

**CONSULTANCY DESCRIPTION**

**TITLE:** Gender & Cooperatives Consultant  
**TIMEFRAME:** Short Term Technical Assistance (25 days)/Estimated through April 2022  
**LOCATION:** Remote

**ASSIGNMENT OVERVIEW:**

The Gender & Cooperatives Consultant will support NCBA CLUSA's Cooperative Practice with adapting the organization's Women's Inclusion, Empowerment, and Leadership in Cooperatives (WIELCOOP) training manual for a blended/hybrid learning approach and provide the training-of-trainers (TOT) to HQ and field staff using the new modules. The Consultant will also create a compendium of gender training materials within the industry geared toward cooperative leaders and members and cooperative development professionals.

**CONSULTANCY TASKS:**

- Review WIELCOOP training manual and make any agreed upon updates to content
- Adapt the training manual for a blended learning approach with virtual and in-person training in mind. This includes adapting material from the manual into a PPT format with facilitator notes
- Support project field teams and selected vendors with designing brief videos to be included in the training PPT.
- Deliver the WIELCOOP TOT training to field teams and potentially partner field teams, once in English, and once in Spanish to build the technical capacity of program staff; and increase the technical knowledge of training facilitators, regional coordinators and others as part of a TOT model.
- Solicit feedback from training participants as part of the validation exercise and incorporate feedback as appropriate into finalized TOT materials.
- Develop a compendium of gender training materials within the industry geared toward cooperative leaders and members and cooperative development professionals

**DELIVERABLES TABLE:**

<b><u>Deliverable</u></b>	<b><u>Estimated Due Date</u></b>	<b><u>Estimated LOE</u></b>
Written feedback on training video designs/scripts	March 11, 2022	2 days
Final WIELCOOP training manual & manual converted to modular/PPT format	March 28, 2022	10 days
Validation training provided in English	April 8, 2022	4 days
Validation training provided in Spanish	April 15, 2022	4 days
Final WIELCOOP PPT with feedback from training incorporated	April 22, 2022	3 days
Compendium of gender and cooperatives training material catalogued with brief description, what languages the material is available in, organization attribution, links to material	April 29, 2022	2 days

**CONSULTANT QUALIFICATIONS:**

*Education:*

- Master's degree required in international relations/development, gender studies, financial inclusion, entrepreneurship, or other social science or related field.

*Experience, Knowledge, & Skills:*

- Minimum eight years of relevant program and technical work experience in a relevant area of gender, gender equity, workforce development, education and skills development in the international development sector.
- Minimum five-years previous experience working on donor funded projects.
- Demonstrated experience in design and delivery of training and technical assistance, particularly within the cooperative development field is required.
- Instructional design skills and adult learning experience highly desired
- International field experience working with multi-cultural teams required.
- Knowledge of Learning and Adaptive Management principles and models; may include USAID's Collaboration, Learning and Adapting (CLA).
- Skilled in use of MS Windows & Office packages (Excel, Word, PowerPoint), and Web Conferencing Applications.
- Excellent communication skills and fluency in English. Advanced proficiency (ability to communicate effectively and provide training in professional settings) in Spanish required; French a plus.