**Vacancy notice**

**Role: Consultancy for *Business Development Services***

**Supervisor: Nove Onlus Country Representative and HQ Programme Coordinator**

**Location: Kabul, Afghanistan**

**Background**

Nove Onlus supports Afghan women in their journey towards socio-economic independence, providing a concrete response to their need for education and job placement. In light of the new needs that have emerged from the COVID-19 pandemic, Nove Onlus wants to effectively assist Afghan women through the innovative "Women in Business Hub" (WiBH), an integrated center where women can have access to free of charge professional training courses. WiBH is offering also a ***Business Developing Service***that comprises of one**Business Mentoring Training** and one**Start-up Development****Training.** These are designed in order to lead women through a dedicated business path and provide them with appropriate knowlegde and access to tools and networks to start/develop/manage microenterprises. WiBH wants to become a reference point in Kabul for women who want to develop skills, enter the labor market, open / enhance their own business and consequanlty contribute to their own development and that of future generations.

**Scope of the consultancy**

The consultancy shall develop the *Business Developing Service* of the WiBH*.* The training programme will empower the treinees (all women) to identify and assess viable business opportunities, invest, start and manage sustainable income generation activities through the application of entrepreneurial&business skills as well as build their personal life skills through effective communication, decision making, problem solving and self-determination and self-awareness.

The courses will be provided in Dari to 20 unemployed and/or underemployed potential entrepreneurs who want to start a small business and already have a concrete business idea.

**Responsibilities**

**Task 1**: The consultant shall provide two training packages.

**Training Package 1 - Business Mentoring** (length three months):

**Containing an English informative and detailed sillabus of the Business Mentoring Training** including course methodology, course outcome, course overview, workload and material.

**Training Package 2 - Start-up Development** (length three months):

**Containing an English informative and detailed sillabus of the Start-up Development Training** including course methodology, course outcome, course overview and worakload and course material.

**Task 2**: The consultant shall perform all the necessary tasks, including taking part in the selection fo the students (if required), organizing the classes’ schedule and conduct both trainings at the Sharara Garden, Kabul. The total duration of the two trainings (Business Mentoring Training + Start-up Development Training) is ofsix months

**Task 3**: The consultat will provide an interim report in English by the fourth month of the consultancy. S/he will provide also a final report in English on the implementation of the activities and the evaluation, impact and outcomes of the trainings, within 15 days after the end of the trainings. Both reports will be consedired finalised after the official approval by Nove Onlus headquarter.

In course of time projects and activities may slightly change and the Terms of Reference can be up-dated accordingly.

**Qualifications and experience required**

Minimum: masters degree in Economics/ Business management / Entrepreneurship / Business Administration or another relevant field.

Demonstrated extensive experience (at least 8 years) in completing training/workshops for external clients (organizations, firms, public offices etc) .

Comprehensive knowledge of business development services tailored to the Afghan context.

Demonstrated high level of professionalism and ability to work independently and in high-pressure situations under tight deadlines.

Excellent interpersonal communication skills.

Excellent communication and written skills in English and Dari.

Proved Experience of working with vulnerable groups (i.e. economically disadvantaged) is an asset.

**Details of payment**

The payment will be of € 5.000.

The consultancy will be paid in 3 installments:

* 1st installment: 20% of the total amount at the end of the first month;
* 2nd installment: 40% of the total amount at the end of the fourth month, upon the submission and approval of the interim report;
* 3rd installment: 40% of the total amount after the final report is received and approved by Nove Onlus Rome.

**Submission Guidelines**

Interested consultants or consultancy firms are required to send their proposal on the following email addresses: infokabul@noveonlus.org and info@noveonlus.org using the following subject line “Business Development Services Consultant”.

The proposal that must include:

* The two syllabi described at Task 1;;
* CVs of the candidate or each team member;
* At least 4 references.

We strongly encourage women to apply to this vacancys.

**The deadline for submission is up to 20th May 2021 .**

Only successful candidates will be contacted.