



FAWE Forum for African Women Educationalists
Forum des éducatrices africaines

**Forum for African Women Educationalists (FAWE)
Career Guidance and Counselling Consultancy Terms of Reference (TOR)
June 2018 – Re-advertised**

1. Background

The Forum for African Women Educationalists (FAWE) is a pan-African non-government organization founded in 1992 to promote girls' and women's education in sub-Saharan Africa in line with the Education for All (EFA) strategy. FAWE's vision is a world in which all African girls have access to education, perform well and complete their studies, and gender disparities in education are eliminated. FAWE aims to ensure that African girls receive quality education and equal life chances to grow into women with the knowledge, skills and opportunity to contribute to the economic, social and democratic development of their societies. It works with a range of partners to influence the transformation of education systems in Africa and encourage positive societal attitudes, policies and practices that promote equity in education for girls and women. FAWE's work is done through 34 National Chapters¹ in 33 sub-Saharan African countries.

Mastercard Foundation focuses on helping economically disadvantaged young people in Africa find opportunities to move themselves, their families and their communities out of poverty to a better life. Through the Scholars Program, the Foundation provides support for quality secondary and university education to academically talented young people from economically disadvantaged backgrounds living in Sub-Saharan Africa. In addition to education, these students receive skills training, leadership development, mentoring and transition support. The Scholars Program is fostering a cohort of next-generation leaders who will contribute to social transformation and economic growth on the continent. Scholars selected for the Program have shown a commitment to giving back to their communities.

In partnership with the Mastercard Foundation, FAWE has been implementing a comprehensive Scholarship Program integrating some of FAWE's flagship approaches to support girls' success in education in Ethiopia and Rwanda. The approaches include: Tuseme girls' empowerment, gender-responsive pedagogy (GRP) teacher-training, and a focus on Science, Technology, Engineering and Mathematics (STEM). FAWE also has a component of mentoring by teachers and alumni to guide the Scholars on the path to academic and career success. These mentors do not necessarily possess specialised skills in career guidance and counselling which the Scholars require to transition into university education, leading, and lucrative careers.

Established in partnership with The MasterCard Foundation, African Careers Network (ACN) connects outstanding young talent from African Leadership Academy (ALA) and Mastercard Foundation Scholars Program to career and internship opportunities across Africa. ACN will use the

¹ Benin, Burkina Faso, Burundi, Cameroon, Chad, Congo, Comoros, Democratic Republic of Congo, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Kenya, Liberia, Madagascar, Malawi, Mali, Mozambique, Namibia, Nigeria, Rwanda, Senegal, Seychelles, Sierra Leone, Somalia, South Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zanzibar, Zimbabwe.



experience gained from their work to provide technical support in the career guidance and counselling project through capacity strengthening and sharing of best practices.

2. About the Career Guidance and Counselling project

College and career guidance and counselling programs aim to help students make more informed and better educational and career choices. A short survey on the hopes and dreams of Scholars in Ethiopia and Rwanda revealed that 90% of the Scholars surveyed would want to get employed after graduating from University (this figure stands at 70% for those previously supported at secondary school). These Scholars will require career guidance including information on the type, requirements, salaries and trajectories of various occupations – more emphasis should be on science-related careers which 80% hope to join. Other Scholars will also be supported to make the right career choice including a trade to train in and venture into. Relevant experts with dedicated skills to facilitate Scholar's strategic choice of institutions, help with familiarizing them with their choices/options and degree choices, as well as with applications (support and planning) to Universities and/or TVET institutions are required.

Thus the objective of the career guidance and counselling project is *to support Scholars in making informed and impactful career choices within industries that practice corporate social responsibility*. The project is guided by a theory of change which has three (3) pathways including; the Scholar, teachers and employers. Parents/guardians and community are also important in the project.

