JOBS OPPORTUNITY: Open to qualified candidates only

Vacancy Title: Training Cost Analysis Specialist Salary Range: US$22,441- US$33,660 per year	Vacancy opening date: May13, 2013
Duration of assignment: 4 months (with possibility of extension)	Vacancy closing date: May 31, 2013

1. **Background:**

IBI International, a development consulting firm in the USA and Liberia, is seeking a professional for the post of **Training Cost Analysis Specialist** to contribute to the USAID Governance and Economic Management Support Program (GEMS). GEMS is a five-year technical assistance program to strengthen public sector capacity in Liberia. The duration of this assignment is two (2) years; with possibility of extension.

1. **Objective:**

The Training Cost Analysis Specialist TOR is to analyse the current pricing structure of LIPA courses; determine the break-even points for the courses and estimate prices and numbers of participants necessary to ensure operational sustainability. The overall goal of this initiative is to improve the financial sustainability of LIPA.

Scope of Work:

The Training Cost Analysis Specialist (TCAS) will serve under the overall direction and guidance of the USAID/GEMS Chief of Party. Working closely with USAID/GEMS Objective 2 Team, the Training Cost Analysis Specialist will undertake the following tasks:

- Review relevant documents, including the USAID-GEMS quarterly reports, the LIPA capacity needs assessment report and capacity building plan; the LIPA MOU/Solution Package; Training Needs Assessment reports for GOL MACs, etc.
- Meet with the USAID-GEMS COP, DCOP - Technical, and LIPA Training Advisors for insight on performance improvement opportunities, and make introductory visits to LIPA.
- Meet with the Director-General of LIPA and his/her senior management team (including the Change Management Committee) to begin discussions on inputs into the assignment work plan.
- Design a methodology for the assignment and develop a work plan for submission and approval by the USAID-GEMS COP.
- Design and deliver a one-day workshop on Training Cost Analysis for LIPA to enhance institutional capacity.
- Collaborate with LIPA to identify and select 10 most frequently offered courses; and obtain key cost data for these courses (cost and price information).
- Develop or generate a detailed breakdown of costs associated with each training course. To facilitate speedy cost analysis process, design a Cost Template to ensure consistency in cost estimates, as well as conducting multiple “what if scenarios”.
- Conduct a market analysis of key competing training organizations with respect to the content of their programs and an assessment of how current LIPA course fees compare with similar courses or modules.
- Analyse each course using a break-even technique to establish the course fees and number of participants needed for the course to be financially sustainable. The analysis should also estimate the variable, fixed, and total cost of each course.
- Analyse and examine course cost data for potential reductions in course length and/or size (if positive contribution margin is obtainable).

- In situations where the contribution margin is negative (i.e.; the course fee is less than the average variable cost, and hence the course cannot generate positive net revenues), propose actions aimed at improving the sustainability of these courses.
- In cases with a positive contribution margin, the break-even level of production (class size) may exceed what is feasible given the logistics of training and the physical size of LIPA. If this situation occurs, explore and propose strategies of (for instance) reducing variable and fixed costs, and/or increasing course fees.
- Using the new / proposed fee structure, conduct a "willingness to pay" (WTP) survey of key LIPA clients. The survey will assess respondents' willingness to accept course fee increases, which, hopefully, would yield greater cost recovery and a lower break-even point.

Key Deliverables:

No.	Key Deliverable
1	Methodology for execution of the assignment, including a work plan
2	Training Cost Analysis Workshop & training materials
3	Cost Template for courses
4	Agreed list of 10 most frequently offered courses
5	Draft Market Analysis report
6	Detailed cost analysis report for 10 most frequently offered LIPA courses, together with recommendations
7	Proposed new fee structure of LIPA courses
8	Draft Willingness to Pay (WTP) survey report
9	Consolidated final report & debriefing to USAID-GEMS & LIPA

In response to any adjustments in tasks approved at the beginning of the assignment, the TCAS may propose to the Chief of Party desired changes to the above-outlined tasks, activities and/or deliverables where such changes are deemed necessary in order to ensure that the overall objectives of this assignment are met.

Required Qualification and Experience: The incumbent should meet the following require qualifications and experience:

- A Masters' Degree in Economics, Accounting Business Administration, or similar professional qualifications.
- Minimum working experience of 6-8 years, preferably in a cost analysis environment.
- Excellent organization, detail oriented and analytical skills are required, with a very strong aptitude for PC applications
- Demonstrated working experience in training institutes in developing countries, preferably in Africa.
- Knowledge and experience of using participatory consultancy approaches and methods; and in designing and delivering training to a range of audiences, including adults, utilizing adult-learning methodologies.
- Demonstrated ability to interact professionally with culturally diverse clients.
- Familiarity with West Africa preferred.
- Excellent oral, written and presentation communication skills.

Qualified candidates should kindly send CVs including cover letter to IBI International at Careers@gemsliberia.comm or deposit it in the recruitment envelope located at USAID/IBI-GEMS Project, Liberia Office, Coconut Plantation, Adjacent to Atlantis Guest House, U.N. Drive, Mamba Point, Monrovia, by close of business on Friday May 31, 2013. Only short-listed candidates will be contacted. IBI International provides equal employment opportunities for all and so women are encouraged to apply.