

## **Term of Reference (TOR) Business Development Training Workshops**

### **Background**

In June 2022, the Pan American Development Foundation (PADF) commenced its partnership with the UNHCR in Trinidad and Tobago to advance the implementation of the European Union-funded “Inclusive Cities: Cities of Solidarity” project.

This PADF-UNHCR partnership aims to facilitate the integration of refugees and asylum-seekers into host communities in the designated Territorial Intervention Unit of Longdenville and surrounding areas in the Chaguanas area in Trinidad and Tobago, over a period of six months.

Through inclusive, participatory, and consultative processes, PADF will collaborate with local organizations to strengthen community-based protection mechanisms, provide extracurricular activities for children and youth, and develop social and livelihoods opportunities for refugees and asylum-seekers (Persons of Concern/POCs) and host community members.

To support activities under this project, PADF will recruit a locally based small business development trainer to provide POCs and host community members with existing business ideas and/or business activities with business development skills, tools, and resources to access the small cash grants/seed capital.

### **Purpose of the Consultancy**

The purpose of this consultancy is to design and conduct a series of business development workshops for POCs and host community members who have business ideas and/or activities in Longdenville, Chaguanas and require customized training, support, and resources to launch their idea and/or improve their existing business activities.

On completion of this series of workshops, all participants should:

- Be able to identify and develop their small business idea
- Be able to assess the feasibility of their small business idea
- Be equipped to draft business proposals and plans
- Be able to strategize for the growth of their business (e.g. vision, strategy, plans, stages, goals, time management, resource requirements, etc.)
- Be knowledgeable of marketing fundamentals, tools and strategies (e.g. client profile, market research, branding, value proposition, social media plan, etc.)
- Be able to plan and manage finances of their businesses (e.g. cashflow, balance sheets, profit and loss statements, pricing strategies, bookkeeping, budgeting, etc.)

- Be knowledgeable on what it takes to innovate and make their business competitive in the local market

### **Scope of Work**

Under the supervision and guidance of PADF, the consultant will perform the following specific tasks:

1. Conduct a pre-assessment with interested POC and host community entrepreneurs in Longdenville, Chaguanas to assess their knowledge gaps and capture pertinent trainee data.
2. Based on the results of the pre-assessment, design a customized training plan for POC and host community entrepreneurs. This plan must include summary of pre-assessment results, proposed workshop strategy and design, intended learning goals, outcomes, modules, materials, types of training activities, sessions, names and credentials of facilitators, strategy for student engagement, communication and follow-up, total amount of contact hours, proposed dates, and times.
3. Identify and secure a safe and accessible location for the conduct of in-person training workshops.
4. Handle all logistics regarding the preparation and setting-up of materials and resources needed for the hosting of the training. This includes attendance register, refreshments, stationery, printed templates/resources (e.g. business development proposals and plans) for use by participants.
5. Create assessment tools and administer feedback forms to monitor and evaluate participants' acquisition of new skills and knowledge as well as engagement in the training program.
6. Deliver the training and report on its progress monthly to PADF team.
7. Prepare a final report on the outcome of this training exercise.

### **Consultant qualifications and requirements**

The select consultant should have the following competencies and experiences:

- A Master's degree or advance education in the relevant field of experience from a recognized Educational Institute.
- More than five years of demonstrated success in training, coaching, and assessing entrepreneurs in Trinidad and Tobago or the Caribbean.
- Knowledge of business solutions and demonstrated experience in helping businesses improve their operations and activities.
- Project management skills.
- Consultant must be fluent in Spanish or have Spanish language interpretation/translation available for the duration of the course.

- Must be legally able to work in Trinidad and Tobago.

### **Values**

- Excellent interpersonal skills, promoting collaboration and teamwork.
- Integrity and accountability.
- Cultural sensitivity and commitment to diversity.
- High levels of professionalism and work ethics.

### **Duration of consultancy**

The consultant will be contracted for the period September 1, 2022 - November 30, 2022.

### **Application**

Interested applicants are asked to submit the following:

- Consultant profile/CV, including details of academic and professional history.
- Detailed workplan.
- Detailed budget for the proposed workplan.
- Sample of business training plan and workshop templates (e.g., worksheets, business development proposal templates for participants, etc.) used at a previous training workshop.
- References/recommendations from three (3) previous clients.
- Certificate of Registration/Incorporation/Continuance (as applicable).
- Tax Compliance certificates.
- NIB Certificate of Compliance.
- Selected candidate will be required to submit a Certificate of Character from the TTPS.

Request for clarification can be made by August 8, 2022 by 11:59pm (UTC -04:00), to Ms. Austice Antoine at the following e-mail address: [aantoine@padf.org](mailto:aantoine@padf.org). Responses will be provided to all prospective consultants on August 10, 2022, by 11:59pm (UTC -04:00).

Interested consultants must submit their applications to Ms. Antoine by e-mail by August 24, 2022, at 5:00 pm (UTC -04:00).



## **Terms and Conditions**

### Resulting Award

This TOR does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

### Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF's evaluation results are confidential and applicant scoring will not be shared among bidders.