

## TERMS OF REFERENCE

### FOR THE CONSULTANCY:

### BUSINESS DEVELOPMENT TRAINING

#### For the project: Brčko Inclusive Socioeconomic Initiative

**Deadline for application: 12<sup>th</sup>, September, 15h**

CARE International is looking for a Consultant(s)/ organization/ company to undertake a participatory training for business plans designing, aimed for

- a) individual businesses of vulnerable beneficiaries, or
- b) social enterprises, micro, small and medium enterprises (SMEs) that create sustainable employment opportunities for people with disabilities, disadvantaged or vulnerable groups

in Brčko Distrikt (BD). The training is planned to be organised in premises of new Socio-economic Inclusion (SEI) Centre within the Project and in cooperation with the partner: the Development-Guarantee Fund of Brčko District Government - RGFBD, responding to the current needs of the Brcko District and its citizens.

#### General information

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Job title:	Business plans development training, within the SEI Centre in Brcko District
Project title:	<i>Brčko Inclusive Socioeconomic Initiative</i>
Donor:	Czech Development Agency and CARE Czech Republic
Project country:	Bosnia and Herzegovina, Brčko District
Place(s) of work:	Brčko District
Anticipated consultants:	Individual, organization/ company consultant, with qualifications fitting the consultancy task,
Engagement period and duration:	10 working days, during September-October 2024

#### About CARE in the Balkans

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CARE's mission in the region of Balkans is to contribute to post-war recovery, socio-economic development and building the societies of equality in Bosnia & Herzegovina, Serbia, Montenegro, Kosovo, Albania and Macedonia (FYROM). CARE's work in the Balkans started in 1993, when it provided humanitarian support to people affected by war. In the late 90-ties, CARE shifted its focus in the region from humanitarian post-war assistance and rehabilitation to socio-economic development, engaging in interventions directed at conflict prevention and peace-building, sustainable livelihoods, gender equality and the prevention of gender-based violence.

CARE in the Balkans places the quality of its program at the centre of its mission and has developed a regional strategy that encompasses two main program directions: Gender Equality and Social and

Economic Inclusion. The goal of the Social and Economic Inclusion Program is to strengthen capacity and create opportunities for the marginalized, socially excluded and poor to integrate into society and access rights. CARE's Gender Equality Program aims to empower women vulnerable to violence, discrimination and poverty, to reach better life opportunities and social justice and to work on prevention of peer violence and building of tolerance among young men in the Western Balkans. CARE's engagement and contribution lies in strengthening sustainability of key regional, national and/or local civil society organizations and networks promoting equality and diversity, in the context of social inclusion and non-violence.

## **Project information**

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The project "Brčko Inclusive Socioeconomic Initiative" will contribute to socio-economic integration of disadvantaged and vulnerable categories of citizens of Brčko District. The Project concentrates its efforts to Brčko District and invests in increasing the socio-economic inclusion of marginalized groups. This is mirrored in the Project Objective: to increase social inclusion and create sustainable employment opportunities for citizens in Brčko District (BD) with a particular focus on disadvantaged and vulnerable groups, through raising employment capacity, support to entrepreneurial activities and enabling a conducive environment for more inclusive economic development.

### **The following project results/outputs are expected:**

- Output 1:** Disadvantaged and vulnerable populations of the Brčko District have increased their capacity for employment and knowledge of their citizens' rights, through project conducted trainings and awareness raising.
- Output 2:** Increased capacity, skills and job opportunities for the unemployed citizens of BD and creation of new employment for the disadvantaged and vulnerable groups, via project financial and technical support.
- Output 3:** Enhanced environment for a more efficient economic inclusion of vulnerable and disadvantaged groups, by creation of public-private partnerships to address labour market barriers and promotion of sustainable employment models.

