

TERMS OF REFERENCE: CONSULTANT TO TRAIN 40 GIRLS ON ENTREPRENEURSHIP

AVEGA Agahozo was founded in 1995 to help widows and their dependents escape the poverty, anguish and misery that filled their lives following the genocide of 1994. AVEGA has also been providing medical services, psychological counselling, women and girls education and training, housing and legal services. More than 47,000 women are receiving medical treatment through its programs and a big number of women and girls are receiving short term training to help them get involved in income-generating activities, such as business projects, farming, fast food restaurants, ICT based services, basket-weaving and other handicraft. AVEGA, with the Support of GIZ Rwanda through its program Eco-Emploi now looks into training 40 girls living in the Western Province on entrepreneurship, and it is in this context that AVEGA would like to hire an experienced consultant to provide a short-term training on entrepreneurship.

A. General Context of Eco-Emploi 2016 – 2019

Rwanda has shown an extraordinary commitment to reform and has achieved high rates of economic growth in recent years. The World Bank's Doing Business Report 2015 now ranks Rwanda 46th in its international comparison of business environments. Rwanda has shown extraordinary commitment to reform in recent years and has achieved high rates of economic growth and its economic potential has increased through accession to the East African Community. However, due to continuing competitiveness challenges of SMEs, Rwanda has not yet been able to take full advantage of the available opportunities.

With its high rate of population growth and a very young population, each year about new 120,000 youth enter into the job market. The Rwandan Government is therefore working to increase the productivity of the private sector in order to create employment opportunities and improve the employability of the overwhelmingly young population.

The Program Eco Emploi Rwanda has maintained steady growth and macroeconomic stability for the past 15 years, between 2002 and 2016 real GDP growth averaged at about 9% per annum. However, the rate of unemployment and underemployment is high and most of those in employment still work in poorly paid positions, above all in agriculture.

The vast majority of youth leave schools hardly equipped for the labor market. A strong middle class that could provide for a solid foundation for the country's economy is non-existent.

The program Eco-Emploi is part of the priority area "Sustainable Economic Development" of the Rwandan-German Development Cooperation and will be implemented between June 2016 and May 2019. Eco-Emploi embodies an integrated approach of technical and vocational education and training, labor market interventions and private sector development. It supports the economic sectors ICT, logistics, wood economy, tourism and creative industries [above all audio-visual business]. The economic empowerment of women and people living with disabilities are a cross-cutting effort in all activities of the program.

Eco Emploi's success is mainly defined by the amount of jobs that are created through the program's activities.

B. Rationale of the assignment

1) Description of assignment

AVEGA Agahozo's members and beneficiaries are still facing some survival difficulties due to the consequences of the 1994 genocide against Tutsi. Among these dependents there are young graduates who are children of the genocide survivors or orphans of the genocide victims. In its objectives to support its members to escape the poverty by helping them to create income-generating activities, AVEGA has been building the capacities of its members and their dependents in different ways.

In its endeavour to keep building the capacity of its members, therefore, AVEGA in its corporate social partnership with GIZ Rwanda through its program Eco-Emploi now looks into training 40 girls living in the Western Province so they can use the acquired skills in creating their own jobs especially in Bakery and Pastry. The training and coaching will strengthen their entrepreneurial competences.

Not only shall the beneficiaries upgrade their living standards, but also that of the neighbourhood as jobs will be created, money made, and hence the entire region becomes better off. The beneficiaries of the training will be unemployed secondary and university school leavers.

It is expected that upon completion of the training, the 40 prospective trainees will be facilitated by AVEGA to open up their own small businesses in bakery and pastry, hence job creation.

In this framework, AVEGA would like to hire a professional trainer to provide entrepreneurship training to 40 girls among the AVEGA's beneficiaries from the Western Province.

2) Process and methodology of the assignment

The trainer is expected to adopt a training methodology that enables effective facilitation, participatory and experiential learning and thus lead to sustainable knowledge and skills in entrepreneurship. The package should include the development of a clear business plan and the needed knowledge in establishing and running a small business in their exact home areas. Training sessions will be set up on a daily basis and based on training hours from (08:00-17:00). Saturdays and Sundays will be off.

