## Terms of Reference

**Entrepreneurship ( ESAB, GAE and SIYB)**

**Background**

The Ministry of Social Development (MoSD) is implementing the "BUILDING CAPACITY FOR INCLUSIVE SERVICE DELIVERY" (BCISD) project in partnership with the African Development Bank. The project is managed by a Programme Implementation Unit (PIU), which is established inside the Ministry.

The ILO is taking responsibility under the AfDB-MoSD programme for the realisation of major parts of the programme's third outcome: Sustainable community-based safety-net platforms in North Kordufan and White Nile (CAPISUD Sub-project). Below is a summary of ILO CAPISUD project results:

 ILO Overall result: Sustainable community-based “safety net platforms” in North Kordufan and White Nile states

ILO Result 1: Skills of local women and youth are enhanced to improve employability, income generation and their participation to health insurance systems.

ILO result 2: Sustainable micro and small enterprises are created to generate income and jobs and improve health insurance coverage.

ILO result 3: A coordinated delivery mechanism for social protection, skills development and other social services is designed and capacities built to facilitate access to health insurance and other services and transfers.

**Contractual Area:**

Output 2.3. Financial literacy and core business management skills training programmes are implemented for micro and small enterprise start-up and development (individual enterprises, cooperatives, agribusiness and economic associations/groups), and for improved coverage of social insurance mechanisms

|  |
| --- |
| 2.3.1 Implement training activities to end-beneficiaries owners of micro enterprises and or agribusinesses, cooperative operators etc., to equip them with core business skills to start and run their enterprises successfully. |
| Get Ahead, ESAB and SYB Beneficiaries trainings for NK |
| Get Ahead, ESAB and SYB Beneficiaries trainings for WN |

**Objective**

1. Select a qualified and implementing partner that proposes a suitable Action Implementation Plan for the end beneficiaries’ entrepreneurship training at the community level in North Kordufan and White Nile States.

Program’s General Objective

The training program objective is to prepare beneficiaries to participate in entrepreneurship and skills building programs for agricultural projects, women enterprises and start and improve businesses through determination in choosing project idea, form the model, evaluate project feasibility and prepare the implementation plan of project, with the possibility of applying the concept of supply chains.

General Objectives:

* Develop small agricultural projects to support small farmers and the youth and acquaint the trainees with the opportunities for involvement in economic activities and the significance of the concept of supply chains.
* Raise awareness with entrepreneurs, development of small and micro enterprises in the local communities and farmers with small agricultural possessions.
* Improve the supply and value chains for small agricultural projects with the aim at improving local production, services, marketing, deployment, and improvement of the quality of products and services to meet the required specifications.
* Assist in creating genuine and productive work opportunities to increase the family income of farmers and citizens.

**Target Audience**

ILO CAPISUD Project is a four-year AfDB funded project that aims to provide capacity building in employable skills, enterprise development and design a social protection mechanism that will support the local women and youth in the selected seven (7) localities in North Kordufan State and three (3) localities in White Nile State, targeting a total of 9,000 beneficiaries. These activities are expected to create more and sustainable jobs, as well as provide economic empowerment to the beneficiaries.

CAPISUD project follows ILO Training for Rural Economic Empowerment (TREE) tools and approach to address important underlying constraints inhibiting better growth and employment outcomes, which in turn contribute to improving livelihoods and poverty reduction. The Project also uses other tried and tested ILO tools, such as Start and Improve Your Business (SIYB), Gender and Entrepreneurial Training for women (GET Ahead), Entrepreneurial Skills in Agri-Business (ESAB), etc.

**Deliverables**

The implementing partner will work under the overall supervision of the projects’ Chief Technical Advisor, and the National Project Coordinator and the backstopping enterprise Specialist.

The ILO will provide all the project documents and other related literature relevant to this task; assist in coordination with relevant stakeholders, review progress of the work and provide feedback as necessary and ensure payment of agreed amounts, based on performance and deliverable assessment(s).

Furthermore, deliverables that may be included in the contract are included in each of the below project-specific sections.

| Phase | Key Activities | Deliverables |
| --- | --- | --- |
| Planning: community-based training on entrepreneurship  | 1. A detailed implementation plan:
2. Ensure the ILO bases all activities on collaboration and clearance.
3. Ensure all communication and media activities follow ILO guidelines and policies.
4. Working closely with ILO CAPISUD team, design and submit the road map for carrying out the planned activities
 | Implementation plan. |
| Field Implementation: community-based  | 1. Identify among the ToT trainers who participated to the ILO ToT in 2018 , the list will be provided by ILO CAPISUD coordinator
2. Coordinate timely and quality implementation of the planned activities and insure the visibility of the project and partners (Logos, document success stories, digital photograph competition, interviews with beneficiaries, etc.)
3. Visibility and documentation are to be according to ILO rules and regulation
 |  List of selected trainers  |
| 1. Deliver 4-day training for end Beneficiaries (at least one per each targeted community) in North Kordufan and White Nile states as shown below
* 27-entrepreneurship training for end beneficiaries in White Nile state
* 43-entrepreneurship training for end beneficiaries in North Kordufan state
1. Prepare refresher one-day sessions with selected trainers, before each round of training
2. Provide full organizational and logistical support (e.g., but not limited to, training venue, coffee breaks, equipment, trainings materials …etc.)
3. Provide coaching for trainers and oversight on the sessions’ delivery, through identified ILO coaches.
 | Number of Seventy 4-day training at the community levelNumber of 2100 beneficiaries. |
| 1. Assess participants’ awareness towards the handled topics (pre- and post-evaluation).
 | 80% of participants demonstrate increased knowledge |
| Sustainability | 1. Work with the local institutions involved in the implementation (government offices, training and business service providers, NGOs, employers’ organizations, workers’ organizations) who are inducted in the project as BDS, in order to ensure sustainability and further scaling mentoring, counseling, list could be provided through ILO coordinators.
 | List of local partner organizations and focal points within them |
| Progress Reporting | * Submit a monthly progress report; with achieved results,
* List of trainings participants, lessons learned …etc.) segregated with gender and all contact details
* Business plan ideas developed by end beneficiaries compiling one plan for 10 beneficiary group.
* Successes stories and documented photo ,video of the targeted
 | Monthly report. |
| 1. Prepare a final report; with results and deliverables (quantitative and qualitative, lessons learned, key success factors for implementation …etc.) and handing all trainers reports.
 | Final report. |