3. Consultancy services

FAWE is seeking the services of a consultancy firm to specifically build the capacity of about 40-50 teacher mentors, *Tuseme* Club patrons, alumni mentors and FAWE Rwanda staff through training and school-based support to provide specialised career guidance and counselling services to Scholars. It is also expected that the firm will assist partner schools to institutionalise these services through building on existing arrangements at the National Chapter and/or school level. In Rwanda, there is a nationwide Career Planning System (CPS) which is implemented in secondary schools and the successful firm will be required to understand the CPS and adjust its services accordingly to leverage and build on the CPS

4. Objective of this assignment

The main objective of this assignment is to contribute to the development of specialised career guidance and counseling services at partner schools in Rwanda and partly in Ethiopia through undertaking a number of activities.

5. Scope of work

This assignment will be undertaken in Rwanda and revolves around the following major activities:

- i. Work collaboratively with the African Careers Network (ACN) who will be a technical partner and participate in the trainings offered by ACN in Rwanda;
- ii. Developing career guidance materials for use by counsellors and students;



- iii. Training career guidance counselors from among school teacher mentors, *Tuseme* Club patrons, alumni mentors and FAWE staff;
- iv. Supporting the institutionalisation of career guidance and counseling in partner secondary schools through on-the-job coaching and practical sessions with both teachers and students; and,
- v. Producing reports on work done.

6. Timeframe

The consultancy firm will commit 34 days (2 days per school) to the assignment over a period of 90 days (3 months). This will be the basis for consultancy fee payment.

7. FAWE's responsibilities

FAWE will be responsible for ensuring:

1. Review of the technical and financial proposal and provide feedback if necessary;
2. Discussions and agreement with the consultant on the work plan prior to commencement of the assignment;
3. Availability of technical support for the execution of the assignment —review of plans, reports and products;
4. Logistics for fieldwork are well-organized;
5. Mobilization of participants for training and coaching;
6. Smooth collaboration with relevant stakeholders including the Chapter level teams, Mineduc and Ministry of Education in Ethiopia, African Careers Network (ACN), Kuder and partner schools staff;
7. Fulfilment of contractual obligations; and,
8. Processing of monthly payment of consultancy fees.

8. Profile and qualifications

- Legal and professional registration to practice as career counsellors in Rwanda;
- Team of career counsellors with requisite, recognized qualifications in career guidance at university level and specialization in different industries;
- Good knowledge of university and TVET admission requirements in Rwanda;
- Established and clear protocols;
- Ability to connect clients to internships, volunteer and/or paid work;
- Adapts to changing local, regional and global employment landscape; and,
- Networked with similar firms in Rwanda and beyond.

9. Conflict of Interest

The successful firm cannot have a staff who is a relative or spouse of a staff at any FAWE offices/ National Chapters working for them. The will also not seek to poach staff from FAWE Rwanda and/or its partner schools. Failure to disclose real or potential conflict of interest will result in cancellation of the consultancy.



10. Reporting line

Working in collaboration with the FAWE Rwanda National Coordinator, the consultant will report to the Programme Coordinator in Nairobi with backstopping from the Senior Programme Coordinating Officer. The National Coordinator will be supported by the Chapter's Programme Coordinator.

11. Expressions of interest

Prospective Consultants should apply with an expression of interest to undertake the assignment to FAWE Secretariat, with the following documents:

- Technical and financial proposal;
- Updated CV showing the qualifications and experience of the individual or group of individuals who will actually conduct the assignment —both in-country and out of country;
- Evidence of a good track record in career guidance and counselling and/or mentorship of young people;
- Samples of career guidance and counselling and/mentorship materials used elsewhere by the consultants in the past two years;
- A statement of availability and commitment to undertake and complete the consultancy assignment within the time agreed-upon;
- A high-level outline of the proposed work-plan and modus operandi; and,
- Three reference letters from recent clients.

Please send applications to: lnanzala@fawe.org with a copy to mmuhwezi@fawe.org and gwaithaka@fawe.org with the subject line "FAWE Career Guidance and Counselling Services" not later than **Friday, 10th August 2018**.