Step one: Training plan and material preparation: The trainer is expected to prepare the training plan and the material that includes the training modules that are on basis of the Rwandan market in bakery and pastry. As the trainees have one business orientation of opening small bakery and pastry businesses, the trainer will organise the training module accordingly. The training modules will be made in collaboration with AVEGA team considering the market demand and needs in the area.

Step two: Business plan development: To help the AVEGA's girls perfectly go through the necessary steps to open their own successful small businesses, the trainer will instruct the entrepreneurship starter package and facilitate them practicing the preparation of a specific, comprehensive business plan tailored to each girl's entrepreneurial needs and location.

Step three: Practical learning based on trainees' actual SMEs: The trainer is also expected to help AVEGA's girls practically exploring the linkages between their actual small businesses and all the resources and services needed to successfully launch and sustain their bakeries. In addition, the trainer will include basic

management packages to run their business efficiently including, but not limited to store management, cost calculation, recording of business transactions, marketing basics, etc.

Step four: Results assesment: At the end of the training, a competence-based assessment will be conducted according to the standards to ensure that participants acquired the required competences and that they are really ready to start their bakery and pastry SMEs.

3) Reporting and cooperation

The trainer will report to the Executive Secretary of AVEGA. and should regularly provide basic information/ feedback of the training to AVEGA's program Manager (attendance and any other challenge faced in the assignment process).

Trainer's coordination

Since this training will be carried together with bakery and pastry training the 40 trainees are to be divided into 2 groups of 20 trainees. In a rotational approach, the trainers will be having one group in the morning and another in the afternoon and vice versa for the entire training except for Saturdays and Sundays.

Monitoring and Evaluation

For a smooth conduction of the training, the entire sessions will be monitored by the AVEGA . AVEGA monitoring and evaluation teams will conduct an evaluation session at the end of the training to confirm the results are conforming to the objectives of the training.

C. Deliverables

- 15 days training offered to two groups of 40 teaching trainees (20 per group) rotating daily from Entrepreneurship to bakery and pastry sessions
- 1 comprehensive report of the training including participants list per each trainer that is submitted two days after the training (The report shall be submitted in English to AVEGA)
- A well filled logbook of the teaching with outcome of each training session

Training material

The training material has to be understandable and written in English and Kinyarwanda to be understood by the trainees. Training material has to be drafted and approved prior usage. All material has to comply with GIZ corporate design standards.

Report

The report of the assignment has to be between 5 and 10 pages long (including any annexes).

The report is to adhere to the following structure:

- 1) Executive Summary
- 2) Trainees' needs before the training
- 3) Training process
- 4) Improvements made after the training
- 5) Recommendations

D. Timeframe of the assignment

The assignment will take 3 weeks and is to start on 17 September ending on 6th October, 2018 with a total of up to 17 working days including 1 day for preparations and 1 day for report writing.

E. Key characteristics of the trainers

Academic Background

The entrepreneurship trainer is required to have at least Master's degree in business studies, development studies or other related fields.

Professional Experience

Both trainers should have a minimum of 5 years' experience in training people in entrepreneurship and can prove it by recommendations from well-known institutions.

Special competencies needed for this assignment

The entrepreneurship trainer should have skills in applying participatory learning methods and tools in entrepreneurship.

Evaluation criteria

The consultant will be evaluated against on consultant's qualification.

A. Contact

In case of questions regarding the assignment, please contact us at avegaagahozo@gmail.com
Please note that for a fair tender process, we only point to publicly available information.

B. Timeline and Submission

Please hand in your complete offer by 12 September, 2018 at 5 pm (GMT+2). All offers arriving delayed cannot be considered.

Applicants are kindly requested to hand-deliver their application documents (**Physically**) at the front desk of AVEGA AGAHOZO In Gasabo District, Remera Sector near Chez Lando Hotel.

For more information and direction, please contact Tel: **+250785258316**

Done at Kigali, 31, August 2018

Etienne Kalisa

Executive Secretary

AVEGA AGAHOZO