## **Information about the Project partner RGFBD:**

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The Development-Guarantee Fund of Brčko District Government - RGFDB (<https://rgfbd.com/>) is a public institution established under the Government of Brčko District (BD), responsible for providing financial support or guarantees to small and medium-sized enterprises, individuals or agricultural producers.

More specifically, the main current RGFDB services include:

- a) Approval of credit funds and their placement,
- b) Allocation of funds to small and medium-sized enterprises and entrepreneurs,
- c) Investing in securities,
- d) Providing guarantees for loans to small and medium-sized enterprises and independent entrepreneurs and farmers with the aim of faster employment,
- e) Providing guarantees for lending in the rural sector,
- f) Other credit and financial intermediation.

**Role in the Project:** Unit for Implementation of International Projects at RGFDB (further PIU) has been mandated by the Government of BD to act as the main Project partner and beneficiary focal point (for all three project Outputs). PIU will also act as an intermediary between the selected the project

applicant/implementer and the Government of BD, in particular on strategic issues such as legislation, long-term financing and sustainability of project outputs, etc. PPIU will, through this Project, establish and develop the (Self) Employment Socio-Economic and Entrepreneurship Centre, which will aim to provide comprehensive support to BD residents, and especially marginalized persons, on their path to self-employment, entrepreneurship and long-term/permanent employment. The Centre would serve to develop, strengthen and upgrade the skills of BD residents so that they are employable in the labour market. At the same time, it can provide retraining and other training courses, personalised training, coaching, consulting, mentoring, therapeutic and psychosocial services and similar types of help and assistance. It would serve also serve as an incubator for start-ups and early stage entrepreneurs.

### **Consultants' Outputs**

CARE International is looking for consultant to undertake the following activities:

- Review the documentation and inputs relevant for the project, provided by CARE.
- Undertake one day preparation session and planning of the trainings and mentoring, in discussion with the SEI Centre staff (in the SEI Centre premises).
- Submit the design for the training programs for the two groups of beneficiaries, to CARE Project Manager for adoption (in English, 4-5 pages).
- In cooperation with CARE, RGFBD and SEI Centre staff, deliver trainings in business development, for 2 groups of around 15 participants from Brcko District:
  - a) one 2-days training for a group consisting of start-ups, individual businesses of vulnerable beneficiaries, and
  - b) one 3-days training for a group consisting of potential employers - social enterprises, micro, small and medium enterprises (SMEs) that create sustainable employment opportunities for people with disabilities, disadvantaged or vulnerable groups in Brčko Distrikt (BD).The Consultant will undertake the pre-post testing of the participants, in communication with CARE, to measure the training success. The trainings will be logistically supported by the project.
- Create a scoring plan for business plans evaluations – Business Plans Scorecard. Particular attention shall be placed on gender mainstreaming and the support to marginalised citizens (people with disabilities, Roma, youth and women in rural areas).
- In Cooperation with CARE, RGFBD and SEI Centre staff, design a Monitoring Table to measure over time the business development of the approved - granted businesses.
- According to a plan developed in communication with CARE, deliver a 3 days training/mentoring for the staff of the SEI Centre in Brcko, that will qualify them to undertake individual consultations for beneficiaries while finetuning their business plans (upon the business plans trainings). The mentoring process should secure engagement of SEI Centre staff in entrepreneurship advisory, so that in the future they would be enabled to conduct trainings for beneficiaries.
- Provision of the Consultancy Report to CARE (in English, 4-5 pages). Apart from the general consultancy coverage, the Consultancy Report will contain mandatory annexes: Business Plans Scorecard, Monitoring Table, trainings/mentoring plans, trainings evaluation and results of pre-post-tests. The Report will include, among the mandatory topics, the Consultant's view of the inclusiveness to vulnerable groups and gender perspective of the entire endeavour, as well as recommendations for inclusiveness towards in further work with the participants. The report will also contain a segment on how the issue of environmental protection was incorporated into the training curriculum, delivery and evaluation of the results.

