



17-May 2023

## **YOUTH FOR WORKS PROJECT**

### **TERMS OF REFERENCE TO CONDUCT AN ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT SKILLS TRAINING**

#### **BACKGROUND:**

TITI Foundation (TF) is implementing a pilot programme, the Youth for Works Project in Kajo Keji County, Central Equatoria State which will run for a year. The overall objective of the project is to improve the welfare of youths affected in conflict and food insecurity through skill development and support in entrepreneurship. This will be achieved through investment in programs aimed at improving food security, employment and strengthening economic protection systems in the targeted county. The programs that will be set up are;

1. Education & skill-building;
2. Support for small business start-up /scaling;

that will provide a pathway to empowering the youth, and it emphasizes building the resilience and assets of youths and families to function independently of the program in the future

TF hopes to provide for our project beneficiaries, entrepreneurship and small business management skills training that will be useful in their development and empowerment.

#### **PURPOSE OF CONSULTANCY:**

The overall purpose of the consultancy service is to train ToTs identified among the beneficiaries in Kajo Keji County, Central Equatoria State in entrepreneurship and small business management skills.

An in-depth understanding about concept of entrepreneurship such as; Basics of Entrepreneurship, Motivational Inputs, Management Inputs, Support System and Procedure, Project Feasibility Study, Technical Knowledge ,Basic Market Survey.

Small business skills such as; Financial literacy and management, Record keeping, Inventory management, Marketing, sales& customer service, Communication& negotiation, Delegation& Time management, Leadership, Planning &Problem solving.

#### **TRAINING SCOPE:**

The consultancy service will take place for five days in Kajo Keji County that will involve TOTs from project beneficiaries who will then cascade the trainings to their respective groups.

The consultant is expected to develop training proposal application that includes: training manual (in a simple format with pictorial illustrations), training session plans, consultancy fee, training sessions, and subsequently develop training reports.

The training proposal application will be assessed based on the following criteria:

- Administrative Check
- Relevance and Effectiveness
- Experience
- Methodological Consideration
- Feasibility
- Efficiency
- Recommendations Check
- Compliance to regulations in South Sudan

**APPROACH/DELIVERY METHODS:**

The training should be highly participatory, with the aim of enabling participants to practice skills, use tools and techniques and develop competencies during the training, which they will be able to apply in their work and cascade it as a ToT. The training should be a mixture of interactive presentations, collaborative group activities, case studies and group discussions. A range of training methods should be used throughout the training, including activities reflecting different learning styles. Training proposal that include pre or post learning to supplement the face-to-face sessions will also be considered.

A knowledge of local language in Kajo Keji County, Arabic/ArabiJuba is highly desirable as you will be training beneficiaries with different capacities. The training designed should be aligned to the Youth for works Model for Youth empowerment.

**TIMEFRAME:**

The training timeframe is expected within 5 working days within arrival in Kajo Kei County. Following this, the training report should be submitted within 5 working days of the completion of the training.

**TITI FOUNDATION IS RESPONSIBLE FOR:**

- Providing relevant programme documents.
- Review and provide feedback on training proposal application, budget, implementation work plan, training manual, training session plans, and training reports,
- Ensure access to information and collaboration with TITI Foundation field offices and beneficiaries.
- Mobilization of participants and support organization of training sessions.
- Monitor consultancy and training sessions.
- Accommodation (if needed) for the consultant

**CONSULTANT DELIVERABLES:**

1. Conduct five days ToT training session for 25-30 participants.
2. Develop training proposal application, budget, implementation work plan, training manual, and training session plans, and training reports.

3. Share a copy of the developed training manual plus presentation with TITI Foundation before conducting the training. The manual should describe in detail the session plans addressing the learning outcomes including: Learning outcomes for each session; key content for each session, training methods for each session, including a detailed explanation of group activities, materials for each session (eg. presentations, videos or case studies, group activities) as well as trainee materials (pre-course materials, course handouts and post-course materials). The manuals should also have pictorial illustrations and in a simple to use manner.
4. Submit report upon completion of the training to TITI Foundation.

#### **QUALIFICATIONS AND COMPETENCIES OF CONSULTANT REQUIRED:**

Potential Consultant should be competent trainer in the field and obtain relevant experience including significant experience of delivering training, particularly within entrepreneurship and small business skills management.

- Experience of designing participatory training for work-related learning
- Fluency (Verbal and written) Skill in English Language. Fluency in the Arabic/ Arabi Juba and local languages in Kajo Keji will be an added advantage.
- Minimum of 3 years of relevant experience in providing trainings to non-governmental and development organizations
- Excellent social reputation with different segments of the society.
- Excellent communication and facilitation skills, distinct but moderate and encouraging
- Ability to engage audience attention.
- Adequate capacity building background including recent expertise in entrepreneurship and business skills training.

**APPLICATION:** The application deadline is **31 May 2023, 5pm Juba time**. However, please note that the applications will be received on a rolling basis. We look forward to receiving training proposal, budget, and Consultant's curriculum vitae as well as references of other similar assignments.

Please email your application to; [titifoundationss@gmail.com](mailto:titifoundationss@gmail.com)

Mark in the Subject Line: ENTERPRENUERSHIP AND SMALL BUSINESS SKILL TRAINING

Note: TITI Foundation considers diversity to be an advantage and we strongly encourage women to apply. TITI Foundation will consider competent candidates or agencies irrespective of age, gender, nationality or religious affiliation to apply for this training consultancy.