



POSITION: Curriculum Development Consultant

LOCATION: RUBONA - RWAMAGANA, EASTERN PROVINCE

ABOUT THE AGAHOZO-SHALOM YOUTH VILLAGE

The Agahozo-Shalom Youth Village (ASYV) is a holistic learning community located in Rwanda's Eastern Province. Home to 526 vulnerable and orphaned youth, ASYV heals and nurtures those most at-risk. By addressing the societal-level trauma which arose in the aftermath of the Genocide against the Tutsi in 1994, ASYV is raising a generation of ethical and compassionate critical thinkers committed to making a positive difference in their home communities and around the world. Through our four Pillars of Empowerment, including Formal Education, Life Enrichment Applied Programs, Health and Wellness, and Parental Wholeness, we heal our students' traumas, signified by the Kinyarwanda word agahozo, which means "**a place where tears are dried,**" and allow them to live in peace, an effort represented by the Hebrew word shalom.

CONSULTANCY PURPOSE

ASYV has included Life Enrichment Applied Programs (LEAP), usually meeting two hours a week, for each student. Topics include sports (volleyball, basketball, football, karate and athletics/track & field) as well as the arts (guitar, piano, sewing, photo & video editing, visual arts, composition (song & poem), acting theatre and Rwandan culture). Currently ASYV is interested in providing quality standardized curricula for each of our programs.

The consultant will elaborate and provide all the materials that form a complete **curriculum** (syllabus, content book, students' book, guidelines for the trainers and evaluation form to be used) tailored to vulnerable youth (between 15 and 23 years old). The Terms of Reference (TORs) describe the role of a Curriculum Development Consultant who will provide support towards the Curriculum Development and Training components of the ASYV Enrichment Programs Trainers.

The teaching approach of all materials must be engaging for participants, with roughly 30% of content considered theory and 70% "hands on" and practical. In order to develop the content, the consultant will have to hold coordination meetings with LEAP coordinator, Village Director as well as Academic Director of Liquidnet Family High School (LFHS) to ensure that s/he understands the teaching methodology of ASYV and lessons are aligned with our Best Practices. We are looking two different consultants. Therefore, you will indicate if you are able to work on arts curricula.



Main Responsibilities of the consultant/Team and key expected deliverables

The Consultants/Agency is expected to produce and submit the following deliverables:

- A detailed technical and financial proposal showing how they understand the task and aim to accomplish it;
- An inception report outlining the methodology and schedule for implementation plan;
- All required data collection instruments in English
- A presentation and validation on the draft plan (preferably in ppt.) to ASYV
- Collect and review of existing framework as well as already developed materials as startup reference or baseline.
- Conducting an interview with LEAP staff (LEAP Officers, LEAP Coordinator, trainers), academic director as well as Village Director for deeper understanding of the programs as well as their future vision.
- Develop curricula for all Enrichment Programs (syllabus, content book, students' book, guidelines for the trainers and evaluation forms to be used).
- The consultant will develop one by one topic, and continue after getting feedback from trainers about its methodology implementation as well as content delivery.
- Presenting the draft documents to the ASYV management team for their input or feedback
- Incorporate the feedback from management team and submit pre-final documents for approval
- Training LEAP Staff about the use of the documents developed
- The developed curricula should illustrate key competencies as well as skills the learners should acquire from each topic, learning process, evaluation or knowledge check tools.
- Each topic or session should reflect a value (Eg: ASYV Values or others)
- Conduct regular observations sessions on the curriculum implementations to ensure its relevancy and efficiency (at least two times per trainer).
- Make appropriate adjustments and issue recommendations about how best to deliver the curricula to the proposed target group, including recommendations about the most effective training strategies, methodologies and tools.
- A summary report (4-5 pages) hard & soft copies

Technical proposal

proposal should cover the following:

- One- or two-pages showing Consultant's understanding of the ToR;



- Two pages of the proposed methodology, activities and expected outcomes;
- A detailed activities schedule/work plan with time frame;
- A profile of the consulting firm or individuals including the full names, physical addresses, telephone numbers, and contact person of the firm/company;
- All proposals should be submitted as Soft copy

Financial Proposal

Financial proposal should cover the following:

- Itemized consultant's fees;
- Itemized field data collection expenses;
- Itemized administration expenses;
- Validity period of quotation;

Inception report

Once the Consultant submits an acceptable technical proposal and is chosen to undertake the work then within a week of signing the contract, they should submit an inception report to ASYV which will be used in actual implementation of the task. This will be subject to approval by ASYV.

Budget and Timeframe

- Terms of payment shall be 30% on approval of the inception report and tools, 20% upon submission and approval of the 1st draft report (developed documents); 30% on submission of pre-final report (developed documents) and 20% after submission of final report (including observations of curriculum implementation and required adjustments) approved by ASYV.

Period of performance

- The total period of performance for work in this ToR will be during academic year. The consultant will include the feasible period of performance in his/her technical proposal.

Place of Performance

- The work will be carried out in Rwamagana District, Rubona Sector, at ASYV premises.

Final report

The final report should include the following (as a minimum):

- Description of objectives, methods and limitations
- Methodology section
- Description of program activities



- Description of developed documents
- Recommendations and conclusions
- Appendices, to include terms of reference, sub-team report(s), end notes (where appropriate) and bibliography.

REQUIRED EXPERTIZE AND QUALIFICATIONS

1) Experience

- a. Proven track record of training curricula (and manual) development and/or working on TVET-related programmes;
- b. In-depth knowledge and understanding of the following areas:
 - Vocational training for the informal workforce
 - ARTs areas
 - Entrepreneurship skills development

2) Competencies

- a. Curriculum development and training provision;
- b. Proven ability to demonstrate innovative thinking and stimulate an environment that fosters innovation
- c. Excellent written and spoken English skills and sound report writing skills,
- d. Able to work independently to strict timelines.

3) Required Document for Submission

- a. CV of the individuals detailing the capability and experience delivering the services and products specified in these Terms of Reference.
- b. Provide contact details of at least 2 referees. Note: Referees may be contacted without prior notice.
- c. A motivation letter highlighting the innovative approaches used.
- d. Technical proposal

NB: Indicates in your email subject: Curriculum Development Consultant- Art Application

Submit all the required documents to hr@asyv.org by 30th August 2019