

TERMS OF REFERENCE FOR

Technical support for Women Entrepreneurship Program in Tien Giang Province

The Norwegian Mission Alliance in Vietnam (NMAV) is seeking a highly qualified institute to provide technical support for the Women Entrepreneurship Program in Tien Giang province

1. Background

NMAV has been in partnership with Vietnamese local government since 1996. NMAV and the local partners have worked together to empower the poor and marginalized through inclusion and poverty reduction. The target groups in our projects shall not be reduced to objects of our charity. They are acting subjects with their own will and ability to take responsibility for their own lives and development.

Since 2002, NMAV has partnered with Tien Giang Women Union to run microfinance program in Tien Giang to promote financial inclusion for underserved groups, especially the poor women. To support young women to transform their business ideas into reality, NMAV works with Women Union Vocational training and job placement Centre to build Women Entrepreneurship Training Program from 2018-2022.

The Women Entrepreneurship Program is part of a bigger NMAV-project in Tian Giang to make people more resilient to Climate Change.

2. Goal for Women Entrepreneurship Program

The project is designed to support young women in Tien Giang to transform their business ideas into reality or expand their existing business through practical entrepreneurship training program, network support and microfinance programme.

The goal is that young women are equipped with practical knowledge and skills to develop their feasible business plan or expanded business. Through the project the participants will get access to loan from Capital Aid Fund for Women's Economic Development (CWED) to start their business with support of mentors of Women Business Club.

From 2018 to 2022 it is expected that

- 1000 young women are trained to start their own business and at least 80% of them start their climate change smart business
- 1000 women, who are running small business are trained on basic business management and at least 80% of them have better business.

The long term goal of this program is that Women Union Vocational training and job placement Centre continues to run the Women Entrepreneurship Training Program with the same quality in the effective manner after project finishing.

3. Scope of work:

- To work with NMAV and NMAV's partner in developing the Women Entrepreneurship Program (WEP) to fit to NMAVs target beneficiaries' constraints and specificities. WEP will primarily consist of two 40-hour training courses, one Start Your Own business (SYB) course for young, female entrepreneurs and one Basic Business Management Training (BMT) for women that already are running small business.
- To conduct training of the trainers on WEP with essential skills and methodology to teach adult trainees;
- To establish a system for trainers for their continued education and pedagogical skills development
- To provide coaching/ mentoring for piloting WEP.
- To allow NMAV's partner have full right of customized programs in NMAV's entrepreneurship training component in Vietnam
- And to establish a system for revision and update the training programs.

4. Other partners involved:

Partner	Responsibility
Norwegian Mission Alliance Vietnam (NMAV)	Provide funding and technical support
Women Union Vocational training and job placement Centre	Get approval of Training Curriculum from local authorities Recruit students through Women Union network Select and manage trainers Conduct trainings Provide follow up and network support together with the Women Union and Women Business Club
CWED / MOM (Microfinance Institution)	Support recruiting students Support to build mentoring network of microentrepreneurs Provide access to loan and regular follow up of loan clients
Tien Giang Provincial Women Union	Overall management of the WEP-project

5. Methodology

A participatory approach and dynamic role play will be applied during the training sessions and improvement activities. The trainers are the current teachers of Tien Giang WU vocational training and job placement centre and the selected candidates from Women Union network. The students will be identified through the Women Union Network in Tien Giang.

6. Deliverables:

Deliverables in 2018	Expected deadline	Location
Conduct training need assessment and organizational assessment	June 15 th	Tien Giang
Training need report, including the recommendation for trainee and trainer selection criteria's, training arrangement	June 22 nd	Ho Chi Minh City
Developing training curriculums (SYB, BMT) for women in rural areas with focus on Climate Change Smart business	Aug 1 st	Ho Chi Minh City
Develop training manual for trainers	Aug 1 st	Ho Chi Minh City
Take part in selecting trainers	Aug 1 st	Tien Giang
Conduct TOT training on BMT for 10 trainers including lecturing and teaching pilot for 2 batches (20 students/batch)	Sep 3 rd – Sep 28 th	Tien Giang
Conduct TOT training on SYB for 10 trainers including lecturing and teaching pilot for 2 batches (20 students/batch)	Oct 8 th – Nov 2 nd	Tien Giang
Conduct TOT training on pedagogical skills for trainers	Sep 3 rd – Nov 2 nd	Tien Giang
Establish a system for local trainers to continue develop and exchange experiences with other trainers, for example through online platforms.	Dec 1 st	Tien Giang and Ho Chi Minh City
Provide training and tools to manage and monitor the quality of training including post training follow-up.	Sep 3 rd – Nov 2 nd	Tien Giang and Ho Chi Minh City
Deliverables 2019-2022 Continue support and mentoring for the program and trainers according to plan and systems developed the first year.		

7. Submission of Proposal

The interested institutes are encouraged to submit their proposal (not exceeding 10 pages) in English to the Norwegian Mission Alliance with the following details:

- Experiences and qualifications to undertake this assignment including a list of similar previous and current engagements with detailed references and documentation references;
- Capacity to empowering, training and transferring to NMAV's partner the Women Entrepreneurship Program.
- Technical proposal with detailed activities and workplan;
- Budget proposal with a cost breakdown based on detailed activities.

The proposals are expected to send to minhha@nmav.org, titled "Application Women Entrepreneurship Program _Name of institute" by no later than June 1st 2018. Only submissions with complete documents as stated in the ToRs will be considered.