

**Terms of Reference (TOR) for Trainer - Refresher Training on Financial Literacy for Trainers of Trainers (ToTs) and Community-Based Trainers (CBTs)**

**Activity/Purpose:**

|  |  |
| --- | --- |
| **Project Activity** | **Output 3 Activity 10: Training of TOTs on VSLA and financial literacy** |
| **Concept note:** | Refresher training for 30 ToTs, 03 CBTs and project staff on financial literacy |
| **Training dates** | 2 Days |
| **Venue** | Selected Hotel |

1. **Background:**

The GREEN Project has successfully established 40 savings groups over the past two years, empowering community members to improve their financial literacy and savings capabilities. However, during annual reviews, it was identified that challenges persist in loan management, financial inclusion, and group growth. To address these gaps, a refresher training will be conducted for 30 Trainers of Trainers (ToTs), 3 Community-Based Trainers (CBTs), and project staff. This training aims to enhance their ability to deliver effective financial literacy training to the savings groups, thereby promoting better financial management practices and ensuring sustainable growth within these groups.

1. **Purpose of the Training:** The primary purpose of this refresher training is to strengthen the knowledge, skills, and tools of ToTs, CBTs, and project staff in the areas of personal financial management, financial planning, loan management, and investment strategies, to enable them to effectively train and empower the 40 savings groups and improve their financial literacy.
2. **Specific objectives of the assignment.**
3. **Enhance Personal Financial Management Skills**: Strengthen the ability of ToTs, CBTs, and project staff to assess, manage, and improve personal finances effectively, ensuring they are equipped to guide savings group members in managing their own finances.
4. **Develop Financial Planning and Budgeting Capacity**: Equip ToTs, CBTs, and project staff with practical tools and techniques for financial planning and budgeting, enabling them to help savings groups and individuals create sustainable financial plans.
5. **Strengthen Loan Management Knowledge**: Enhance the understanding and skills of ToTs, CBTs, and project staff in responsible loan management, including acquiring, repaying, and managing loans to promote the financial sustainability of savings groups.
6. **Increase Knowledge of Investment Strategies**: Provide participants with a solid foundation in investment strategies and the role of investments in securing long-term financial goals, to empower them to guide savings groups and individuals in making informed investment decisions.
7. **Improve Capacity for Knowledge Transfer to Savings Groups**: Enable ToTs and CBTs to effectively cascade the acquired knowledge and skills to 40 savings groups, ensuring they can independently apply personal financial management, loan management, and investment strategies within their groups.
8. **Promote Financial Inclusion within Savings Groups**: Build the capacity of ToTs, CBTs, and project staff to identify and address financial inclusion gaps, helping smallholder farmer groups access financial services and incorporate them into their financial management practices.
9. **Strengthen Group and Business Financial Management**: Provide ToTs, CBTs, and project staff with the skills to guide savings and business groups on managing their finances effectively for sustainable growth and long-term success.
10. **Scope of Work:** The trainer will be responsible for facilitating the entire refresher training, which includes but is not limited to the following:
11. **Preparation**:

* Develop a comprehensive training package including presentations, activities, and training materials to cover topics on personal financial management, loan management, budgeting, savings, investment strategies, and financial management for groups and businesses.
* Ensure that the training materials are culturally appropriate and relevant to the needs of the participants.
  + 1. **Facilitation**:
* Deliver engaging and interactive sessions, incorporating practical exercises, group discussions, case studies, and role-playing activities.
* Foster an environment that encourages active participation and ensures all participants understand the key concepts.

1. **Training Content**: The trainer will cover the following topics: Personal Financial Management, Setting Financial Goals, Savings and Financial Planning, Loan and Risk Management, Investment and Insurance and Working with Financial Institutions
2. **Evaluation**: The trainer will assess the participants’ understanding and retention of the material through quizzes, discussions, and feedback. He/she will provide constructive feedback to ensure improvement and application of learned concepts.
3. **Reporting**: Provide a final report to the project management team, summarizing the outcomes of the training, challenges encountered, and recommendations for further training or support.

**4. Key Responsibilities:**

* Design and develop the content for the refresher training based on the outlined training objectives.
* Deliver the refresher training in a classroom setting over two days, ensuring maximum participation and engagement.
* Facilitate group discussions and practical activities to ensure the content is easily understood and applicable to the participants’ work.
* Ensure that the learning environment is conducive to the effective exchange of knowledge and experiences.
* Provide ongoing support and guidance to participants during the training.
* Prepare and distribute training materials (handouts, slides, tools) prior to and during the training sessions.
* Document and provide feedback on the success of the training, including the strengths and areas for improvement.

**5. Expected Deliverables:**

* **Training Package**: A comprehensive training package to be developed and shared with the management team before the training.
* **Facilitated Sessions**: Successful facilitation of the refresher training over two days with active participation from all attendees.
* **Final Report**: A detailed report summarizing the training process, outcomes, and key recommendations for future financial literacy initiatives.
* **Action Plan**: A drafted action plan with time schedules for participants to implement the learned concepts and roll out the training to savings groups and business groups.

**6. Duration of the Assignment:** The assignment will take place over a period of **two days** for the training sessions, with preparation time beforehand for content development and post-training time for reporting.

**7. Target Audience:** The target audience for this training will include:

* 30 Trainers of Trainers (ToTs)
* 3 Community-Based Trainers (CBTs)
* Project staff involved in the implementation of savings and business group activities.

**8. Required Qualifications and Experience:**

* **Qualifications**:
* A degree in Finance, Business Management, or related fields.
* Certification in financial literacy or training facilitation is an advantage.
* **Experience**: At least 5 years of experience in training financial literacy, personal financial management, and smallholder financial empowerment. Also, proven experience working with rural communities, especially smallholder farmers, women, and youth. Additional experience facilitating participatory and interactive training methodologies (e.g., role-playing, case studies).

**9. Evaluation Criteria for Trainer Selection:**

* **Relevant Experience**: Demonstrated experience in financial literacy training for community-based groups.
* **Approach and Methodology**: Clear and innovative approach to interactive training and knowledge transfer.
* **Cultural Sensitivity**: Experience working in rural, culturally diverse communities.
* **Professionalism**: Strong communication, presentation, and report-writing skills.

**10. Reporting and Supervision:** The trainer will report directly to the project manager, providing regular updates on the training process and immediate feedback during and after the sessions.

**11. Logistics and Support:** The project will provide the venue, training materials, and logistics support, including transport, accommodation (if needed), and refreshments for the participants.