



# SCOPE OF WORK FOR A CONSULTANCY

**Consultancy Title: Vocational Training Skill Services for Reach Namibia Project**

## 1. BACKGROUND

IntraHealth Namibia (IHN) is implementing Reach Namibia Project in Kavango East and Kavango West regions in Namibia. The overall goal of the project is to avert new infections for children and youth; improve treatment outcomes for HIV- positive children and adolescents by increasing access to comprehensive HIV prevention and impact mitigation services; and strengthen resilience in vulnerable children, adolescents, and youth.

IHN invites vocational training institutions to submit quotations in support of the implementation of IR 2.3: Improved livelihoods among Adolescent Girls and Young Women (AGYW). IHN will work closely with all the relevant stakeholders to link AGYW to vocational training, entrepreneurship, internship and employment.

## 2. OBJECTIVES OF THE CONSULTANCY

**2.1** The overall objectives of the consultancy assignment are to conduct trainings for AGYW in Kavango East and Kavango West regions.

### 2.2 Consultant Activities:

The consultant shall conduct the following activities:

Name of the Course	Duration	No Students	Course Outline
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<b>Horticulture and Animal husbandry and social media</b>	3 Months	51	<ol style="list-style-type: none"> <li>1. Learn the principles and practices of horticulture, including cultivation of veggies, greenhouse management, and post-harvest handling.</li> <li>2. Preparing different types of soil.</li> <li>3. Pest control.</li> <li>4. Composting</li> <li>5. Taking care good care of crops (Watering, fertilizing).</li> <li>6. The relationship between seasons and plants.</li> <li>7. Growing and taking care of seedlings</li> <li>8. Gain knowledge of poultry farming, covering topics such as poultry care, breeding, and disease prevention.</li> <li>9. Explore how to utilize social media platforms to promote and market horticulture and animal poultry products and services.</li> </ol>
<b>Beauty Care and social media</b>	3 Months	16	<ol style="list-style-type: none"> <li>1. Develop skills in various beauty care techniques, including hair styling, makeup application, massage skills and nail care.</li> <li>2. Understand the importance of customer service and professionalism in the beauty industry.</li> <li>3. Learn how to leverage social media platforms to market beauty services, build a clientele, and stay up to date with industry trends.</li> </ol>
<b>Hospitality, Tourism, Art Crafts, social media and Computer Aided Design</b>	3 Months	87	<ol style="list-style-type: none"> <li>1. Understand the fundamentals of the hospitality, tourism, and creative industry.</li> <li>2. Information systems user skills (Innkeeper, Pastel, Point of Sales)</li> <li>3. Shopkeeping Skills (Handling money and cashing up- using the system)</li> <li>4. Develop practical skills in waitressing, cleaning and room care, cooking and baking, front desk work/reception, conferencing and events, wine, cocktails and Mixology.</li> <li>5. A subset of this group could be trained to develop skills in creating and marketing arts and crafts products using various techniques and materials targeting the tourist sector. The focus will be on multi-disciplinary arts in singing and storytelling, music instruments, craft making, drawing &amp; painting.</li> <li>6. Learn how to leverage social media platforms to promote hospitality and tourism offerings, as well as arts and crafts.</li> <li>7. Gain proficiency in computer-aided design (CAD) software to create product designs and prototypes.</li> </ol>

<b>Clothing Making, social media and Compute Aided Design</b>	3 Months	44	<ol style="list-style-type: none"> <li>1. Acquire knowledge and practical skills in traditional and modern cloth-making techniques, such as design sketching, sewing, weaving, and dyeing.</li> <li>2. Designing and drawing patterns using CAD (Computer Aided Design)</li> <li>3. Cutting different material for different patterns.</li> <li>4. Using sewing machines.</li> <li>5. Basic maintenance of the machine.</li> <li>6. Understand how to use social media platforms to market and sell cloth-based products.</li> <li>7. Develop competency in CAD software to design textile patterns and clothing items.</li> </ol>
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The Consultant will be responsible for providing comprehensive tuition, accommodation, and meals for a duration of 3 months per course, ensuring compliance with all relevant educational standards.

### 2.3 Consultant Deliverables

The consultant will produce the following major outputs:

1. **Curriculum Development and Delivery:** Develop and deliver vocational training programs for the specified courses.
2. **Recruit qualified instructors with relevant expertise and experience:** Provide training for instructors to ensure high-quality teaching and adherence to curriculum standards.
3. **Student Support:** Offer continuous support and guidance to students, including career counseling and job placement assistance.
4. **Accommodation and Meals:** Provide suitable accommodation for all students for the duration of the training. Ensure meals are provided there meals daily, meeting nutritional standards and catering to dietary requirements.
5. **Compliance and Standards:** Ensure all training activities comply with relevant educational and industry standards. Maintain high standards of health and safety for all students.
6. **Monitoring and Evaluation:** Implement a system to monitor and evaluate the effectiveness of the training programs.
7. Printing and issuance of Certificate to students

The consultant will submit a final report detailing outcomes, challenges, and recommendations by the completion the course on the 31 October 2024.

### 3. The Institutions selected to perform the task will report to:

Chief of Party (COP)

#### 4. The proposal package should include the following mandatory documents:

- I. Company Registration Document
- II. Good Standing Certificate, Social Security, Tax
- III. Proof of registration with any relevant institution such as NTA, NQA etc if any.

- IV. Curriculum for the training.
- V. List of facilitators, with the CV and qualification
- VI. Proof of relevant experience and qualifications for the company
- VII. Examples of 3x minimum previous similar services
- VIII. Reference letter for similar services

### **How to Apply**

Prospective bidders shall submit proposed strategies and approach, samples of report and previous curriculum developed, price quotation and other relevant supporting documents must be received on or before 12 August 2024 at 4:00 p.m. to the following address:

**IntraHealth Namibia  
Erf 447 Jackson Kaujeua Street,  
Windhoek West,  
Mozart Square Complex Windhoek,  
Namibia.**

For any additional inquiries, please send an email to the following addresses:  
NamibiaProcurement@intrahealthnamibia.org and [aheita@intrahealthnamibia.org](mailto:aheita@intrahealthnamibia.org).