



International Labour Organisation

Terms of Reference for Conducting SIYB Training of Trainers (ToT) in Eastern Region.

Background

Sustainable Reintegration and Livelihood Support for Returnees and IDPs (SRLS) is a project funded by the STFA and implemented by 6 UN Agencies from the ER-Durable Solutions Working Group and other 3 UN-Agencies providing complementary actions in the project implementation. The project was developed in response to the influx of Afghan returnees from Pakistan and other protracted IDPs from other regions to the Eastern Region of Afghanistan.

The forced repatriation of Afghans from Pakistan has caused significant socio-economic implication for the returnees and host communities including resource and services strain and infrastructural pressures that bears a potential risk of conflict arising between the returnees, IDPs and members of the host communities. Access to basic needs and services, sustainable livelihoods and decent employment opportunities for both returnees and host community members is paramount to ensure a seamless reintegration of returnees to their host communities. Some returnees bring with them skills and expertise from Pakistan that can contribute positively to enhance economic activities in the reintegration areas. However, they face difficulties in securing employment opportunities in the already strained economy. The situation is complicated by the local economy's limited capacity to create or absorb the new labour force, thus exacerbating unemployment situation.

The ILO through the Durable Solutions Working Group project designed interventions that address the limited decent employment opportunities for the returnees, IDPs and vulnerable host community members through enterprise development initiatives mainly targeting women-owned enterprises. Working with Women MSEs in priority sectors, the project supports interventions that create and sustain more decent employment opportunities and enhance the participation of returnees and vulnerable members of host communities in labour markets.

The project will focus mainly on enterprise development of MSEs by facilitating entrepreneurship and business management trainings using the ILO standardized modules of SIYB, GET Ahead and Financial Education at both ToT and ToE levels. The project will also support post-training activities to benefit MSEs which will include improving access to finance and financial products for MSEs, access to markets and market information for local produced products, access to mentoring and coaching services for MSEs and promoting the fundamental principles and rights at work.

As part of a broader objective, the ILO seeks to build the capacity of local trainers to deliver the SIYB program effectively, ensuring long-term access to high-quality entrepreneurship and business management trainings.

Structure:

This consultancy consists of two parts: first phase consists of conducting of ToT in Jalalabad and second part consists of supporting and observing the would-be trainers in conducting ToEs to entrepreneurs as part of their certification process which will also be held in Jalalabad.

Objectives

The primary objective of these ToR is seek the services of an ILO certified international consultant to conduct Training of Trainers (ToT) program for 40 male and female aspiring trainers to equip them with the skills to effectively deliver SIYB trainings effectively. The initiative also aims to establish a pool of ILO-certified SIYB trainers who can lead future entrepreneur training sessions.

Activities

The ToT will be conducted in two phases:

1. Training of Trainers (ToT):

- Facilitation of a comprehensive SIYB ToT workshop for 40 selected candidates, covering core modules, methodologies, and facilitation techniques.

2. Certification Process:

- Support and observe the trainers as they deliver SIYB sessions to entrepreneurs (Training of Entrepreneurs - ToE), either in person or virtually.
- Provide feedback and recommendations for certification.

Tasks

Part One: ToT Development Process

- Develop and finalize selection criteria for participants.
- Conduct the SIYB ToT in Jalalabad.
- Prepare session plans, materials, and training aids.
- Conduct review, debriefing, and planning for subsequent ToE sessions.
- Draft and submit the ToT training and mission reports.

Part Two: Trainer Certification Process

- Develop and share a detailed observation and certification schedule with trainers and the ILO team.
- Attend and evaluate selected ToE workshops.
- Provide detailed observation reports for each candidate and make certification recommendations.

Deliverables

- Successfully deliver SIYB ToT to 40 participants.
- Prepare and submit:
 - ToT session plans and materials.
 - Detailed action plan for ToE sessions.
 - ToT training and mission reports.
 - Observation and certification reports for each trainer.

Outputs

- **40 SIYB trainers** equipped to deliver SIYB training to entrepreneurs.
- **At least 200 entrepreneurs** trained during observed sessions.
- Certification recommendations for SIYB trainers.

Fees and Travel Costs

- Travel and accommodation costs will be covered by the project.
- A daily consultancy fee will be paid upon the satisfactory submission of reports and deliverables.

Funding

This assignment will be funded under the ER-Durable Solutions Working Group Project – **109830 FG/24/52/UND** for the East.

Submission of Proposal

You are kindly requested to submit proposals, including **number of days, budget (daily rate) and action plan**, to: tenders@ilo.org and cc mwahunga@ilo.org no later than **submission deadline, 29 December 2024**.