

Call for Trainers - Training of Trainers Program for Upskilling and Reskilling in an Inclusive Environment

The Community Support Program-CSP, funded by USAID, is seeking qualified and experienced trainers or a service provider to lead a comprehensive Training of Trainers (ToT) program aimed at providing one of CSP's organizational beneficiaries on advanced training of trainers on upskilling and reskilling to the Persons with Disabilities (PwDs). We are inviting proposals from companies with a proven track record in designing and implementing inclusive training programs.

Scope of Work:

1. Needs Assessment:

- Conduct an initial needs assessment to identify specific skill gaps within the organization, focusing on both staff and PwDs.
- Collaborate with the CSP and Service Provider's team to gather insights and tailor the training program accordingly.

2. Development of Training Modules:

- Design and develop training modules addressing the identified skill gaps, with a focus on inclusivity and practical application.
- Ensure the content is adaptable to different learning styles and abilities.

3. Inclusive Training Practices:

- Implement inclusive training methodologies that accommodate diverse abilities.
- Incorporate accessible learning materials and technologies into the training.

4. Toolkit for Upskilling and Reskilling:

- Develop a training toolkit that includes training materials, resources, and guidelines for ongoing upskilling and reskilling efforts.
- The toolkit should be user-friendly, adaptable, and cater to the needs of a diverse workforce.

5. Training Delivery:

- Conduct of ToT sessions for CSP Service Provider trainers/relevant staff, equipping them with the knowledge and skills to effectively deliver the upskilling and reskilling training.
- Provide hands-on training and mentorship throughout the process.

6. Evaluation and Feedback Mechanism:

- Establish an evaluation framework to measure the success of the ToT program.
- Implement a feedback mechanism for continuous improvement.

Proposal Submission:

Interested trainers/consultants are invited to submit a comprehensive proposal including the following:

1. Profile:

Provide an overview of your experience in designing and delivering inclusive training programs and reskilling/upskilling trainings. .

Highlight any relevant experience in working with PwDs.

2. Methodology:

Outline your approach to conducting a needs assessment and developing the required training modules.

Describe your methodology for transferring skills to internal trainers.

3. Timeline:

Present a detailed timeline outlining the various phases of the ToT program, including needs assessment, module development, and training delivery.

4. Budget:

Provide a detailed budget breakdown, including fees, transportation, and any additional expenses.