

TERMS OF REFERENCE

Recruitment of training providers for tea plucking and processing training

1. ABOUT THE ORGANIZATION

Health Limited, globally trading as **Health Poverty Action (HPA)**, is an international NGO founded in the UK in 1984. HPA has had a long commitment to Africa, opening its first office in Namibia and has since expanded to **five** other African countries of Ethiopia, Kenya, Sierra Leone, Somaliland and Rwanda all operating fully-fledged local offices.

In Rwanda, HPA was first registered in 1998 and has eight operational units, with a head office in Kigali. In Rwanda, HPA started its programme with the now highly popular Urunana radio soap opera which explored sexual and reproductive health topics in an entertaining way. It later started implementing other sexual and reproductive health-focused projects that supported local Civil Society Organizations to monitor the implementation of the Rwanda PRSP health component.

Over the last 10 years, we have established strong relationships in the ten districts of our programme implementation that eases the introduction of new projects. Our programs on youth livelihoods, protection, girl's education, health, WASH, and reproductive health have been implemented in districts of Gakenke and Rulindo in Northern Province, Karongi, Nyamasheke and Rusizi in Western Province, Nyaruguru, Gisagara, Huye, and Nyamagabe in Southern Province and Nyarugenge in Kigali. –

1. PROJECT BACKGROUND

GBV, especially against women and girls is the most systematic and widespread human rights violation. The Women's Organization, in 2015 identified six causes and risk factors of GBV which include the traditional gender norms that support male superiority and entitlement against survivors, harmful use of alcohol, weak legal sanctions, use of drugs, poverty, and high levels of crime and conflict in society.

Empowering women in the economy and closing gender gaps in the world of work is key to achieving the 2030 Agenda for Sustainable Development and achieving the Sustainable Development Goals (SDGs). This is particularly true for Goal 5, to achieve gender equality as well as Goal 8, to promote full and productive employment and decent work for all, Goal 1 on ending poverty, Goal 2 on food security, Goal 3 on ensuring health and Goal 10 on reducing inequalities.

Economic empowerment has also been known to reduce the prevalence of domestic and intimate partner violence but achieves the best outcomes when combined with social (community and family level) engagements.

In partnership with GIZ, HPA has embarked on the Gender Based Violence Survivors' Economic Empowerment (GBV-SEE) Project to bring Economic Empowerment to up to 3150 survivors of Gender Based Violence (GBV) through employment in the tea industry in Rwanda aiming at significantly improving the status of women in the targeted communities. The project aims to increase the income of at least 85% (2835 of which are female) survivors of Sexual and Gender Based Violence in 4 districts of Rwanda namely; Rusizi, Nyamasheke, Karongi and Rutsiro, through safe and gainful employment increasing and sustaining their social reintegration into their communities. The project intends to achieve the following outcomes/results;

- Outcome 1: Increased access to good employment for at least 85% of the 3,150 GBV survivors, of which 2,835 are women
- Outcome 2: 75% of the 85% of the 3,150 GBV survivors (2008 survivors) have sustained employment for more than one year.
- Outcome 3: At least 30% of the targeted GBV survivors to start income-generating activities within and/or around the tea factories.

2. OBJECTIVE OF THE ASSIGNMENT

General objective

The general objective of this assignment is to teach participants in the project high-quality tea plucking skills. Participants will be taught how to pluck tea effectively, plucking standards required for high tea quality and receive extensive hands-on practical strategies for plucking professionally.

Specific Objectives

- Provide training on effective tea plucking techniques and processing components to 3,150 project participants around the 5 tea estates where the trainees will become employees.
- Train participants effectively to pluck a minimum of 35 kgs of tea a day.
- Monitor and evaluate the attendance, participation, learning, and acceptance of tea plucking and processing training.

- Enable project participants to learn everything about the cycle of tea plantation and processing
- Make sure that all trainees wear PPE (Personal Protective Equipment) to protect them from dew and injuries from tea bushes

- Make sure that project participants work for 8 hours per day

- Make sure that kgs plucked by project participants during the training session are paid whilst they are still learning.

