



**FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER**

**TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO CONDUCT A  
SCHOOL - WORK TRANSITION WORKSHOP/ TRAINING FOR THE FINAL YEAR  
UNIVERSITY/TERTIARY INSTITUTION STUDENTS.**

**APRIL 2023.**

## **Introduction and Context analysis.**

Forum for African Women Educationalists (FAWE) Uganda Chapter is one of the 35 National Chapters of FAWE, a pan African Non-Governmental Organization (NGO) founded in 1992 by five women ministers of education to promote girls' and women's education in Africa. FAWE Uganda was established in 1997 with the goal of accelerating female participation in education and closing the gender gap within the education system at all levels in Uganda. FAWE Uganda's vision is "A Ugandan Society where Girls and Women Lead Dignified Lives." The mission is "To Enhance Opportunities for Girls to Attain Quality Education and Skills through Sponsorship, Social protection, Institutional Strengthening and Advocacy."

The overall Goal is "Girls across Uganda are able to access quality education." This is supported by the strategic objectives of; improved level of gender responsiveness in Education Sector policies for girls and women, enhanced adoption and integration of positive gender pedagogy practices at school level; improved access, retention and completion rates for girls in school and all levels of education; strengthen research and knowledge management systems to inform policies, new approaches and set the pace for girls' agenda in Uganda in addition to strengthening institutional development to efficiently and effectively deliver its mandate. The organization's work is embedded in four thematic areas of; policy influence for girl-child education, fostering positive practices and attitudes, FAWE Uganda evolving into a one center for girl-child education and transform into a strong learning and gender responsive organization.

## **Programs overview.**

### **The Higher Education Access Program.**

Forum for African Women Educationalists (FAWE) Uganda Chapter, on behalf of FAWE Regional Secretariat is implementing the Higher Education Access Program (HEAP), to support academically talented students from economically disadvantaged communities in 13 districts across Eastern, Northern and Western Uganda, to access and complete higher education with the main objectives of the program to;

**Objective 1:** Provide bursaries to 300 academically able, yet economically disadvantaged students from eastern, northern and western Uganda to access and complete higher education.

**Objective 2:** Design and implement a (pilot) pre-entry bridging program to provide second chance opportunities for promising students to transition into university degree programs.

**Objective 3:** Provide academic and psycho-social support and facilitate pathways for the students to internships, industrial practice and employment.

**Objective 4:** Institutional capacity strengthening to ensure disadvantaged students succeed.

The program targets 300 students (70% female and 30% male) for the eight-year project period (2017 – 2024), targeting students aged 18 to 25, apportioning slots of 60% towards degree courses and 40% towards diploma courses in the fields of Agricultural sciences, medical and health, and education with a focus on science and literature.

## **Forberg and Social Initiative Educate Girls scholarship programs**

FAWE Uganda Chapter, is also implementing the Forberg and SIEG scholarship programs to support academically talented yet economically disadvantaged students from selected disadvantaged communities in 22 districts across Eastern, Rwenzori, Northern and Karamojong regions to access and complete higher education.

The two Scholarship programs are being implemented in partnership with eight (8) learning institutions of; Mbarara University of Science and Technology (MUST), Busitema University, Gulu University, Jinja School of Nursing and Midwifery, Jinja Medical Laboratory Training School, Nile Vocational Institute and Young Men Christian Association(YMCA) and Uganda Technical College Elgon.

The main goal of the two scholarship programs is to enable young women and men from the disadvantaged regions of Uganda to access, stay in school, complete and transition through higher education and secure employment in those sectors that contribute to personal economic empowerment and development of their home communities.

### **The Training Assignment.**

Facilitating the school to work transition workshop for the students who have graduated with Certificates, Degrees and diplomas, as well as those waiting for graduation from the partner learning institutions of Mbarara University of Science and Technology (MUST), Gulu University, Busitema University, Young Men Christian Association(YMCA), Uganda Technical College-Elgon, Nile Vocational Institute, Medical Laboratory training school-Jinja and Jinja School of Nursing and Midwifery.

