

## **Terms of Reference for Training Consultant for Supported Employment Program**

**Background:** Project ENGAGE is a supportive employment program aimed at assisting individuals with Serious Mental Illness (SMI) or Co-Occurring Disorders (COD), including mental illness and substance use, in securing and maintaining meaningful employment. The program provides holistic support to its participants, empowering them to achieve their employment goals and enhance their overall well-being.

**Objective:** The Consultant Trainer will provide comprehensive training and capacity-building support to staff involved in implementing a SAMHSA Supported Employment Program. The objective is to equip program staff with the necessary knowledge, skills, and tools to effectively support individuals with serious mental illnesses in finding and maintaining competitive employment.

### **Responsibilities:**

- Develop a comprehensive training curriculum, rooted in the Supported Employment Evidence-Based Practices Knowledge Informing Transformation, meticulously tailored to address the specific needs and objectives of the Supported Employment Program staff.
- Design dynamic and engaging training materials, encompassing presentations, handouts, and interactive activities, meticulously crafted to facilitate effective learning and skill development.
- Ensure that the training content is meticulously aligned with best practices in supported employment and intricately tailored to the unique goals and challenges of the program, ensuring maximum relevance and impact.
- Conduct monthly training sessions, available in both in-person and virtual formats, meticulously structured to accommodate diverse learning preferences and scheduling constraints of staff members engaged in the Supported Employment Program.
- Facilitate captivating and interactive training sessions meticulously designed to foster active participation, knowledge retention, and practical skill acquisition among staff members.
- Provide continuous guidance and unwavering support to staff members throughout the training process, addressing queries, concerns, and challenges with utmost diligence and expertise.
- Lead immersive skill-building exercises and scenario-based role-playing activities meticulously calibrated to enhance staff members' proficiency in critical areas such as job development, job coaching, and employer engagement.
- Offer pragmatic strategies and proven techniques meticulously tailored to empower staff members in overcoming common obstacles encountered within supported employment settings, fostering resilience and adaptability.
- Deliver ongoing consultation and personalized coaching to staff members, extending beyond the training sessions, meticulously tailored to address individual learning needs and challenges encountered during program implementation.



- Serve as an invaluable resource for staff members, leveraging unparalleled expertise and insights to provide guidance, advice, and mentorship on the intricacies of supported employment best practices.
- Solicit comprehensive feedback from staff members, meticulously analyzing their insights and observations regarding the efficacy of the training sessions and materials.
- Support the meticulous documentation of monthly reports on knowledge gains resulting from the training, offering invaluable insights into staff development and program effectiveness.
- Utilize feedback data to iteratively refine and enhance the training curriculum and delivery methodologies, ensuring continuous improvement and alignment with evolving program needs.
- Vigilantly monitor staff performance and progress subsequent to training, delivering targeted feedback and reinforcement to sustain momentum and drive ongoing professional growth and development.

**Deliverables:**

- Comprehensive training curriculum tailored to the Supported Employment Program's needs as guided by the Supported Employment Evidence-Based Practices Knowledge Informing Transformation.
- Training materials, including presentations, handouts, and activities.
- Completed training sessions, including documentation of participant attendance and engagement.
- Ongoing consultation and coaching support provided to staff members.
- Evaluation reports summarizing feedback from staff members and recommendations for improvement.
- Customized Implementation Plan outlining the steps and timeline for integrating the training curriculum into the Supported Employment Program. This plan should include strategies for overcoming potential barriers and maximizing the effectiveness of the training.
- Quality Assurance Framework to monitor the implementation of the training curriculum and ensure adherence to evidence-based practices. This framework should include mechanisms for ongoing assessment, feedback, and continuous improvement.
- Sustainability Plan outlining strategies for maintaining the impact of the training over the long term.
- Stakeholder Engagement Strategy to involve key stakeholders in the training process.
- Training on Maintaining Fidelity to Supported Employment Policies and Procedures. These sessions will ensure that staff members understand and adhere to the established guidelines, contributing to program effectiveness and consistency.

**Qualifications:**

- Minimum of 5 years of experience in Supported Employment or related fields.
- Demonstrated comprehensive knowledge of SAMHSA's Evidence-based Practices Knowledge Informing Transformation (EBP KIT) for Supported Employment.



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- Expertise in developing and delivering training programs, with a focus on supported employment.
- Strong understanding of best practices in supported employment for individuals with serious mental illnesses.
- Excellent communication and facilitation skills.
- Proven ability to work independently and collaboratively with diverse stakeholders.

**Contract amount:** \$96,000

**Contract duration:** July 2024 to September 2025

**Mode of consultancy:** Virtual, in-person or hybrid. At least two in-person one-day trainings must be conducted during the contract period.

**Submission process:**

- Applications will be accepted from individuals or firms.
- Deadline for submission is June 14. Application packages should be emailed to [info@myga.org](mailto:info@myga.org) with the Subject Line: Training Consultant Application.
- Interested individuals or firms are to prepare a comprehensive application package, including the following components:
  - i. Letter of Interest outlining qualifications, relevant experience, and approach to fulfilling the consultancy requirements.
  - ii. Details of educational background, certifications, and any relevant professional affiliations.
  - iii. Summary of relevant experience, emphasizing past projects or roles demonstrating expertise in areas pertinent to the consultancy.
  - iv. Outline of the proposed approach to addressing the objectives and deliverables as indicated in consultancy scope of work. This should encompass methodologies, timelines, and any innovative strategies intended for implementation and must be based on SAMHSA's Evidence-based Practices Knowledge Informing Transformation for Supported Employment.
  - v. Applicants should provide a list of references from previous clients or employers who can vouch for their skills and capabilities, to be contacted if necessary.
- Shortlisted candidates may be invited to participate in interviews or presentations to further assess their suitability for the consultancy.
- Successful candidates will receive further instructions regarding the next steps in the consultancy process.

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