

**TERMS OF REFERENCE
HIRING TRAINING CONSULTANTS
FOR
BRIGHT FUTURE PATHWAY 3, 2nd Track 2021
BUSINESS MODEL CANVAS TRAINER**

1. About Bright Future

A Bright Future of Afghanistan program is a part of the Addressing Root Cause Fund (ARC) by the Ministry of Foreign Affairs of the Netherlands for the Youth of Afghanistan. The program is aimed to inspire the youth, to remain in their country, get access to a sound employment and entrepreneurial environment and do not risk their lives to travel to the western countries.

The program is designed to serve the youth of Urban Kabul in the years 2017-2021. A consortium has been formed that includes Cordaid, Bayat Foundation, Crosswise Works and Hamida Barmaki Organization for the rule of law to carry out specific assignments and responsibilities.

The program serves in 5 outcome pathways (PW), namely, **i) Employment ii) Business Incubation iii) Business Acceleration iv) Strengthened Ecosystem v) rule of law**. The consortium partners have distributed the responsibilities as per their specialties. Besides other responsibilities of Cordaid in the programme, Cordaid is also responsible to implement the Pathway 1: Demand Driven Trainings (PW1) intervention of Bright Future.

2. This TOR

Cordaid is aimed to directly implement the component 'SMEs Trainings' for SMEs operating in Kabul at Cordaid Enterprise Academy. This TOR is developed by Cordaid's Private Sector Development (PSD) Programme to locate and hire Training Experts to deliver business model canvas training for the SMEs of 2nd Track 2021.

Bright Future Programme is in need to hire a business trainer to capacitate the SME's owners to improve their business model canvas and to have a good performance in the competitive market.

The Consultant Trainer will require to deliver the following activities for the 2nd Track 2021 SMEs for Business Acceleration.

a. Training Deliverable:

The consultant trainer will provide training on business model canvas to at least 15 SMEs of 2021 2nd track (a few more are expected to join till the training starts). The training will require preparation, training needs assessment, and curriculum revision.

The overall final deliverable of the consultant will be business model canvas for each SME at the present time as well as a "projection".

b. Coaching:

The consultant trainer will provide one-to-one coaching and technical support to SMEs to enable them make their own business models.

- c. **Business tour:**
The consultant trainer with the coordination of Bright Future team will facilitate two business tours for the SMEs to practically work their business models on the field.
- d. **Reporting:**
The consultant trainer will provide a report of his/her activities and achievement from the period of training and coaching to the programme manager of PSD Department.

The above act listed activities is presented in the below table with the number of days required for each activity.

Activities	Number of days
Preparing, Needs Assessment & Planning	1
Curriculum Revision	1
Training Implemented	7 (full days)
Canvas Model Completion/Coaching	5
Business Tours	1
Final Report	1
Total	16 total days

3. Assignment Period and Duration

The activity is agreed (in the month of June and July 2021). The activity should be delivered within a period of 22 paid days.

The consultant will be paid on the basis of working days only. In case of a delay due to public holidays etc. the activity will be postponed to the next working days and the consultant will not be awarded for any extra amount of money.

4. Terms of payment

The consultant will be charged 7% of tax as per the government's policy over the full amount of the contract. Cordaid's finance department will decide the mode of payment (either by bank cheque or wire-transfer), the currency in the contract will be paid to the consultant. The consultant will be paid in lumpsum at the end of contract and no advance will be raised. The consultant will submit the final report with an invoice mentioning the full amount of contract excluding the tax.

Besides, Cordaid will offer the following facilities for the consultant while on job.

- a. Food, Refreshment
- b. Internet
- c. Vehicle to travel between Cordaid and SMEs if needed.

Cordaid shall not pay for any other personal costs incurred by the consultant to carry-out the job besides what is not mentioned above.

5. Criteria, Qualifications and experience required

Afghans living and able to work in Kabul fulfilling the below requirements are invited to apply

- Candidates having, Master's Degree preferred, Bachelors' degree

- Candidates having Business, Commerce, Economics, Education or any other relevant backgrounds
- At least 5 years of work experience in similar capacities with renowned employers
- Candidates having served in Kabul are preferred
- Candidates having served in recent past are preferred
- Candidates having excellent Dari and English language (written and oral) proficiency

Application Guidelines

Cordaid's Bright Future project invites individual business training consultants to apply for this call. The interested consultants are required to submit

- A cover letter mentioning about their intention, interest and competencies for this position
- Updated Resumes/CVs
- A 3-4 page work plan which should include training methodology and techniques to be used for training the business owners and senior managers of the SMEs.

All the documents and annexes are to be submitted to Cordaid's procurement department using this email address caf-procurement@cordaid.org. In case of any queries, you are most welcome to write to us to the same email address.

Date Announced 9-June-2021

Closing Date of the call: 15-June-2021

No phone calls are entertained. We accept applications/proposals from individuals only through the given email address.

Female candidates are highly encouraged to apply.