### **Aim of the Training**

The training specifically aims to:

- i. Prepare the participants with skills to effectively compete in the labor market.
- ii. Equip the participants on personal branding.
- iii. Train the program participants on how to research potential employers.
- iv. Equip the program participants with job retention skills.
- v. Equip the program participants with knowledge and skills in psychosocial support for personal mental wellbeing, adaptation and adoption during the competitive job research environment

Consequently, FAWE Uganda is looking for an experienced consultant/ firm to facilitate training and equip the participants with improved skills and knowledge in job acquisition and retention in the competitive and dynamic employment world to contribute to the program outcome 3.1.

### **Outcome 3.1**

**“Students are inspired, empowered and groomed to face the world of employment and to give-back through attending to the social and economic challenges at household and community levels.”**

**Scope of the training.**

The training will take place from 15<sup>th</sup>-19<sup>th</sup> May 2023 (for 102 program participants) and from 19<sup>th</sup>-21<sup>st</sup> May 2023(for 80 program participants). The two training workshops will be residential, with the program participants expected to report at the training venue a day before commencement of the training. The trainer is expected to discuss with FAWE Uganda Scholarship team to agree on the key topics and programme for the training in relation to the training specific objectives. The topics should help improve skills and knowledge in employment search and retention.

**Purpose of the Assignment.**

The Consultant will be expected to professionally deliver the training, adequately covering all the earmarked topics ensuring contextualization of the school to work transition in the Uganda setting.

**Profile of the Consultant(s):****For Individual trainers/Consultants.****The Consultant will demonstrate the following:**

- Academic qualifications, a minimum of Master's Degree in Human Resource Management, Business Administration, Organizational Psychology among others. A Post Graduate Diploma in Human Resources Management is an added advantage.
- Working experience, at least seven (07) years' as a Human Resource Management Practitioner at Senior Level.
- Formal training and extensive experience conducting trainings and direct interventions in mainstreaming psychosocial support, Career guidance, entrepreneurship, and girl child/women empowerment.
- Strong knowledge of child protection, gender issues, and human rights and how they affect the current job market.
- Previous knowledge of FAWE Uganda's work and its operations would be an added advantage.
- Good facilitation and communication skills.

**For Organizations/Firms**

The organization will demonstrate the following:

- Be legally registered to operate under the laws of Uganda.
- Be a recognized organization, at a national level with not less than 5 years' experience in training, development of training manuals and if an NGO, proven evidence of youth economic empowerment operations.
- Must provide trainers who are at the level of consultant i.e. with a minimum of Master's Degree in Organizational Psychology, Human Resource Management, Business Administration among others.
- Formal training and extensive experience conducting trainings and direct interventions in youth economic empowerment and mental health in community development, emergency settings and girl child/women empowerment.
- Strong knowledge of financial literacy, self-esteem, career development and entrepreneurship.
- Previous knowledge of FAWE Uganda's work or partnership would be an added advantage.

- Good facilitation and communication skills.

### **Key Deliverables.**

1. Provide a training program that comprehensively caters for all agreed topics
2. Deliver the training using appropriate, inclusive and adaptable trainings to youth learning.
3. Provide a training report within five (05) days of completing the training

### **Proposal Submission/Expression of Interest.**

Interested qualified consulting firms and individuals are invited to submit a proposal that includes the following;

- a) An understanding of the requirements
- b) Methodology and work plan for performing the assignment
- c) Team composition and task assignment
- d) Curriculum Vitae of the team members
- e) Detailed reference list (with contacts) indicating the scope and magnitude of similar assignments conducted
- f) Similar relevant assignments handled previously
- g) Registration and other relevant statutory documents where applicable.

Technical and financial proposals shall be submitted as separate documents. Financial proposals for non-qualifying technical proposals will not be opened.

Proposals should be submitted by **Friday 5<sup>th</sup> May 2023** to the following email address; [procurement@faweuganda.org](mailto:procurement@faweuganda.org)

The Chairperson – Procurement Committee  
Forum for African Women Educationalists Uganda Chapter  
P.O Box 27114  
Plot 328 Magulu Close, Off Bukoto-Kisaasi  
RoadKampala, Uganda.