****

**TERMS OF REFERENCE**

on

One-day Training in Career Counselling

(Deliverable #: 2.2.4)

1. **Background of Berendina Employment Center (Guarantee) Ltd and Activities**

Berendina Employment Center (BEC) commenced its activities in the year 2000 with the overall objective of uplifting the lives of marginalized youth. Since inception, BEC has linked over 18,861 youth with employment opportunities and provided over 10,343 professional/ vocational training scholarships with a success rate of 65% of youth obtaining employment/ self-employment within a year of training. Over 300 companies including some of the leading companies in Sri Lanka have utilized the services offered by BEC. BEC has also awarded over 5,000 scholarships to talented students under taking their O/L and A/L examinations in rural and plantation areas, so that they have the ability to continue their studies without interruption. Our core activities are as follows, Career Guidance and Counselling, Professional and Vocational Training, Job Linking with the Private Sector, Bright Students Scholarships

BEC’s programs for skill development and youth employment have been constantly evolving over the decades responding to the changing environment in which BEC is working and the lessons that BEC learned from its work and the work of others. The strategic planning session reinforced to think and review of BEC’s works in the past, contextual demand, challenges and with the best prediction of the next four years on the Skill development and Employment sector in the country. Through this new Strategic Plan BEC is ensuring its commitment to be relevant to the country’s priority and contribute for the sustainable development.

In order to complete the particular deliverable, BEC seeks qualified resource person in order to provide a one day-training on career counselling for grass root level government staff from the respective divisional secretariat divisions for facilitate the youth at village level.

1. **Objective of the training:**

The main objective of this training is to make sure that a good training package is delivered to grass root level government staff and officers to equip them in the skill and knowledge of career counselling and to use training methods that will allow that officers to then facilitate the youth in the village level. And also develop the participants with a necessary set of skills with “Grass root level Government officer” to become effective “change agents” in order to motivate and direct unemployed youth to become entrepreneurs, and develop their vocational skills demand by the market in order to reduce the problem of youth unemployment and provide career counselling to them at the village level

1. **Outcome of the training:**

* GND level Government officers enhanced their capacity to conduct career counselling to youth at village level as independently
* Government officers well understood and gained knowledge and sensitized on the career counselling
* Government officers gained the knowledge and skills to guide the youth
* Government officers ready to change, motivate, guide unemployed youth towards the current job market

1. **Expected Changes**

Government officers will do career counselling to youth at village level and youth will be able to find suitable career path

**Training Topic:**

Based on the objective of the training, consultant/s are required to propose the training topics including the following topics;

1. *Career Counselling:* Contents should include the standard with simplified career counselling methods
2. *Career counselling to youth:* Providing the basic principles, skills and techniques used to identify unemployed youth and guide them appropriately at village level

The training focus must be included, but not be necessarily limited to the above.

1. **Target Group for the training:**

The expected number of participants shall be minimum 70 (seventy) that consists of the grass root level government officers, who attached with respective divisional secretariats

1. **Date and Training Venue:**

***Date:*** TBC

***Training Venue:*** TBC

1. **Training evaluation and reporting**

Within 7 days after completion of the training, consultant/s (Resource person/s) must send a draft report to BEC for commenting. Upon receiving the draft report, BEC must give their feedbacks to the consultant/s within 1 week afterward.

One (1) week after receiving feedbacks from BEC, consultant/s will submit the final report **(English)** in hard and electronic copies (Microsoft Word) to BEC

**8.1. The report (in English) should include the following information:**

* Introduction
* Objective of Training
* Target group/Training participants
* Contents and methodology of Training
* Training materials ( Eg. Handouts …..)
* Pre-Post test/ training Evaluation analysis
* Recommendation and conclusion
* Annexes (Should be included)

1. *Training Agenda*
2. *Training materials (Handouts, Presentation)*
3. *Pre-Post/Training Evaluation form*
4. *Photos*
5. **Expected documents before and after the training**

**Before:**

* Brief concept note/proposal including budget (Resource fee, training material and reporting), Session plan, and training evaluation method.
* Profile/CV of the consultant/s (resource person/s)
* Training materials (Handouts, power point presentation, etc.)
* List of stationery/training materials for the training
* Avaible dates

**After**

* Training report including Pre –Post training evaluation

1. **Required qualifications:**

* 5+ years of professional training experience
* Formal certification or degree qualification in a relevant vocation and/or teaching/training certification (desirable)
* Proven experience in designing and delivering the training of career counselling
* Experience training grass root level government officers
* Knowledge of career guidance will be an added advantage
* Knowledge of local culture and language (Tamil) is a MUST

**Contact details:**

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