**Timeline**

The assignment is expected to be completed in a maximum of five months period from the date of signing of the contract.

**Required Competency and Qualifications**

* The bidder is expected to have reputable experience in designing workshops and training.
* The proposed bidder needs to have at least 3 years of experience and excellent knowledge of community level training.
* Ability to solve problems creatively and adapt her/his style, creativity and imagination while enjoying creative work
* Understanding and Knowledge of the subject matter (training on SMEs) and the target group.
* Ability to communicate effectively both orally and in writing, ability to accommodate feedback.

**Evaluation Process and Criteria**

The evaluation process would be as shown below. In summary, the proposals will be evaluated on a weighted score of 70/30 for Technical/Financial relative score of 70/30.

**Technical proposal evaluation criteria**

* In evaluating the technical proposal, the score allotted in the next table shall be used.

|  |  |  |
| --- | --- | --- |
| S/N | Evaluation Dimension |  Max. Score  |
| 1 | Service provider’s experience and portfolio of previous works | 30 |
|  | **Criteria:*** The bidder is expected to have reputable experience in designing workshops and training.
* The proposed bidder needs to have at least 3 years of experience and excellent knowledge of community level training.
* Ability to solve problems creatively and adapt her/his style, creativity and imagination while enjoying creative work
* Understanding and Knowledge of the subject matter (training on SMEs) and the target group.
* Ability to communicate effectively both orally and in writing, ability to accommodate feedback.
 |  |
| 2 | Methodology  | 20 |
|  | **Criteria.*** - quality, clarity and responsiveness of the proposed methodology, tools and process
* - Detailed workplan of the targeted areas for the training
* - Proposed sustainability strategy
 |  |
| 3 | Quality of Technical proposal for assignment | 20 |
|  | * The proposal responds comprehensively to the TORs
* Realistic implementation and management plan
* Major risks and mitigation options identified
 |  |
| Total  | 70 |
| The minimum total score required from the technical proposal to be able to proceed for evaluating the financial proposal will be 49/70 which is an equivalent of 70%  |

**Evaluation of the Financial Proposal**

The financial proposal offers having passed the technical review will be considered. The financial offer will account for 30% of the final score. The maximum number of points assigned to the financial proposal will be allocated to the lowest priced proposal. All other price proposals receive pro-rated points according to the following formula: p = y (x/z), where: p = points for the financial proposal being evaluated y = maximum number of points for the financial proposal x = price of the lowest priced proposal z = price of the proposal being evaluated. The proposal obtaining the overall highest score, after adding the score of the technical and the financial proposals, is the one that offers best value for money.

The financial proposal should detail all lines of envisaged expenditure. For each line, the unit cost, the quantity of units, and the total cost should be provided.

Technical and Financial Proposal evaluation will be based on the following percentage combination.

|  |  |
| --- | --- |
| Technical Proposal | 70 |
| Financial proposal | 30 |
| Total | 100 |

**Deliverables with payment Schedule**

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Payment tranches** | **Time frame** |
| 1. **Inception report**: detailed inception report explaining firm’s understanding of the Tor/assignment, methodology, work plan
 | First tranche: 30% of total payment | 2 weeks |
| 1. **Field Implementation: community-based:** drawing on the inputs provided at the inception phase of the assignment, the firm is expected to develop a detailed workplan for community implementation and start implementation.
 | Second tranche60% of total payment | 2.5 months |
| 1. **Field implementation: Community- based:**
 | Third tranche10% of total payment | 2 months |

Payments upon submission to ILO satisfaction of the deliverables and in line with the following payment tranches:

**Note: As ILO procedure the office will not cover receiver’s side bank charges**

#### **Management Arrangements**

The consulting company will work under the direct supervision of the project Chief Technical Advisor and Technical Expert based in Djibouti. S/He will also get technical back stopping support from other experts in the region and Headquarters as needed. All information and assets related to the toolkit will be property of the ILO Country Office for Djibouti, Ethiopia, Sudan, South Sudan and Somalia.

**Application**

Interested service providers are encouraged to submit the following to the ILO via email ADDIS\_PROCUREMENT@ilo.org before 25 May 2022, 04:00pm EAT.

Also for any clarification email the same address

1. Technical Proposal
	1. Name of service provider, address and contact details
	2. Names and resume of proposed personnel showing qualifications and experience,
	3. Portfolio of previous work
	4. Client testimonials of the service provider’s work
	5. A paragraph on motivation of the service provider to work on a programme seeking to provide services in relation to the development field or help refugees finding better livelihood opportunities
2. Financial proposal
	1. Submit a financial proposal per the table provided under “Terms of Payment”.