



TERMS OF REFERENCE

Consultant – Trainer of Trainers (ToT) for Village Savings and Loan Associations (VSLA)

1.0 Background:

Children Rights and Violence Prevention Fund (CRVPF), in collaboration with gnuGrid CRB is implementing the Empower Youth through Data and Community Development (EYDCD) program. The primary objective of this program is to equip young people and their enterprises with market-relevant skills, business development resources, and digital financial literacy, particularly aimed at strengthening financial inclusion and household resilience through the establishment and strengthening of Village Savings and Loan Associations (VSLA) through the cluster model i.e each supported by trained Community Facilitators and Cluster Supervisors to ensure quality implementation, coordination, reporting, and sustainability. thus facilitating greater access to dignified & fulfilling work as well as an expanded range of financial products and services from local financial institutions.

To strengthen standardized implementation and quality assurance of VSLA across EYDCDC clusters, CRVPF seeks to engage a highly qualified consultant to conduct a **Training of Trainers (ToT)** for selected cluster-level staff and Community Facilitators and EYDCD program staff on the VSLA methodology and equipping the trainees with standardized and high-quality facilitation skills. This 5-day intensive training will target community Facilitators and Field Staff from EYDCD Clusters i.e. West Nile, Northern, Western, Central I & II and EYDCD Program Team

CRVPF and gnuGrid coordinate with a network of 200 grassroots Community-Based Organizations (CBOs) to reach and provide support to vulnerable young men and women with the objective of creating a conducive environment for their development of skills, integration into the marketplace, and increased access to financial services and employment opportunities. A key element of the program is the establishment of digital wallets for youth-led VSLAs, thereby widening their access to financial products and services from local financial institutions that we have partnered with under Young Africa Works in Uganda.

CRVPF is a child rights and social justice regional intermediary organization that was founded in April 2015. We are a grant making entity which supports and builds the capacity of Community Organizations in Uganda, Kenya, Tanzania, and Ethiopia. CRVPF currently partners with 251 community organizations to prevent violence and sexual violence against children and young people, building their power to make the right choices and decisions, and facilitating safe and dignified employment opportunities. CRVPF provides grants and strengthens the capacity of its partners through its three programs: Prevention of Violence



against Children and Young People (PVAC), Adolescent Girls Power Program (AGPP) and Empowering Youth Through Data and Community Development Program (EYDCD).

2. Project Overview.

With support from Mastercard Foundation, CRVPF in collaboration with gnuGrid are implementing a 5-year project targeting 200 Community organizations reaching 400,000 youths and enabling 250,000 transitions into dignified work.

The project will reach 70% women and 30% men including 5% Persons with Disabilities and Refugees.

Project Goal:

To reach 400,000 young people and enable the creation of 250,000 new and sustained dignified and fulfilling work opportunities (70% young women) while strengthening & digitizing 3,000 youth-led VSLAs

Project Objectives.

Objective 1: Enhance economic stability and self-sufficiency of program participants through skilling, linkages to work, markets, and increased productivity, as well as building resilience to navigate through challenges.

Objective 2: Digitization of Productive Individuals and Self-Governed groups (VSLAs) to establish a footprint through digital wallets for members creating visibility and scoring them to have access to the wider financial ecosystem/market to promote data-driven credit decisions and other added digital financial services.

Objective 3: Strengthen formal and informal grassroots organizations (CBOs) that provide support and opportunities for young people, to aid their personal development to access dignified and fulfilling work.

3. Purpose of the Assignment

The purpose of this consultancy is to build the capacity of Cluster Supervisors and Community Facilitators to effectively establish, train, mentor, supervise, and monitor VSLAs within their respective clusters while ensuring adherence to standardized VSLA methodology and reporting frameworks

4. Objectives of the Consultancy

The overall objective of the assignment is to engage a Master Trainer to conduct a 5-day Training of Trainers (ToT) session. The Master Trainer will ensure that participants are not only technically proficient in the VSLA methodology but are also capable of mentoring and monitoring new groups effectively.

