

TERMS OF REFERENCE

BUSINESS DEVELOPMENT TRAINING OF TRAINERS CONSULTANT FOR AGS PROGRAMME IMPLEMENTATION

Assignment reference: Business Development Expert

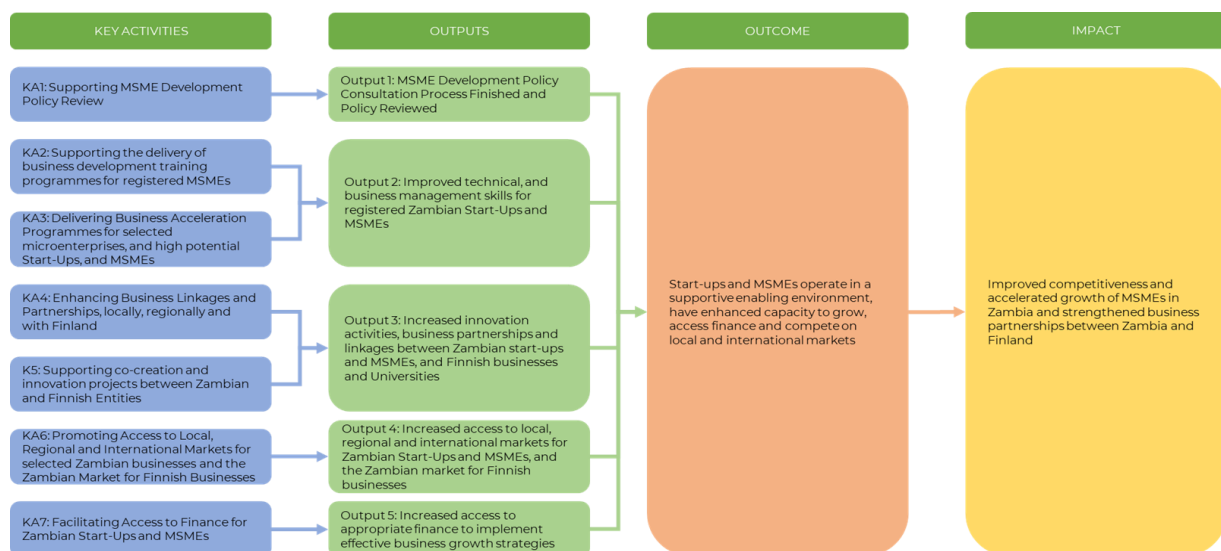
Result Area: KA 2 Supporting the delivery of Business Development Training programmes for registered MSMEs

1. Programme Background

The Government of Zambia through its Seventh National Development Plan (7NDP) intends to pursue an integrated development approach. The goal of the 7NDP is “to create a diversified and resilient economy for sustained advanced growth and socio-economic development”. The Finnish Country Strategy for Development Cooperation with Zambia (2016-19) explicitly **supports the 7NDP and other policies and strategies of the Government of Zambia**. An important focus of the Country Strategy is to strengthen the Zambian private sector which is critical to promote job creation and competitiveness.

The Accelerated Growth for SMEs In Zambia (AGS) Programme is a Finnish Government funded private sector development initiative implemented in partnership with the Ministry of Commerce, Trade and Industry (MCTI) of the Government of the Republic of Zambia (GRZ). It aims to directly support start-ups, and Micro, Small and Medium Enterprises (MSMEs) to accelerate their growth and expand their contribution to job and wealth creation in the Zambian economy.

The expected Impact of the Programme is: **Improved competitiveness and accelerated growth of MSMEs in Zambia and strengthened business partnerships between Zambia and Finland**. The expected Outcome contributing to the expected impact is: Selected MSMEs have enhanced capacity to grow, to access finance and to compete on local and international markets. The key activity areas and expected outputs of the programme are highlighted in the theory of change hierarchy herein.



The AGS Programme will work with **growth orientated MSMEs** in the following sectors: **agribusiness, mining services, forestry, renewable energy, and the circular economy**. ICT and education have been included as cross-cutting, horizontal sectors that will add value to other sectors. The geographical focus of the AGS programme will be limited to the Lusaka, Copperbelt and North-Western provinces.

The expected results of the AGS programme include.

- The creation of 1,000 new decent jobs,
- Participating companies achieve a 20% increase in annual revenue,
- The participation of 300 companies in various business development training activities and the Business Acceleration Programme,
- The creation of 45 new Zambia-Finland business partnerships,
- The participation of 300 companies in networking and partnering activities between Zambia and Finland, and
- The achievement of commercial agreements in new markets by 100 companies.

