

# REQUEST FOR PROPOSAL TO DEVELOP TRAINING MODULES FOR THE CREDIT UNIONS TRAINING CENTRE

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<b>Assignment:</b>	<b>Development of “Three (3) Training Modules for the Credit Unions Training Center (CUTraC)”</b>
<b>Reporting to:</b>	Chief Executive Officer AND, Deputy Chief Executive Officer -1
<b>Close Collaboration with:</b>	Senior Advisor and Country Representative, Ghana Deutsche Sparkasse Stiftung fur internationale Kooperation (DSIK)

## 1. Background:

The Ghana Cooperative Credit Unions Association (CUA) Limited is the apex body representing cooperative credit unions, with its a mission to promote, strengthen, and develop the cooperative credit union movement in Ghana.

The Credit Union Training Centre, CUTraC, is an essential component of CUA’s strategy to promote and provide high-quality training and capacity-building opportunities to its members. It has the mandate to address the need for specialized training and development programs tailored to cooperative financial institutions and offers comprehensive training courses, workshops, and consulting services to enhance the skills and knowledge of credit union employees and management.

The Deutsche Sparkassenstiftung für internationale Kooperation (DSIK) is the development-policy arm of the Sparkassen-Finanzgruppe. Its task is to disseminate the successful Sparkasse model across regional borders and around the globe.

In their partnership project, CUA and DSİK agreed to support CUTraC to develop and offer market-oriented education and trainings for technical staff, management, and leadership of credit unions in Ghana.

Therefore, CUA and DSİK agreed to set - in a first step - new standards for the documentation of existing (traditional) “in person training modules”, which were developed in a workshop with experts and practitioners of CUA and various credit unions. Reference these new standards, three (3) new training modules are to be developed in the year 2025, to expand the coverage in trainings.

## 2. Goal of the assignment:

**The goal of this assignment** is to support CUA/CUTraC to develop three (3) new training modules in accordance with the new standards. The three (3) new training modules include Policy Development & Implementation, Education Committee Training Manual and Crisis Management & Business Continuity Planning.

## 3. Structure of the assignment and scope of work:

The consultant shall:

1. Familiarize itself with the existing training policies, materials etc. and especially to establish standards for CUTraC training (materials) to address the feedback from a 3-day workshop held in January 2024 and the two review sessions organized in October 2024 and January 2025.
2. Organize and guide the development of three (3) new training modules in a participatory workshop with experts / practitioners of CUA and its affiliated credit unions.

Within the scope of these the consultant is expected

- a. To bring in his / her expertise in terms of methodology and didactic (state of the art technologies and teaching techniques) and to a certain extent as well technical input / content regarding the specific topics.
  - b. To document the results according to the above-mentioned standards, namely provide the "Training summary", "Training Wrap-up", "Trainers' Guide", a PowerPoint-presentation and "Participants Guide" for each module.
3. The results shall be presented and discussed to the management of CUA and the DSIK representative for further input.
  4. For each training module, the consultant is expected to provide a thoroughly briefing (training of trainers) for at least 3 trainers per module.

4. Expected outputs and Project deliverables:	Deadline
Inception report and agreed work plan for the assignment.	2 weeks after signing the contract
Organize and guide a 2–3-day workshop to develop three (3) new training modules.	2 months after signing the contract
Documentation of the results in reference to the CUTraC standards.	1 week after the workshop
Provide feed-back to CUA-Management and DSIK after the workshop	1 week after the workshop
Training of selected trainers for each module	After the approval of each module by CUA
Final report and comprehensive documentation of the results	3 months after signing the contract

5. Proven record of professional expertise of the Consultant:
<p>The Consultant should possess the following qualifications, professional experience, and skills:</p> <ol style="list-style-type: none"> <li>1. A minimum of 10 years of experience in the development and conducting of training (ideally in the microfinance sector) and familiar with state-of-the-art methodologies and international best practices</li> <li>2. The expert (consultant) should possess a master’s degree in education or curriculum development and instruction with significant adult teaching experience.</li> <li>3. Strong guidance in organizing participatory workshops.</li> <li>4. Strong analytical, research, and communication skills.</li> <li>5. Confident in making informed choices about instructional methods and curriculum material designs.</li> <li>6. Familiar with the micro-finance sector and especially the cooperative credit union sector in Ghana and or similar contexts will be an advantage.</li> <li>7. Ability to work effectively in a team with diverse stakeholder perspective and adapt to local conditions.</li> </ol>

## 6. Duration of the assignment

Commencement date of the contract: Day of signature of the contract.

Completion date of the contract: **12 weeks after signing the contract, at the latest August 2025.**

## 7. Other arrangements:

- ❖ The Consultant shall perform all the above-listed tasks and duties providing his/her own means of work tools (laptop, software etc.).
- ❖ The Consultant shall guarantee that all Intellectual Property Rights (IPRs) of Third Parties shall not be breached.
- ❖ CUA shall make available to the Consultant all documents, materials and information needed for the fulfilment and completion of the assignment.
- ❖ CUA will facilitate engagement, meetings and workshops (at CUTraC) relevant to the assignment.
- ❖ The task will be conducted in close collaboration with Deputy Chief Executive - 1 of CUA Ltd., the Business Manager – (CUTrac) and the Senior Advisor of Sparkassenstiftung.

## 8. Interested Parties:

All interested parties are to submit both Technical and Financial proposals in two separate envelopes on or before 25<sup>th</sup> April 2025 to:

The Chief Executive Officer  
CUA Limited  
P.O.Box 12148  
Accra – North

## 9. Query Handling

Interested firms or individuals can seek clarification from:

E – Mail: [info@cua.org.gh](mailto:info@cua.org.gh)

Telephone Number: +(233) – 302 – 220 – 299

### ❖ List of three (3) new training modules to develop.

- Policy Development & Implementation

- Education Committee Training Manual
- Crisis Management & Business Continuity Planning