



AFRICAN CONFEDERATION OF COOPERATIVE SAVINGS AND CREDIT ASSOCIATIONS (ACCOSCA)
ASSOCIATION DES COOPERATIVES D'EPARGNE ET DE CREDIT D'AFRIQUE

TERMS OF REFERENCE

Training of Assistant registrars and co-operators on supervisory Handbook.

FOR “Improving Rural Financial Inclusion through Cooperatives”

Number of Consultants : 1 Consultant
Country : Tanzania
Dates : Feb-March 2021

1.0 Background:

Tanzania Cooperative Development Commission (TCDC) is an Independent organization established under the Cooperative Societies Act No 6 Of 2013. TCDC was established for the Purpose of Regulating and Promoting Cooperative Societies in Tanzania Mainland.

The regulation of cooperatives societies in Tanzania is now under the central Bank of Tanzania but they have delegated this role to TCDC.

Tanzania has a new microfinance Act which was implemented in 2019 and all the SACCOs are regulated under this ACT. The IRFITCO project intends to help train the regulators on the components of the supervisory hand book that will be used by the assistant registrars and cooperative officers to supervise SACCOs, this is in view of the new Act.

The purpose of this training is to sensitize supervisors on how to use the handbook in the field when supervising SACCOs. This will simplify and enhance work uniformity for regulators.

From 2017 ACCOSCA through the support of IRFITCO project funded by IFAD has been working with TCDC on a number of things among the things achieved since then are:-

- Capacity building of the staff of the Registrar's office (assistant registrars and cooperative officers) mainly on regulation and supervision.
- Study & exposure of staff in the registrar's office.
- Information gathering, sharing research and consultancies

The project has 3 components:

- I. Building the technical capacity of financial co-operatives and their network organization.
- II. Introducing innovation to financial co-operatives and their network organization.
- III. Knowledge management and policy dialogue.

The Terms of Reference (ToR) for this Consultancy is in line with component 1& 3 of the project which is Building the technical capacity of financial cooperatives and their network organization and Knowledge management and policy dialogue.

2.0 Purpose

To train regulators on supervisory handbook.

3.0 Specific objectives

- i) To develop a power point presentation
- ii) Train the supervisors.

4.0 Scope of work 30 Days. (voluntary 30%)

Specific tasks.	Potential no. of Days	Scheduled for
-Advertising of the ToR	-	8 th February 2021
-Selection of the Consultant	-	22 th February 2021
- Develop the training materials and submit to ACCOSCA.	Desk work 15 days	Feb-March 2021
-Training of the Assistant registrars and the cooperative officers.	10 days	March 2021
Preparation of the Training reports	5 days	March 2021

5.0 Output

Training reports.

6.0 Lines of communication

The consultants will report to the CEO ACCOSCA.

The consultants will liaise with **Constance Wasike**, the program coordinator and **Maureen Njoroge**, project assistant on logistical support.

The consultant shall prepare a training report and submits to the CEO, ACCOSA.

7.0 Information

Any other relevant information documentation required will be provided by official within ACCOSCA as advised during the signing of the contract.

8.0 Deadline

The deadline for delivering the training report 26th March 2021.

9.0 Approval

ACCOSCA is seeking candidates:

- I. With a master's level qualification in business and marketing related subjects
- II. Proven experience of 7 years or more in management of credit union,
- III. Who have applied these skills in Africa and preferably East Africa.
- IV. Qualified Development Educator would be an advantage.
- V. The Consultant must be fluent in both written and spoken English.

10. Fitness to Travel. It is the consultants' responsibility to ensure that they are medically fit for travel to and work in the destination country. In accepting this TOR/ Terms and Conditions the Consultants confirm that the consultants' general state of health and fitness is good for the trip in question and that the Consultants take full responsibility for themselves. The onus is on the individuals involved to ensure that ACCOSCA is advised of any medical information that may impact their trip. All information will be held in confidence.

11. Application process

Please submit CV with cover letter via email to

George Ombado, CEO, ACCOSCA, Kilimanjaro Road, Upper hill Nairobi, Kenya

Email: George.ombado@accosca.org

Closing date for applications is Friday, 19th February 2021

All applicants are thanked for their interest in the assignment. However, only those selected for an interview will be contacted.