Terms of Reference

Digital Skills Content Development - Kakuma, for Refugee Employment and Skills Initiative - Kenya

Division of Country Programmes (DCP/OD)

Duration: 2 months
Duty station: Home-based, Kenya, with possible travel to Kakuma
Period: ASAP

Background

About ITC:
The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, focusing in particular on developing the export capabilities of small and medium-sized businesses in developing and transition economies. ITC is 100% "Aid for Trade", supporting trade that delivers inclusive and sustainable development results.

About the assignment:
The Refugee Employment & Skills Initiative (RESI) deploys innovative ways to address livelihoods development in protracted humanitarian situations. The RESI approach harnesses productive potential and works towards building market connections for the benefit of refugees and local communities to enhance shared growth. It does so through two-fold intervention: promoting the development of commercially valuable skills for refugees and host communities alike while supporting local small and medium size enterprises (SMEs) in creating value and employment in the host countries through increased national, regional and international business.

RESI was piloted as a small pilot project working with youth in Kakuma in 2018. The pilot was expanded in 2019 focusing on building mid to high level digital skills for online freelancing and then connecting the participants to local and international markets and jobs. The project will continue to build on the successes of the two phases (pilot and expanded phase in 2019) in 2020.

To support this effort, a qualified digital skills content developer will be recruited to join the RESI team for a period of two months.

The content developer will be responsible for developing comprehensive, user-friendly and relevant digital skills training modules, as well as learner assessment tools and training materials. A training guide for a Training of Trainers on the content will also be requested.

Based on the nature of the content development and the timeframe for the project given the COVID-19 pandemic, the content developer will be requested to join the project again at a later date to deliver a Training of Trainers (ToT) on the content for the digital skills trainers based in Kakuma, Kenya. At that time, she/he will also provide technical support to the trainers to enhance quality delivery of the content during the period of the engagement.

Duties & Responsibilities:
The Digital Content developer will work under the supervision of the ITC Project Manager, RESI and the overall supervision of the Director of Country Programmes. He/she will closely be supported by RESI National Coordinator in liaising with relevant people involved in the project.

The Digital Content Developer will:

- Research, gather and develop digital skills training modules relevant to RESI participants in Kakuma as per the market needs. The modules should among other details include course objectives, course topics, training outcomes, training materials for trainers and participants, additional digital resources in the modules etc). Modules should include relevant open source certifications and follow access rights according to intellectual property rights;
- Proofread and organize the layout of the contents in accordance with ITC’s marketing, colour and design style to ensure brand consistency;
- Develop modules delivery plan (timetable and content for each module), training methodologies and learner’s assessment tools for sequencing the content and assessing learning outcome;
- Develop Training of Trainers (ToT) guide of the modules

Qualifications, Competencies and experience required

- Bachelor’s degree in Computer Science, Information Communication & Technology (ICT), Software Engineering or any other relevant area, or any other relevant area
- High proficiency in computer skills particularly MS-Office
- At least 3-4 years of progressive experience in digital-related field
- Experience working with freelancers and online agencies
- Good contacts and existing networks in the online freelancing sector in Kenya
- Experience in developing or facilitating training involving youth.
- Ability to work independently, with flexibility and deliver results under time pressure
- Excellent verbal and written communication
- Strong attention to detail

Languages

Written and spoken fluency in English and Swahili.

Application

Qualified applicants may submit their CV (or company profile) and a cover letter to Katherine Schlinder at kschlinder@intracen.org by midnight EAT on 06 July 2020.