Specific Objective:

The training is aimed at achieving the following objectives:



1. Strengthen understanding of the cluster-based VSLA implementation model.
2. Build technical capacity on standard VSLA methodology (formation, governance, savings, lending, share-out).
3. Strengthen facilitation and mentorship skills for supporting multiple VSLAs within clusters.
4. Equip participants with cluster-level coordination, supervision, and reporting skills.
5. Enhance knowledge on quality assurance mechanisms and performance monitoring across clusters.
6. Integrate safeguarding, gender equality, disability inclusion, youth participation, and accountability mechanisms within cluster operations.
7. Prepare trainees to cascade VSLA training effectively at community level.
8. Introduce and familiarize participants to the key VSLA training materials and data collection/reporting tools.
9. Share experiences on VSLA implementation strategies, systems, structures and key lessons learned.

5. Scope of Work:

The consultant will be responsible for:

a) Preparatory Phase

- Reviewing existing cluster-based VSLA implementation guidelines and tools in line with EYDCD program goal and objectives.
- Developing/adapting a standardized Cluster VSLA ToT curriculum.
- Designing training materials including facilitator manuals, supervision tools, and cluster reporting templates.
- Developing a structured mentorship and quality assurance framework for clusters.

b) Training Delivery

- Conducting a participatory ToT workshop (5 days) in each region ie West Nile, Northern, SouthWest, Central I &II.
- Facilitating practical simulations of:
 - VSLA formation and group constitution development
 - Savings and loan meetings
 - Record-keeping and financial tracking
 - Share-out process
 - Conflict resolution and governance challenges
- Training participants on:
 - Cluster planning and coordination
 - Supervision schedules and mentorship plans
 - Data collection, aggregation, and reporting at cluster level



- Performance tracking indicators (e.g., portfolio quality, attendance, savings growth)
- Risk mitigation (fraud prevention, dropout management, conflict management)

c) Post-Training

- Conducting pre- and post-training assessments.
- Providing recommendations for ongoing cluster-level mentorship and supportive supervision.
- Submitting a comprehensive training report.

6. Deliverables

The consultant shall provide:

1. Inception report (including training methodology and work plan).
2. Adapted VSLA ToT curriculum and training materials.
3. Conducted ToT training workshop.
4. Pre- and post-training assessment results.
5. Final consultancy report (including participant list, evaluation findings, and recommendations).

7. Duration of Assignment

The assignment is expected to take approximately 30 working days, including preparation, training delivery, and reporting. broken down as follows:

- Preparation and material development: [2] days
- Training delivery: [25] days i.e 5 days in each regional training (West Nile, Northern, Southwest, Central I & II)
- Reporting: [3] days

8. Required Qualifications and Experience

The consultant should have:

- A degree in Social Sciences, Development Studies, Economics, Business Administration, Microfinance, or related field.
- At least 5 years of demonstrated experience implementing and training on VSLA methodologies.
- Proven experience conducting Training of Trainers (ToT), preferably in multi-site or cluster-based models.



- Experience in supervising community-based facilitators and cluster coordination systems.
- Strong knowledge of savings group performance monitoring and financial tracking systems.
- Experience integrating gender, safeguarding, disability inclusion, and accountability into community economic programs.
- Strong facilitation, adult learning, and participatory training skills.
- Excellent report writing and analytical skills.
- Fluency in English and local language of the respective region is an added advantage.

9. Reporting and Supervision

The consultant will report to EYDCD Program Coordinator and will work closely with the Program Officers.

10. Payment Terms

The contract amount will be subjected to 6% withholding tax payable at source, and the consultant will be responsible for any other applicable taxes in accordance with national regulations. Payment shall be made upon satisfactory completion of deliverables as agreed in the contract. Additionally, payment will be structured in installments (40% upon approval of inception report, 40% after training delivery, 20% upon submission of final report).

11. Application Requirements

Interested consultants should submit:

- Technical proposal (including methodology and work plan).
- Financial proposal (detailing consultancy fees and breakdown).
- Updated CV.
- At least two references from similar assignments.
- Samples of previous relevant work (if available)

12. Award Criteria

- a) Consultant's CV/s -30%
- b) Methodology -30%
- c) Timeframe -20%
- D) Financial Budget -20%

13. Submission procedure



Email: careers@crvpf.org Please include the title of the position in the email subject
Application Deadline is March 19th, 2026, Please find more details on our website:
www.crvpf.org