

**International TRADE CENTRE - ITC**

terms of Reference

**TAILORING Apprenticeship CO-ORDINATOR**

**Background**

The Gambia: Activating Skills and Employment Opportunities Project will create income and employment opportunities for Gambians including returnees by fostering self-employment through access to finance, business development support and increasing employability through apprenticeships and on the job training. The scope of ITC’s technical assistance focuses on enhancing financial and business development capacities of MSMEs, improving and formalizing apprenticeships for youth, enhancing practical skills and cash-for-work opportunities. The target beneficiaries are youth and women of The Gambia.

As part of the project activities, a formalized apprenticeship program in Tailoring and Garment Construction for 45 young Gambian will be rolled out. The apprenticeship consists of a work-based learning programme where apprentices learn on-the-job to develop the skills and knowledge to become professional tailors. The programme will last for eight months and during this time the apprentices will be hosted by a tailoring business and work onsite for them. By the end of the training, the apprentices will receive a nationally recognized certificate. To this background ITC seeks the service of a consultant to co-ordinate the tailoring apprenticeship pilot by supporting the apprentices and host business, ensuring consistent attendance, relevant training and development, monitoring, distribution of stipend, co-ordination of assessment and ongoing liaison with ITC.

**Duties and responsibilities**

The co-ordinator will work under the direct supervision of the ITC TVET Coordinator with the support of the International TVET Consultant.

The consultant will undertake to deliver on the following services:

1. **Be the first point of contact for the three host businesses and apprentices**

The co-ordinator has a critical role to ensure the smooth running of the apprenticeship pilot by addressing any problems and creating and promoting open channels of communication between the apprentices and host businesses

The co-ordinator will provide first line support in case of problems that occur within the host business or related to the apprentice.

Intervene with apprentices in case of absence or persistent unpunctuality.

Create a WhatsApp group and provide regular updates on holidays, meetings, assessments etc.

1. **Undertake ongoing monitoring**

The co-ordinator has a responsibility to monitor the apprentices on a periodic basis to ensure that the apprentices are attending regular sessions, that they are working safely and that they are following the apprenticeship framework.

The co-ordinator will undertake regular visits to host businesses to check the safety and wellbeing of apprentices, check the apprentices and master crafts persons are using and following the apprenticeship framework.

The co-ordinator will work with the host business and apprentices in the event of any identified problems or liaise with ITC to resolve where required.

1. **Co-ordinate first phase of off-job learning**

The co-ordinator will work with the host businesses to make sure that the delivery of the off-job training is shared equally across the three host businesses, where possible reflecting the specialisms, expertise, and facilities available in each of the three host businesses.

The co-ordinator will ensure that the off-job training is following the syllabus.

The co-ordinator will liaise with ITC to organise the timings of the off-job learning.

The co-ordinator will communicate with the apprentices to ensure attendance.

1. **Co-ordinate second phase of off-job learning**

The co-ordinator will work with the host businesses to make sure that the delivery of the off-job training is shared equally across the three host businesses, where possible reflecting the specialisms, expertise, and facilities available in each of the three host businesses.

The co-ordinator will ensure that the off-job training is following the syllabus.

The co-ordinator will liaise with ITC to organise the timings of the off-job learning.

The co-ordinator will communicate with the apprentices to ensure attendance.

1. **Distribute stipends**

The co-ordinator will distribute the agreed stipend to the apprentices monthly.

The co-ordinator will liaise with those apprentices with poor attendance and decide to reduce the stipend if attendance is a persistent problem.

1. **Co-ordinate with ITC**

The co-ordinator will maintain ongoing communication with ITC to ensure that the apprentices are progressing well, that monitoring is co-ordinated and prepare for assessments.

The co-ordinator will raise concerns and identified problems that cannot be resolved with the host businesses and apprentices.

The co-ordinator will undertake short weekly calls to review attendance and to ensure the apprentice tracker is kept up to date.

**Deliverables and timelines**

**Activity 1: Be the first point of contract for the three host businesses and apprentices**

Output 1. Undertake two site visits per month to each of the three host businesses and check on the progress of each apprentice.

Timescale: Monthly until April 2023.

**Activity 2: Undertake ongoing monitoring**

Output 2. Monitor attendance on a weekly basis and ensure that apprenticeship tracker is up to date.

Timescale: Monthly until April 2023.

**Activity 3: Co-ordinate first phase of off-job learning**

Output 3. Arrange five off-job training sessions in the first phase of the apprenticeship framework.

Timescale: November 2022.

**Activity 4: Co-ordinate second phase of off-job learning**

Output 4. Arrange five off-job training sessions in the second phase of the apprenticeship framework.

Timescale: April 2023.

**Activity 5: Distribute stipends**

Output 5. Distribute the stipend to each apprentice monthly.

Timescale: Monthly until April 2023.

**Activity 6: Co-ordinate with ITC**

Output 6. Undertake weekly monitoring co-ordination call with ITC and provide a report on the deliverables using ITC reporting Template.

Timescale: Monthly until April 2023.

**Education and Skills Requirement of the Co-ordinator**

* Be highly motivated and well organized, and possess excellent communication, presentation, and analytical skills.
* Be results and deadline driven. The candidate must have a proven talent for interpersonal relations, and communications
* Can demonstrate good project management and co-ordination skills

**Required Experience:**

At least ten years’ experience of working in the Gambian fashion and garment making sector

**Language**

Excellent command of both verbal and written English

**Submission of proposal**

Interested applicants shall quote for all the required scope of work and the submission must include:

* A financial proposal of the cost to deliver the assignment monthly.
* A comprehensive CV demonstrating relevant skills and experience

**Submission and Deadline**

To apply, please submit all quotes (technical and financial) by 15th July to pngoneh@intracen.org and yusupha.keita@intracen.org with the subject “Tailoring Apprenticeship Co-ordinator”.