



## Terms of Reference

### Curriculum Development Consultant for Inclusive Insurance

<b>Consultancy Description</b>	Curriculum Development for the Proficiency in Inclusive Insurance	<b>Duration of Consultancy</b>	Six (6) Months
<b>Consultancy Type</b>	Fixed Contract	<b>Start Date</b>	1 <sup>st</sup> July, 2024
<b>Progress Reporting</b>	Fortnightly	<b>Reporting</b>	Training Manager, ZEP-RE Academy

Background	<p>The ZEP-RE Academy executes the training and capacity-building mandate of ZEP-RE (PTA Reinsurance Company) with the aim of developing the technical skills of professionals in the insurance industry across COMESA.</p> <p>The Academy recognizes the importance of continuous learning and skills development to address the evolving challenges and opportunities in the industry. Through its courses, the Academy covers a wide range of topics relevant to (re)insurance, including risk management, underwriting, claims management and regulatory compliance. These programs are designed to equip participants with the latest industry knowledge, best practices, and practical skills to excel in their roles within the insurance and reinsurance sectors.</p> <p>The Academy plans to include an inclusive insurance curriculum to its training offering. This expansion is crucial for addressing financial inclusion and promoting inclusive insurance. By incorporating inclusive insurance, the Academy can empower various stakeholders in the value-chain such as insurers, intermediaries, aggregators, regulators etc. to serve marginalized communities, support sustainable development, and contribute to a more inclusive insurance market in Africa.</p>
Objectives	<p>The primary objective of this consultancy is to develop a comprehensive training program for trainers and other key stakeholders in inclusive insurance to enhance their skills and knowledge.</p>



<p>Scope of Work</p>	<ol style="list-style-type: none"> <li>1. Conduct a needs assessment to identify the training requirements of trainers and other stakeholders in inclusive insurance models.</li> <li>2. Develop a detailed training curriculum based on the needs assessment findings.</li> <li>3. Segment modules to target various stakeholder participant groups (i.e. (re)insurers, regulators, banks &amp; microfinance institutions, NGO's &amp; other aggregators)</li> <li>4. Design a continuous assessment and examination framework from the developed curriculum</li> <li>5. Design training materials, including training manual, participants' workbooks, and activities</li> <li>6. Develop training curriculum for use in in-person workshops and online delivery via LMS and webinars</li> <li>7. Define a course delivery that is concise and understandable to course facilitators, examiners, and participants.</li> </ol>
<p>Deliverables</p>	<ol style="list-style-type: none"> <li><b>1. Curriculum structure</b> The curriculum development consultant will submit a curriculum for the delivery of inclusive insurance models.  The training will need to be structured to be delivered both online and, in a classroom. The examinations and tests to be taken online and in a classroom as well.</li> <li><b>2. Course outline</b> The curriculum should outline the Course objectives, Syllabus, target participants, course duration, training outcome, course topics, training methodology, testing, and certification conditions for both online and classroom setting.</li> <li><b>3. Course structure and content</b> Timetable and content for each training session for every training day of the whole training duration (both online and physical classroom).</li> </ol>
<p>Tasks and Responsibilities</p>	<p><b>Curriculum design and development</b>, including field research design (where necessary) and 2 execution / desk reviews and situational analysis, curriculum design, textbooks / digital books developments, educational resources production etc.</p> <p>The Curriculum Development Consultant will carry the following tasks:</p>



	<ol style="list-style-type: none"> <li>1. Curriculum development process based on a clear professional development plan to be developed within three months after signing of contract.</li> <li>2. Providing technical assistance and strategic guidance to the ZEP-RE Academy to achieve the objectives set out relating to curriculum development, which include ensuring all the needed design and development phases are duly planned and implemented successfully.</li> <li>3. Convening, preparing, attending, and reporting on all working sessions and meetings related to the curriculum development component.</li> <li>4. Develop training manuals and other teaching aids for delivering inclusive insurance training.</li> <li>5. Drafting other materials as needed with input from targeted stakeholders and experts (e.g. power point presentations, group exercises, case studies, benchmarks, and guides, etc.)</li> <li>6. Facilitating key meetings and workshops within the work plan.</li> <li>7. Preparing reports (weekly – monthly – Quarterly) to showcase progress on the agreed deliverables and flag any pending matters.</li> </ol>
<p>Educational Background, Experience and Required Skills</p>	<p><b>Consultant Selection Criteria</b> The consulting firm shall meet the requirements below.</p> <p><b>Educational Background</b></p> <ol style="list-style-type: none"> <li>1. The lead consultant must have a Masters degree in a field related to insurance</li> <li>2. The lead consultant must have professional qualifications in curriculum design and development or education and education management.</li> </ol> <p><b>Previous Experience</b></p> <ol style="list-style-type: none"> <li>3. Over 10 years of physical presence and operations in the COMESA region</li> <li>4. Minimum of 5 years of experience in senior management capacity working in the insurance industry focusing on inclusive insurance products.</li> <li>5. A successful track record of not less than 5 years in developing institutional capacities and providing technical assistance in the field of curricula design, development, preparation, and implementation.</li> <li>6. Demonstrated experience in, knowledge of, and agility with new learning technologies in a fast-paced, ever-changing environment.</li> </ol>



	<p>7. Experience in practising and implementing developing curriculum-specific methodology.</p> <p>8. Proven experience in the competency-based approach is a strong asset.</p> <p><b>Behavioural Skills and other competencies</b></p> <p>9. Excellent communication and presentation skills both orally and in writing.</p> <p>10. Proven ability to find and develop innovative solutions</p> <p>11. Strong interest in the educational field.</p> <p>12. Outstanding organization skills.</p> <p>13. Ability to lead and utilize motivational techniques and strategies.</p> <p>14. Profound knowledge of theories, techniques, and methodologies of curriculum and instructional design and proven experience in the aforementioned fields.</p> <p><b>Additional Requirements</b>          Demonstrated expertise and experience in providing similar services to companies operating in the financial services sector is an added advantage.</p>
<b>Payment</b>	To be agreed
<b>Administrative Issues</b>	To be agreed
<b>How to apply</b>	<p>The applications should be submitted in PDF format as one document comprising Technical and Financial sections, as detailed below.</p> <p>a) Technical proposal – including but not limited to:</p> <ul style="list-style-type: none"> <li>i. Capacity to undertake the assignment &amp; budget for the consultancy period,</li> <li>ii. Experience of previously conducted similar assignments,</li> <li>iii. Approach to the assignment</li> <li>iv. Methodology</li> <li>v. Tools</li> <li>vi. Deliverables</li> <li>vii. Workplan</li> <li>viii. Key staff biodata</li> </ul> <p>b) One-page concept note on curriculum development</p> <p>c) C.V of the consulting lead and curriculum experts who will undertake the assignment including three professional references.</p> <p>d) Financial proposal – providing a breakdown of all charges related to the assignment.</p>



	<p>e) Detailed budget breakdown based on expected daily rates of the lead consultant and lumpsum payment to the expert per subject syllabi plus development workshop costs.</p> <p>Applicants should also indicate the date they are available to start working on the consultancy</p> <p>All applications <b>MUST</b> be submitted on or before the closing date below to be considered for the assignment.</p> <p>Applicants are requested to send their detailed CV along with a cover letter to the ZEP-RE Academy on <a href="mailto:zepreacademy@zep-re.com">zepreacademy@zep-re.com</a> . The email subject should read “Application for Inclusive Insurance Curriculum Development Consultancy.”</p> <p>Closing date for applications is <b>7<sup>th</sup> June, 2024.</b></p>
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