### RGFDB's Outputs

- Provide the Consultants with information necessary for understanding the local context
- Approve the detailed consultancy/trainings plan of the Consultant
- Provide logistics for the trainings/meetings held within this consultancy
- Regularly collaborate with the Consultant regarding the participation during whole time of engagement, provide all relevant documents in/for the process.

### CARE's Outputs

- Provide to the Consultant the documentation relevant for the consultancy – initial and upon Consultant's request
- Agree on the training program with the Consultant; facilitate input of the elements of gender mainstreaming into the training methodology.
- Coordinate with the Consultant and SEI Centre staff throughout the consultancy period.
- Provide logistical support to the Consultant necessary for the realisation of the task, other than travel logistics (travel and accommodation costs for the fieldwork envisaged should be included in the Consultants' bid).
- Monitor the entire process within this consultancy.

### Schedule

The Consultant will be engaged for 10 working days, over the period 16<sup>th</sup> September to 31<sup>th</sup> October 2024, according to the following timetable:

#### Action

	Responsible	Date
Submission of the bid (electronically)	Consultant	13 <sup>th</sup> September 2024
Contract signing, initial agreements	CARE, Consultant	16 <sup>th</sup> September 2024
Deadline for realisation of the task	Consultant	by 31 <sup>th</sup> October 2024
Submission of the Consultancy report	Consultant	30 <sup>th</sup> October 2024

#### Payment schedule

Final payment (100% of contracted amount)	Final payment in November 2024, upon the approval of the Consultancy report by CARE
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The detailed payment schedule will be outlined in the Consultancy Contract and will be made upon the work completion and the approval of the final consultancy report by CARE. The Payment will be carried out in line with all necessary documentation as per CARE's administrative procedures (time sheets, consultancy report, etc).

### Required qualification of the Consultant:

CARE invites individual experts, teams of experts, NGOs and agencies, familiar with the type of work required in the context of a CSOs development project, to submit their bids and present in details their expertise, experience, division of work and responsibility levels/responsible persons (in case of teams or agencies). The general requirements are:

- University background (MA) in business development or similar fields.
- Excellent knowledge and previous documented consulting experience in business development (in particular SMEs, startups, individual producers) and business consultancy technical support.

- Excellent knowledge of gender equality and inclusion of the marginalised/vulnerable groups issues and their implications to business development.
- Good knowledge in environment protection, in particular in the influence of businesses on the environment and in concrete preventative measures.
- Great knowledge and experience in participatory workshop methodologies and delivery.
- Good knowledge about the situation around business environment in Brcko District.
- Good understanding of the idea, aims, principles and expected results of the Project and proposed activities.
- Submit references/recommendation on the related work

The Consultant's bid/application should consist of the following:

1. Consultant's CV or portfolio, with detailed information relevant to the required qualifications.
2. Draft consultancy plan outlining the approach and tentative timeline (schedule) for the consultancy.
3. Bid – financial offer: The Consultant shall suggest a daily fee/rate in BAM per consultancy day. (Transportation, food and accommodation costs should be included). There is no standard format for the bid.

THE APPLICATION- BID SHOULD BE IN ENGLISH!

The received applications will be evaluated against the below stated criteria:

<b>REFERENCE /HISTORY</b> (experience in similar work)	<b>METHODOLOGY / APROACH</b> (appropriateness for the task)	<b>KNOWLEDGE /SKILLS</b> (specific for the task)	<b>FUNDS</b> (value for money)
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Interested candidates are invited to apply to the address:

CARE International, Balkans, Derviša Numića number 6, 71000 Sarajevo,

or to the e-mail: [shalkic@care.ba](mailto:shalkic@care.ba)

Closing date for applications is September 12<sup>th</sup>, 2024, 15h

We thank to all applicants for their interest. Only selected applicants will be contacted. For any additional information concerning the application, please contact:

Branislav Tanasijevic, Project Manager, E-mail: [btanasijevic@care.ba](mailto:btanasijevic@care.ba)