



Co-operative Development
Foundation of Canada

SINCE 1947

CALL FOR EXPRESSION OF INTEREST FOR THE EVALUATION OF NEEDS AND DEVELOPMENT TRAINING STRATEGY FOR SACCOs IN MALAWI

ASSIGNMENT LOCATION	:	Lilongwe, Malawi
APPLICATION DEADLINE	:	Friday, 14th July 2019
NUMBER OF DAYS	:	15
CONTRACT PERIOD	:	18 July to 30 August 2019

1. Position

The Co-operative Development Foundation of Canada (CDF) is seeking technical and financial proposals for a short-term consultancy to evaluate training needs and develop training strategy for SACCOs in Malawi. This assignment also involves developing training materials and delivering them through the Malawi Union of Savings and Credit Cooperatives (MUSCCO), the apex organization for Savings and Credit Co-operatives (SACCO) in Malawi. MUSCCO provides training, liquidity management, representative and advocacy services to its member organizations for improved financial, management and governance capacity. MUSCCO's aim is to improve financial access to the underserved communities of Malawi. The evaluation of needs and strategy development will be conducted under the Programme called Improving Rural Financial Inclusion Through Cooperatives (IRFITCO). MUSCCO

2. Background

The CDF is a not-for-profit cooperative with a mission to establish and grow cooperatives internationally that build a better world. It delivers programmes that help communities fight poverty and create more secure lives through community-owned co-operatives. With funding from the International Fund for Agricultural Development (IFAD), the Foundation is implementing the IRFITCO Programme which is aimed at improving the financial inclusion of the rural poor in Malawi through strengthened financial cooperative networks. IRFITCO will build the capacity of MUSCCO to develop and deliver products and services to its member Savings and Credit Cooperatives (SACCO) to improve outreach to the rural poor with attractive, safe and effective financial services.

The goal of the IRFITCO Programme is to improve the financial inclusion of the rural poor in Malawi through strengthened financial cooperative networks. Specifically, the programme intends to achieve the following objectives;

- (i) Strengthen the capacity and human resources of financial cooperatives serving rural areas
- (ii) Promote innovative and better-quality products and services, and thereby contribute to improving access to and use of financial cooperatives' services among poor people living in rural areas
- (iii) Promote, at the government level, policy and regulation that are favourable to financial cooperatives to benefit the rural poor.

3. Purpose

CDF is therefore looking for a consultant that will evaluate the needs of SACCOs and develop strategy for addressing the needs. The consultant will gather and analyze data in order to understand practical ways for addressing the observed knowledge and skill gaps.

4. Focus

The consultant will technically work with the MUSCCO and SACCO teams during the assignment while CDF provides logistical support. Proposals are expected to meet the following minimum requirements:

- a) Outline proposed activities for evaluating the needs of SACCOs
- b) Show the approach for evaluating the needs of SACCOs
- c) Show clear methodology for delivering the assignment

5. Scope of the assignment and methodology

This evaluation of needs will be conducted with an aim to help design, develop and deliver effective training support for SACCOs in Malawi. Specifically, the evaluation will:

- a) Understand the opportunities for SACCOs and their members
- b) Identify the priority training needs of SACCOs
- c) Describe training topics, learning outcomes, delivery formats and timing for each training need

Working in close collaboration with MUSCCO and CDF the consultant will therefore:

- a) Develop the detailed scope, methodology and tools for evaluating training needs
- b) Conduct the training needs assessment

- c) Analyse results and provide a report with recommendations for helping the SACCOs, outline training approaches and curriculum to effectively address the observed gaps

6. Communication, Reporting and Timeline

While executing the assignment, communication between the consultant and Client will be primarily done through CDF Field Office in Lilongwe or with MUSCCO Secretariat. The Consultant will be expected to provide own analysis and interpretation and/or limitations of the consultancy. A draft report will be submitted within the contractual period.

7. Qualifications of the Consultant

This call for application is open to suitably qualified national consulting firms and individual consultants with relevant extensive experience. The consultant must demonstrate full competence in implementing the scope of work. Specifically, the consultant must have;

- a) A degree in either of the following: Development Studies, Rural Development, Economics or Business Management
- b) An understanding of working with financial cooperatives, development of rural livelihoods for associations and cooperatives or civil society organizations.
- c) Knowledge and experience in developing training and capacity building materials.
- d) Good verbal and written communication skills in English and Chichewa

8. Deliverables

The consultant is expected to come up with the following deliverables:

- a) Inception meeting with CDF and MUSCCO to discuss the scope of the assignment
- b) Inception report highlighting the work plan and methodology for data collection and analysis, including data collection processes and tools to be used etc.
- c) Presentation of findings to CDF and MUSCCO (and its SACCO representatives) using PowerPoint at a validation workshop highlighting the key findings and recommendations of the evaluation
- d) Draft report with all findings and recommendations of the evaluation
- e) Final report with executive summary having all issues raised during presentation addressed

9. Submission

All technical and financial proposals should be sent electronically to: imuhereza@cdfcanada.coop, fnyangulu@muscco.org and leroybanda@muscco.org quoting the subject of the consultancy.