



Terms of Reference

TRAINING OF TRAINERS

Background	<p>The ZEP-RE Academy is the training arm of ZEP-RE (PTA Reinsurance Company) and executes the mandate to build capacity and promote knowledge transfer within the reinsurance industry in the COMESA (Common Market for Eastern and Southern Africa) region.</p> <p>As part of its efforts to enhance professional development, the Academy seeks to train a pool of facilitators drawn from its various centers of excellence from across the COMESA countries.</p>
Objectives	<p>The primary objective of this consultancy is to equip selected facilitators of the ZEP-RE Academy with the necessary skills and knowledge to effectively deliver training programs in various areas of insurance and reinsurance.</p>
Duration	<p>The duration of the consultancy will be ONE Month, including pre-training preparation, training sessions, and post-training support.</p>
Scope of Work	<p>The consultant will undertake the following:</p> <ol style="list-style-type: none"> 1. Conduct a needs assessment to identify the training requirements of the selected facilitators. 2. Develop a tailored training curriculum focusing on adult learning principles, facilitation techniques, and content delivery methods. 3. Design training materials, including presentations, handouts, and interactive activities. 4. Deliver training sessions through workshops, webinars, or other suitable formats. 5. Provide guidance and support to facilitators in developing their training plans and materials. 6. Evaluate the effectiveness of the training program and provide recommendations for improvement.
Deliverables	<ol style="list-style-type: none"> 1. Training needs assessment report for selected facilitators. 2. Customized training curriculum and materials to be used by trainees. 3. Training session reports summarizing participant feedback and outcomes. 4. Training on situational awareness of facilitators in various environments 5. Incorporation of best practices in adult learning, interactive teaching methods, and techniques for engaging participants and ensuring knowledge retention. 6. Must be able to deliver the training in-person and online
Experience and Required Skills	<p>Previous Experience</p> <p>The individual or firm must have:</p> <ul style="list-style-type: none"> • Proven experience of at least 10 years in designing and delivering train-the-trainer programs, preferably in the insurance or reinsurance sector. • Expertise in adult learning methodologies, facilitation techniques, and instructional design. • Strong communication and interpersonal skills. • Familiarity with training models for pastoral, rural and semi-educated communities is an advantage.



	<p>The ToT consultants must have:</p> <ul style="list-style-type: none"> • Proven experience in training and capacity building, specifically in reporting and communication. • Expertise in adult learning methodologies and training program design. • Strong communication and facilitation skills. • Knowledge of data visualization techniques for reporting purposes. • Experience conducting virtual or remote training sessions. • Experience working with training managers or similar roles in organizational settings. <p>Added advantages include:</p> <ul style="list-style-type: none"> • Certification in adult education or training facilitation. • Familiarity with industry-specific reporting requirements (if applicable). • Familiarity with software or tools related to communication management (e.g., Learning Management platforms,).
Reporting and Communication	The ToT consultant will report to the Training Manager for progress updates, feedback, and evaluation throughout the consultancy period.
Budget & Payment Terms	To be agreed.
Administrative Issues	Including, and not limited to: setting up meetings, coordinating trainees etc
How to apply	<p>The applications should be submitted in PDF format as one document comprising Technical and Financial sections as detailed below:</p> <p>a) ToT proposal – including but not limited to:</p> <ol style="list-style-type: none"> i. Capacity to undertake the assignment & budget for the consultancy, ii. Experience of previously conducted similar assignments, iii. Proposed methodology for conducting needs assessment and subsequent tailor-made curriculum iv. Duration of program v. Approach to the assignment vi. Methodology vii. Tools viii. Deliverables <p>b) One-page concept note on ToT program</p> <p>c) C.V of the consulting lead and company profile</p> <p>d) Financial proposal – providing a breakdown of all charges related to the assignment.</p> <p>Applicants should also indicate the date they are available to start working on the consultancy.</p> <p>All applications MUST be submitted on or before the closing date below to be considered for the assignment.</p> <p>Applicants are requested to send their detailed CV along with a cover letter to the ZEP-RE Academy on zpreacademy@zep-re.com. The email subject should read “Application for ToT Consultancy.”</p> <p>Closing date for applications is 21st May 2024.</p>