- Provide high-quality plucking and processing skills which require good hand, eye coordination, accuracy, and speed.
- Link trained participants with tea estate job opportunities (based on participants' background, they will choose either tea plucking or processing)
- Help project beneficiaries to increase their revenue which will lead to a higher standard of living for them and their families.

4. Methodology and scope of work

HPA will recruit around 90 qualified trainers/facilitators and 5 supervisors for 3,150 GBV victims. Training will take place in the 5 tea estates including Rugabano, Gisovu, Gatara, Shagasha and Rustiro. Each training is for a group of 35 beneficiaries for a period of 4 months. The training will use the training modules and approaches recommended by NAEB. Under the supervision of the master trainers and in close collaboration with HPA project management the trainer will deliver the following modules:

5. Trainer/facilitator deliverables

The following will be the expected deliverables of the trainers

- Train participants on:
 - Tea plucking
 - Tea Withering

- Tea heating
- Tea rolling
- Tea drying
- Work plan for developing the training including strategy and proposed methodologies, as well as quality assurance plan;
- Monitor and record the attendance of participants
- Monitor and record the participation, understanding and learning of all participants
- Evaluation of the trainees after each module
- Successful facilitation of the training; to ensure high-quality of training is delivered, HPA will monitor the training using the trainer's observation assessment form.
- Technical advice and support to participants during the training
- Final report on the implementation of the tasks after finishing the training
- Contract between the trainees and the tea companies signed

6. Duration and time frame

The training is expected to be completed within four months after signing the contract, the supervisors will have to provide the Project Manager with a plan for implementing training that will articulate the overall requirements of the ToR including the proposed methodology, work plan with clear timelines, and division of labour.

7. Supervisors and trainers' required competencies, experience and skill requirements:

The 5 Supervisors must have the following qualifications:

- Minimum bachelor in agriculture or another relevant field;
- Extensive experience in building farmers' and tea plantation capacities; and working with tea estates
- Demonstrated a high level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines;
- Excellent communication and written skills in English and Kinyarwanda
- Experienced in coordinating and facilitating training;
- Established/ familiar with the tea estate where the training is to be conducted

90 tea plucking and process trainers will have the following qualifications:

- Minimum A2 in relevant field
- Extensive experience (at least 2 years) experience in working with tea estates
- Extensive experience in delivering tea plucking and processing training certified by NAEB
- Completion of the training program organized by NAEB
- Excellent interpersonal communication skills including experience in the facilitation of training and presentation;
- Excellent communication and written in Kinyarwanda
- Established/ familiar with the tea estate where the training is to be conducted

8. Application procedure

HPA requires interested consultants to submit the following documents by 1st of March 2023 at 5:00 PM Kigali time to m.nizeyimana@healthpovertyaction.org and a copy to s.ineza@healthpovertyaction.org

Or send the application documents to HPA field officer at the nearest of the above stated tea estates.

Qualified and interested trainers and supervisors are required to submit the following:

- Names and contacts of three recent professional referees (previous clients) for whom similar work has been conducted.
- Curriculum vitae (CV) outlining relevant qualifications and experience.

9. Evaluation and selection process of trainers

This application is open to trainers/facilitators who are specialized in tea plucking and processing certified by NAEB.

10. Evaluation and selection process of supervisors

This application is open to supervisors who are specialized in training farmers /plantation workers and have proven and demonstrated broad knowledge of and ability to utilize the principles, methods, techniques and systems of mentoring, and existing puffers. The selected supervisors will be responsible for designing and executing all the activities described in this TOR in collaboration with HPA.

11. Report

- HPA to provide the report format
- Supervisors to prepare the monthly progress report and share it with the HPA project manager

12. Conditions

Gender Integration: As HPA will target young men and women, the trainer/facilitator is expected to consider the gender perspective.

Safeguarding policy: the engaged expert will have to follow the HPA Safeguarding Policy that will become part of the contract.