A. Organization

BRAC is an international development organization dedicated to alleviating poverty by empowering the poor to bring about change in their own lives. Its mission is to empower people and communities in situations of poverty, illiteracy, disease and social injustice. Our interventions aim to achieve large scale, positive changes through economic and social programmes that enable men and women to realise their potential. BRAC was founded in Bangladesh in 1972, and today is a global leader in developing cost-effective, evidence-based poverty innovations in extremely poor, conflict-prone and post-disaster settings. Apart from its countrywide presence in Bangladesh, it also operates in 11 countries across Asia and Africa through its wing named as BRAC International (BI), which is officially registered as a foundation.

B. Background Information & Rationale

The microfinance programme of BRAC and BI is a critical component of its holistic approach to support livelihoods. It provides a range of financial services to the poor, providing tools which millions can use for the betterment of their lives. At present, BI’s microfinance programme is being implemented in 6 countries (Uganda, Tanzania, Sierra Leone, Liberia, Pakistan and Myanmar). Since its inception, microfinance programme in each country has rapidly grown to meet the demand of the large population and eventually became one of the top microfinance service providers in most of the countries. Aligning to its thrive for sustainable programme model and with the view of promoting overall operational performance and improving service quality, BI is currently focusing to enhance the capacity of its microfinance staffs. Considering the capacity development needs, each country has developed its own manuals and training modules, ending up to have different sets of documents across countries. To have a standard set of such manuals and modules, BI has decided to review all of them available now and prepare a unified set, which can be ideally followed in all countries. Although the content will be mostly same but the modules should be also contextualized for diversified contexts across countries. The organization is also intending to identify the scope of other trainings, which will be helpful to enhance management skills of microfinance staffs.

C. Assignment Brief

In the view of above, BI seeks to engage the service of an experienced training firm/individual consultant to review its existing training manuals & soft skill modules and conduct (Training for trainers) ToT for a master trainer group.

(i) Purpose/Objective of the Assignment:

[Table: BRAC International details]

BRAC International
BRAC Centre
75 Mohakhali
Dhaka 1212
Bangladesh
T: +880 2 9681265
F: +880 2 8823542
E: international@brac.net
W: www.brac.net
Registered in The Netherlands as Stichting BRAC International Reg No 27339472
The objective of this assignment is to optimize the capacity of microfinance staffs through identifying capacity development needs, reviewing the training manuals & soft skill modules and conducting ToT of a master trainer group.

(ii) **Target Participants of ToT:**

The staff capacity-building programme is designed to improve the overall operational performance of BI’s Microfinance programme in all the 6 countries. The contracted Individual/Firm will provide a comprehensive ToT on newly developed training manuals and soft skills modules to a master trainers group. There will be one venue for ToT where a group of selected trainers will come and join from all the countries. The venue and the list of trainers shall be determined and confirmed by BI.

(iii) **Scope of Work/Deliverables:**

The contracted individuals/firm will have to understand the present operational methodology, policies & procedures of BRAC microfinance programme and observe ongoing training activities conducted by BRAC trainers with view of achieving the overall objective of the assignment.

The individual/firm will provide following deliverables after being selected by BI:

- An inception report detailing the work plan of the assignment
- Review, rearrange and rewrite the copies of all training manuals and soft skill modules of BI’s Microfinance programme (Six countries) and submit draft copies to BI.
- Conduct ToT to a master trainer group upon adoption of newly developed training manuals and soft skill modules.
- Submit a brief final report highlighting all the results and outcomes of the assignment including trainers’ evaluation and need assessment status, recommendations on the activities or other steps that be taken for the further development of microfinance programme and practices.

*Note: The contracted party will have to visit at least two countries of Africa (e.g. Uganda & Tanzania) and one country of Asia (e.g. Myanmar) to observe the implementation of microfinance operations and ongoing training activities.*

(iv) **Logistics and Lodging:**

BI will arrange lodging and other logistical supports to the contracted Individual/Firm related to this assignment. The country teams will also support the contracted Individual/Firm with all relevant documents to accomplish the assignment.

(v) **Copyrights:**
Copyrights for the all training manuals, materials, content and output associated with this assignment will be fully reserved by BI

D. Procedures Brief

(i) Expected Profile of Individual/Firm:

- Must have considerable experience in conducting similar assignments;
- Sound knowledge and experience in microfinance operations including good knowledge and sound understanding of the microfinance sector in Asia and Africa;
- Experience of working with microfinance sector institutions, regulatory authorities and donors organizations with training needs assessments, training manual development, providing training and technical assistance;
- Solid experience in developing a training curriculum and conducting training of microfinance staff;
- The individual or the team of training facilitators and coordinators required to accomplish this assignment must be professionals with demonstrated good training skills and abilities with at least 10 years of practical related trainer’s experience.
- Certification as microfinance trainer with international experience on microfinance best practices will be an added advantage.

(ii) Time line:

The timeframe of the assignment will be 4 (four) months from signing the contract agreed by the parties in writing. It is anticipated that the contracted Individual/Firm will get 60 workdays stretched over four months to conclude the assignment.

(iii) Key contact:

The contracted Individual/Firm will closely work with Mr. Hasib Ahmed, Programme Coordination Manager (Microfinance) [e-mail: hasib.ahmed@brac.net] for accomplishing this assignment. Mr. Faruque Hossain, Head of Learning and Development from HRD [email: faruque.mh@brac.net] will also extend his support for fulfilling the target.

(iv) Submission procedures:

The interested Individuals/Firms should submit their EoI applications along with the documents (e.g. CV of the key person and facilitators, list of recent clientele, credentials, constitutional documents, contact information etc.) based upon the requirements mentioned in the expected profile.