2. Rationale of the assignment

The AGS Programme has commenced training of MSME's using the International Labour Organisation (ILO) developed MSME training packages. The training package includes the following phases;

- Training Needs Assessment
- 5 Day training workshops for each i.e., Start Your Business, Improve Your Business and Expand Your Business
- 2 day follow up training for Start Your Business
- 8 hours of follow up coaching and mentoring support per MSME
- Performance monitoring visit (3 months) after initial contact

The Programme has planned to train a total of 225 MSMEs in at least two modules per MSME i.e., 450 training opportunities in total. The approach was to conduct workshops of 25 MSMEs each, however, due to the COVID measures that the Programme has been put in place the number per workshop has been reduced to 10-15 MSMEs per workshop. This approach increases the number of workshops that will be conducted and there is a need for a dedicated person to plan, allocate trainers and monitor quality.

The Programme has successfully developed the competence of 27 Business Development Service Providers that are now going through the Certification process as per requirements by the ILO under the supervision of the Business Development Service Short-Term Expert (BDS-STE).

At this point the Programme is up to speed in conducting Start and Improve Your Business (SIYB) training but has yet to commence with the follow up training, coaching, and mentoring on the SIYB training and yet to commence with training needs assessments for Expand Your Business (EYB). Coordinating a training team of 27 trainers (15 of which will be training SIYB and EYB) will require that the BDS-STE continues in her role.

The overall objective of the assignment is to support the implementation of key activity 2 Supporting the delivery of Business Development Training programmes for registered MSMEs.

3. Scope of the assignment

The Business Development Short Term Expert (BDS-STE) will contribute to the successful planning, coordination, implementation and reporting of the MSME Business Skills training activities.

The specific tasks of the Consultant(s) are to:

1. Develop bi-monthly business skills training work plans for SIYB and EYB programme;
2. Develop scopes of work and budgets for all training activities;
3. Efficiently allocate Trainers (BDSP's) to implement described training activities; including supporting the logistics for the trainers, and ensuring materials are printed and available.
4. Ensure that the aspect of Decent Jobs is addressed during the training and data collected.
5. Ensure that Trainers (BDSP's) enter baseline data onto the IMARS system
6. Monitor effective delivery of needs assessments, MSME training, SYB follow up training, coaching & mentoring, and performance monitoring.
7. Review and approve all activity reports submitted by Trainers and submit final reports to the Business Development Expert for final approval;
8. Ensure that all Trainers enter activity data into the IMARS system;
9. Prepare a consolidated monthly report on SIYB and EYB training activities;

10. Submit Timesheets monthly and invoices for work done; and
11. Support the development of the Programme's quarterly report.

4. Deliverables and reporting

The Consultant(s) is expected to provide the following:

1. Bi-monthly business skills training work plans for SIYB and EYB programme;
2. Scopes of work and budgets for all training activities;
3. Consolidated monthly report on SIYB and EYB training activities; and
4. Monthly Time sheets and invoices.

5. Methodology

The STE works and communicates closely with AGS TA team and will report to the Long Term BDS Expert.

6. Required Qualifications and Experience for the Expert(s)

The selected Expert should encompass the following requirements:

- Minimum Diploma in business related studies
- ILO registered Master Trainer on SIYB
- At least 15 years work proven experience conducting SIYB Training of Trainers workshops and SME development activities.
- Experience in working with similar donor funded activities like AGS
- Experience in activity management and reporting
- Excellent communication, interpersonal and facilitation skills
- Fluency in spoken and written English language and ability to write clear reports.
- Ability to work within a tight time frame and meet deadlines.

7. Time schedule

The intended implementation period of this assignment is between March 2021 and August 2022. A maximum of 12 expert days per month including travel days are allocated for this assignment for a total of 126 days., this will include travel days to the Copperbelt and North-western provinces.

- All accommodation and transport costs where needed will also be borne by AGS
- The Consultant will be paid per diem for travel days by AGS per day and this will be subject to AGS travel regulations
- Taxi's fares from home to airport and venue will be reimbursed based on valid taxi receipt.

8. Technical Inputs needed from AGS

AGS will provide an implementation schedule with trainers assigned to each activity for the duration of the contract. This is open o changes as situations and availability of trainers dictate. AGS will also facilitate interaction of the consultant with the afore mentioned parties.