS would like to upgrade the technical skills of 340 AGYW through apprenticeship in aforementioned eight sectors.

YWCA would like to recruit qualified companies, individuals who can facilitate the development of **workplace learning** in Kicukiro district that are owned and driven by companies and or qualified individuals with required equipment for trainings and ready to adequately respond to the skills needs of Adolescent Girls and Young women and provide an avenue towards formal qualifications recognized by WDA. YWCA envisions that by the end of the three month workplace training, AGYW will have skills needed by companies and they are prepared also for self-employment.

#### **II. OBJECTIVE**

To train 340 Adolescent Girls and Young Women through apprenticeships and work place learning skills on Hair dressing, Tailoring and Culinary arts depending on their choice.

#### **III. Tasks of the company or qualified individual:**

1. Facilitate enrollment of Adolescent Girls and Young Women in workplace to acquire technical skills according to the needs of AGYW;
2. Train Adolescent Girls and Young Women on chosen trade in their respective sector;
3. Avail the qualified trainers needed and equipment and learning materials and hire venue for training/apprenticeship for three months for in the respective sector where Adolescent Girls and Young Women reside;
4. Provide certificates of the trade taught to Adolescent Girls and Young Women;

#### IV. Period for apprenticeship/ workplace learning

The period of learning will be three months according to the trade, this means that the activity of apprenticeship will start from June to August 2020.

#### V. Expected number of AGYW Participants and relevant trades

| #            | Trade         | Sector     | Number of AGYW enrolled into apprenticeship | Number of Groups to be attended |
|--------------|---------------|------------|---|---------------------------------|
| 1            | Hair dressing | Kicukiro   | 21  | 2 groups                        |
|              |               | Nyarugunga | 7   | 1 group                         |
|              |               | Gahanga    | 10  | 1 group                         |
|              |               | Gikondo    | 14  | 1 group                         |
|              |               | Niboye     | 22  | 2 groups                        |
|              |               | Kagarama   | 32  | 3 groups                        |
|              |               | Gatenga    | 9   | 1 group                         |
|              |               | Masaka     | 10  | 1 group                         |
| 2            | Tairrolling   | Kicukiro   | 21  | 2 groups                        |
|              |               | Nyarugunga | 35  | 3 groups                        |
|              |               | Gahanga    | 31  | 3 groups                        |
|              |               | Gikondo    | 26  | 2 groups                        |
|              |               | Niboye     | 21  | 2groups                         |
|              |               | Kagarama   | 10  | 1 group                         |
|              |               | Gatenga    | 30  | 3 groups                        |
|              |               | Masaka     | 32  | 3groups                         |
| 3            | Culinary arts | Gatenga    | 9   | 1 group                         |
| <b>Total</b> |               |            | <b>340</b>                                  | <b>32</b>                       |

## **VI. Eligible Criteria for trainers to conduct apprenticeships/workplace learning**

- The trainers should be Rwandan by Nationality with the skills in the following trades: Hair dressing, Tailoring and Culinary arts and being certified by WDA;
- Proven and hands on experience relevant to the vocational skills training program, including organizing trainings for the informal workers/trainees and, in particular, the items mentioned under service providers responsibility;
- Proven work experience on TVET/skills development system in Rwanda and employment services;
  - Approval as Registered Training Organization and or companies under Rwanda Development Board or RGB will be an advantage.
  - Being able to provide the apprenticeship and workplace training materials during the training of AGYW;
  - The trainers should be able to provide the certificate to the Adolescent Girls and Young Women after the completion of the training;
  - The trainers should be operating in the sectors where AGYW reside and ready to immediately enroll AGYW in apprenticeship or workplace learning without requiring AGYW to make long distance walking.
  - Having a bank account in the name of the company
  - Must have EBM and TIN number
  - Full address of the companies

Interested companies or qualified individuals should submit their technical and financial proposals **no later than 8<sup>th</sup> June 2020 at 10:00 AM** to YWCA head office in Kicukiro district in Niboye sector. This tender is split into lots by trade and location, the applicant can apply for one or more sectors, for one trade or for more trades provided that the applicant is ready to provide the services as specified in these terms of reference.

Done at Kigali on 03<sup>rd</sup>/06/2020

*YWCA Rwanda*