



AGA KHAN RURAL SUPPORT PROGRAMME

Terms of Reference (ToR) for Consultants/Consulting Firm

Arrange ToT (Training of Trainers) for implementing Entrepreneurship's START programme under B4WEER project in Gilgit Baltistan and Chitral

Background

Broadening Economic and Social Transformation for Women's Economic Empowerment and Recovery (BEST4WEER) is a five-year project funded by Global Affairs Canada and Aga Khan Foundation Canada. The project is implemented by the Aga Khan Foundation Pakistan (AKF-P), in partnership with the Aga Khan Rural Support Program Pakistan (AKRSP) and Accelerate Prosperity (AP) in coordination with government and support from local community institutions, employers, business organizations and stakeholders in each district.

The project will improve women's social and economic empowerment during the COVID-19 recovery and rebuilding process in Gilgit-Baltistan and two districts of Chitral in KP Pakistan. BEST4WEER will: (1) reduce the social, cultural, institutional, and economic barriers for women's engagement in economic and social spheres while (2) enhancing the social and economic agency of women. BEST4WEER is a GE-3 coded initiative, where gender equality is the principal objective of the project.

Scope of Work

The consultants will be responsible for developing training manual on Entrepreneurship Bootcamps and Lean Canvas Business Modeling and preparing the staff to rolling out of the START package to promote entrepreneurship culture in Gilgit Baltistan and Chitral (GBC). He/she will design and deliver the Three (3) days classroom training administratively organized by AKRSP for its START staff and selected trainers.

The consultant(s) will perform two assignments: a) devise content/training manuals and materials b) deliver the Training of Trainer (ToT) for the Work & Enterprise staff, trainers and coaches to orient and equip them to ensure efficient programme implementation. The language for products material will be English and Urdu.

He/she will assure that the work is aligned with the gender equality and safeguarding policies and are fulfilling donor reporting compliances and project milestones.

Purpose

The START Programme (previously titled as Entrepreneurship Development Programme) is an initiative of the Aga Khan Rural Support Programme to address the existing inadequate economic activity and employment opportunities in Gilgit Baltistan and Chitral (GBC) by inspiring and influencing the attitudes of all segments of

society, especially young women and men, towards entrepreneurial activities for promotion of self-employment and start-up ventures to address the boosting unemployment issue at large. AKRSP's experience of over three decades suggests that youth particularly women do not make work related decisions independently; rather majority of them are biased towards a narrow conception of career paths. It is believed that changing perceptions of youth about business as a source of livelihood and creating awareness on the need and benefits of entrepreneurial activities, can drive youth towards adopting alternative and relatively more profitable sources of livelihoods, which has the potential to not only fulfil their family needs but also contribute to the GBC's economy, especially in the light of emerging business opportunities under digital era and CPEC scenario.

In this context, START will focus on generating ideas/potential entrepreneurs and business modeling in key growth economic sectors including ICT, digital businesses and other socio-economic sectors projected to contribute towards COVID-19 economic recovery. Women will be provided with guidance on how to choose sectors that can lead to the best opportunities/growth potential.

Therefore, this activity aims to equip the staff, trainers and mentors with a smart business modeling/startup package along with effective training contents and manuals along with building a team to ensure broader outreach of the programme and inclusion of vulnerable segments of the society especially women and poor to be able to explore and avail opportunities through this programme efforts over the coming years in Gilgit Baltistan and Chitral.

Specific Objectives

To develop training contents and manuals for entrepreneurship/startup bootcamps and training on lean canvas business model along with delivery of 3 days training of trainers/orientation for concerned staff, mentors and selected potential trainers based in Gilgit Baltistan and Chitral.

Tasks and Responsibilities

1. Responsible for developing an appropriate training manual and presentations for 'Entrepreneurship/Startup Bootcamps' and 'Lean Canvas Business Model' under START package/programme of AKRSP keeping best practices and lessons learned as defined the programme focusing on gender strategic and practical needs in the context.
2. Responsible for submission of Urdu versions of the same contents, manuals, and other materials/formats to AKRSP accordingly.
3. Deliver ToT/orientation for work & enterprise staff/trainers and mentors (3-day session for ± 25 participants) to orient and prepare those for efficient implementation of the programme.
4. Support the project team in delivering and implementation of START package at least for testing one cycle of the programme across all three regions in Gilgit, Baltistan and Chitral to ensure due course correction. (AKRSP, if required this service, separate agreement will be made for this facilitation later).
5. Follow integrated guidelines shared by the work & enterprise section, Gender and social safeguarding leads.
6. Submission of training and activity completion report to AKRSP for final settlement.

Deliverables

S#	Activity	Timelines	Disbursement
1	Develop training courses and manuals, digital resources on bootcamps and lean canvas business model agreed by AKRSP's Work & Enterprise section.	As soon submitted	30%
2	Presentations and Urdu versions of course contents, manuals and other pre-post formats/ material	On submission	20%
3	Deliver two days training (ToT/orientation) to staff, coaches and selected potential trainers (3-day session for 25 participants)	Dates and venue decided by AKRSP (3 days classroom)	30%
4	Submission of training and task completion report to AKRSP	On submission	20%
	Total		100%

Competences

- Strong knowledge of entrepreneurship, business models, market systems and training delivery skills and expertise in business and market environment
- Understand Gilgit Baltistan and Chitral's geographic, demographic, socio-economic context and market environment
- Ability to create, edit and present information in clear and presentable formats, using appropriate visuals and digital resources
- Ability and understanding of gender equality concepts, framework and practices

Required Qualification and Skills

- Graduate Business Management and Economic Sciences/Development is an asset.
- Skills in Courses/Manuals designing and development along with delivery of training of trainers for market-based business service providers.

Experience:

- At least three years of experience in development of courses crafting/manuals designing, arrangements of events and delivery of training courses for market-based business service providers and inspirational potential entrepreneurs.

- Experience in use of digital resources, social media and other effective digital mediums for entrepreneurship development in GBC context.
- Experience in similar projects will be a plus point.

Language Requirements:

- Fluency in English and Urdu is required. Knowledge of local languages in GBC is an asset.

Technical Proposal

While submitting the technical proposal, the Applicant shall ensure to attach the following:

- i. Profile of the consultant/firm (max 1 page) explaining why they are the most suitable for the work.
- ii. Relevant Experience (max 2 pages)
- iii. Detailed methodology with expected deliverables items and timelines.
- iv. Recent CV

Financial Proposal

Lump sum contracts: The financial proposal shall specify a total lump sum amount (including a breakdown of costs for fee, travel, and number of working days). Payments will be made in installments based upon key outputs, i.e. upon delivery of the services specified in the TOR.

Social Safeguarding:

AKRSP has a zero-tolerance policy on sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All staff, consultants, service providers will be expected to adhere to AKRSP's social safeguarding policies and procedures, and the standards of conduct expected of AKDN personnel and requires background checks.

Note: All proposal must reach to the procurement within 10 days post announcement date.
