

Terms of Reference (ToR)

Provision of «Sewing and Tailoring» Professional Training Services

CRS Moldova – Caritas Moldova – Diaconia

Livelihoods and Economic Inclusion Project. Phase II

This ToR outlines the expectations for vocational training providers to deliver market-relevant sewing and tailoring training with a strong focus on practical skills development, employability, and labour market integration for vulnerable populations, including Ukrainian refugees and vulnerable Moldovan community members. The course should prioritize hands-on learning and workplace-oriented experience to support participants' transition into employment or self-employment in the textile and garment sector.

1. Background

Four years after the start of Russia's full-scale invasion of Ukraine, many refugees in Moldova continue to face challenges in meeting their basic needs and achieving economic self-reliance. Limited employment opportunities, language barriers, childcare responsibilities, and the high cost of living remain key obstacles to sustainable integration and inclusion. At the same time, vulnerable Moldovan host-community members ([NEET youth incl](#)) in regions also face barriers to employment and access to professional skills development opportunities.

To respond to these challenges, Catholic Relief Services (CRS), in partnership with Caritas Moldova and Diaconia, is implementing the second phase of the Livelihoods and Economic Inclusion Project in Moldova. Building on the positive results achieved during the pilot phase, the project aims to strengthen employability, economic empowerment, and livelihood opportunities for vulnerable refugees and Moldovan households through vocational training, job placement support, business development assistance, and employability services.

As part of the project, CRS and partners seek qualified vocational education providers, professional schools, accredited or non-accredited training centers, and/or specialized institutions **to deliver sewing and tailoring vocational courses.**

The courses should prioritize practical skills development through a dual education approach, combining theoretical instruction with extensive hands-on practice, practical assignments, and workplace-based learning opportunities in related businesses.

2. Purpose of the Assignment

The purpose of this assignment is to provide vocational sewing and tailoring training for selected project participants, including Ukrainian refugees, vulnerable Moldovan host-community members, in order to improve their employability and access to income-generating opportunities.

The selected training provider(s) shall ensure that participants acquire practical competencies that enhance their opportunities for employment, internships, apprenticeships, and self-employment upon successful completion of the course.

Goal

The training will equip participants with essential sewing and tailoring skills, garment construction techniques, and practical production knowledge, preparing them for employment in the textile and garment sector or for launching their own tailoring-related businesses.

3. Scope of the Course

The vocational training program aims to:

- Develop practical sewing and tailoring skills among participants;
- Improve participants' employability and readiness for the labor market;
- Support participants in accessing employment opportunities in the textile and garment sector;
- Promote dual-mode education through a combination of theoretical learning and practical workplace experience;
- Strengthen participants' self-confidence, technical competencies, and economic inclusion;
- Facilitate linkages with local employers and textile industry actors whenever feasible.

The selected service provider(s) will be responsible for organizing and delivering vocational sewing and tailoring courses, including both theoretical and practical learning components.

The training program should include, but not be limited to, the following areas:

Core Training Modules

1. Introduction to Sewing and Tailoring
 - Basic sewing techniques
 - Introduction to fabrics and materials
 - Measurement techniques
 - Occupational safety & hygiene
2. Sewing Machine Operation

- Use and maintenance of sewing machines
- Safe handling of equipment
- Troubleshooting basic technical issues

3. Garment Construction and Tailoring

- Pattern making
- Cutting techniques
- Garment assembly
- Clothing alterations and repairs

4. Practical Production Skills

- Real-life sewing assignments
- Product finishing techniques
- Time management and workflow organization

5. Employability and Workplace Readiness

- Working standards in textile production
- Communication in the workplace
- Internship/apprenticeship opportunities

6. Practical Workplace Experience (preferable)

- Hands-on practice within workshops, production units, or partner companies
- Dual education/apprenticeship elements integrated into the program

The curriculum may be adapted based on participant needs, labor market demand, and training provider capacity.

