**Terms of Reference**

**Short term consultancy**

**Information and Communications Technology Training for Adolescents**

**1.0 Background**

In Guyana, the adolescent and youth population (persons between the ages of 10-24 years of age) is 33% of the total population, which is higher than that of the Region (i.e., Caribbean and Latin America). The adolescent (persons between the ages of 10-19) stage of development is an important public health and developmental concern that warrants full support of all stakeholders to promote health and productive citizenry. Any limitations and hindrances to the development of this age range can profoundly affect life trajectories, limiting their educational attainment and their earning potential, thereby increasing the likelihood of poverty and perpetuating intergenerational cycles of poverty.

A significant proportion of issues affecting the health and wellbeing of adolescents are influenced by factors and experiences that are modifiable. Social issues such as domestic and gender-based violence, stress, peer pressure, poor conflict resolution and communication skills, makes it that much more difficult for adolescents to cope. Information and Communications Technology or ICT is the infrastructure and components that enable modern computing. Although there is no single, universal definition of ICT, the term is generally accepted to mean all devices, networking components, applications and systems that combined, allow people of all ages to interact in the digital world.

Information and Communication Technology (ICT) has the potential to change new and old forms of economic activity. This can result in e-literate students, unemployed people, sole parents, and those with disabilities that do not have access to these ICTs. It is likely therefore that assisting people to improve their access to and skills in ICT will be an important means for communities to grow an inclusive, innovative environment for the benefit of all the residents. Therefore, training in ICT for integrated service delivery to schools may be applied for this purpose.

An ICT-Hub can be seen as a sustainable physical centre with the necessary infrastructure and isclassified as one of the most powerful and cost-efficient ways to improve the standard of living in the developing world. Establishing ICT hubs for adolescents will support and promote the capacity building and potential to challenge many of limitations that may hinder their development.

**2.0 Objectives:**

This initiative is to:

* Provide access to practical ICT training
* Empower adolescents with ICT tools needed for use in everyday life
* Equip adolescents with online literacy and the ability to network on online platforms
* Equip adolescents with tools to facilitate communication via online mediums

**3.0 The Assignment**

* Prepare training materials and manuals for ICT Training for 10-15 adolescents. Training should be of practical benefit and broken down by the following:
  + Facilitate training in Introduction to Computing-Use of a computer and its accessories, Windows, Internet & Microsoft Office
  + Facilitate training in Microsoft Word
  + Facilitate training in Microsoft Excel
  + Facilitate training in Microsoft PowerPoint
* Provide certification for participants after completion for trainings for 10- 15 adolescents
* Pre and post assessment with Adolescents at every stage of training
* ICT should be completed within 2 weeks per training session per region

**4.0 Professional Qualifications, experience and other conditions**

* Diploma or degree in Computer Science or related field from a reputable institution.
* Ability to conduct ICT training with group young adults.
* Good human relations skill is to be demonstrated in dealing with all internal and external customers/stakeholders.
* Flexibility is to be demonstrated in meeting the goals and objectives.
* Confidentiality and integrity are always to be maintained.
* Applicant should be able to travel within the country as needed specifically to the Regions 4, 9 and 10

5**. Submissions**

We are kindly request that you submit the following documents

1) Curriculum Vitae

2) Costing of the above assignment

3) A breakdown of the Training Curriculum with the training topics of the above IT assignment

To PAHO/WHO Country Office

email addresses [woolforjan@paho.org](mailto:woolforjan@paho.org) or [kingfon@paho.org](mailto:kingfon@paho.org) no later than the 20 May 2021

Only short-listed candidates would be contacted for this short-term consultancy