Training Methodology

The selected provider(s) are expected to apply participatory and practice-oriented methodologies, including:

- Practical hands-on learning;
- Demonstrations and supervised exercises;
- Dual education model combining theory and practice;

- Small group learning;
- Real production or simulation activities;
- Individual participant support and mentorship.

Preference will be given to providers able to demonstrate strong practical training capacity and partnerships with local employers or production workshops.

4. Target Group, Geographic Coverage and Implementation Period

Target Group

The training programme will target selected Livelihoods participants, including Ukrainian refugees with Temporary Protection or residence permits, and vulnerable Moldovan host-community members, including NEET youth.

Training will be delivered primarily in the Russian language. Romanian language support is considered an asset.

Geographic Coverage

Training services shall be available in below locations, including surrounding suburban areas where feasible:

- Chişinău Municipality
- Bălţi Municipality
- Cahul District
- Ştefan Vodă District

Training will be conducted in accessible locations within these areas, ensuring reasonable access for participants.

Duration and Implementation Period

The vocational training activities are implemented under the Livelihoods and Economic Inclusion Project – Phase II (May 2026 – September 2027).

Training activities are expected to start in September 2026. While initial planning foresees implementation between September and December 2026, flexibility should be maintained to accommodate the availability of providers, trainers, and participants.

All courses should be completed no later than May 2027.

Final schedules and training formats will be agreed and coordinated with the selected provider(s).

Estimated duration per course: approximately 3–5 months.

5. Responsibilities of the Training Provider

The selected provider shall:

- Develop a detailed training curriculum and implementation schedule, including modules, learning objectives, and practical activities (and assessment methods where applicable).
- Prepare and provide all necessary training materials for both theoretical and practical components.
- Organize and conduct interactive theoretical and practical training sessions.
- Ensure participants receive adequate hands-on practice (and, where applicable, exposure to real workplace environments).
- Facilitate workplace-based learning opportunities, including internships, apprenticeships, or employer linkages where feasible.
- Monitor participant attendance and performance throughout the course.
- Submit mid-term and final progress updates upon request by CRS
- Issue certificates of completion and/or competence to participants who successfully complete the course.

6. Reporting and Deliverables

Upon completion of the training, the selected provider shall submit:

- A final narrative report summarizing training activities, participant attendance, outcomes, and recommendations.
- Copies of participant attendance records.
- Certificates of completion and/or competence issued to participants (where applicable).
- An invoice for services rendered.

All final documentation must be submitted within seven (7) calendar days following completion of the training. Payment will be processed upon review and approval of all required deliverables by CRS.

CRS and partners reserve the right to conduct monitoring visits during the implementation period

7. Required Qualifications

7.1 General Requirements

Training providers must meet the following minimum requirements:

- Legally registered vocational school, accredited or non-accredited professional training center, academy, NGO, educational institution, or other entity legally authorized to provide vocational training services in Moldova.
- At least one (1) year of proven experience in delivering vocational, technical, or professional training programmes.
- Experience working with adult learners and vocational education programmes.
- Proven capacity to deliver practical, labour market-oriented training.
- Appropriate training facilities and/or equipment necessary for course delivery (including practical training where applicable).
- Relevant qualifications and/or certifications of proposed trainers and/or the institution.
- Strong communication and facilitation skills of proposed trainers.
- Ability to deliver training in Russian (knowledge of Romanian is an asset).
- Compliance with CRS Code of Conduct and CRS Supplier Terms and Conditions.

7.2 Technical Expertise

- Capacity to design and deliver structured training programmes, including curriculum development, learning objectives, and assessment methods.
- Ability to organise and conduct interactive theoretical and practical training sessions.
- Ability to monitor participant attendance and performance throughout the course.
- Ability to issue certificates of completion and/or competence to participants.
- Experience facilitating internships, practical workplace exposure, or employment-oriented training will be considered an advantage.

7.3 Area-Specific Requirements

- Training methodology shall include structured hands-on practical learning with active participant involvement in practical activities.

7.4 Employment Orientation

- Preference will be given to providers that can demonstrate linkages with employers or industry actors, and capacity to facilitate internships, apprenticeships, or employment pathways.