



## Terms of Reference (TOR)

### SYOB Training Course: Planning, start-up and Set-up Your Own Business initiatives.

#### 1. Background

Vietnam Red Cross (VNRC) was founded in 1946 and it is a member of the International Federation of Red Cross and Red Crescent Societies working mainly in emergency relief, disaster preparedness, community based social and health activities and blood donation. Spanish Red Cross (SRC) has been present in Viet Nam since 2002 supporting VNRC (its only local partner) in several programs such as organizational capacity building, emergency response, disaster preparedness/management, vocational training and micro-credit.

Currently VNRC, with the support of SRC, is implementing the project "**Supporting the socio-economic integration and employment for people with disabilities in regions of intervention of the Spanish Cooperation in Vietnam**". This project is funded by AECID – the Spanish Agency for International Cooperation and Development. The overall objective of the project is to contribute to reduce the vulnerability of People with Disabilities (PwD) in Vietnam. The project has been implemented for the past 3 years in 6 provinces of Vietnam: Binh Thuan, Lam Dong, Hai Duong, Hung Yen, Ha Nam and Ha Noi provinces.

During the past year, the project has supported approximate 811 People Living with Disabilities to receive Vocational Training. Among them, there are about 210 people that are going to start self-employment activities. In order to provide the participants with the knowledge and information on how to start up a business, the project is looking for national consultant(s) to conduct this training in the provinces 6 provinces mentioned above.

#### 2. Objectives

After the training course (s), every participant shall have sufficient knowledge on the following areas:

- **Identify business ideas**
- **Market assessment**
- Marketing/Sale plan
- Personnel organization
- **Selection of business type and procedures required**
- Responsibility of business and business management
- **Making feasible business plan**
- Accessibility to capital sources for supporting the business initiatives.

*The special focus points should be stressed.*

#### 3. Scope of works:

- To review the project objective and project activities as well as the project's benefits for the beneficiaries.

- To design a training curriculum.
- To carry out the training (s) with the aim of participants to have:
  - Gained knowledge on how to start up a business
  - Understanding and capacity to apply key techniques for making feasible business plan and its complement after the training
  - Practical knowledge in how to make marketing/sale plan, personnel organization, business management and different requirements of each type of business.
  - Knowledge to access the funding for supporting the business initiatives
- To review and evaluate the business plans developed by participants and suggest the selection of feasible plans to VNRC and SRC.
- To write the training report in both Vietnamese and English including the final results evaluation for each participant's business plan.
- To provide a soft copy of all the materials used during the training.

#### **4. Targeted participants and Training Methodology**

We expect to have a skill-based training, which uses learner-center and participatory approach. Participants are beneficiaries from the project. They are people with disability, ethnic minority and women. They are likely interested in micro business and most of them have relatively low educational background.

Trainers are expected to deliver the training in the 6 provinces between September and November 2013 (venue and time TBC).

#### **5. Submission of proposals:**

The proposals must include:

- *A technical proposal*, including the detail support that the consultant will provide and the detail training curriculum, including methodologies and resources (Maximum 10 pages)
- *A human resources proposal*, including CV of the consultant/trainer highlighting relevant qualifications, experience and references.
- *A detailed economic proposal* considering an adequate use of the economic resources in each stage of the assessment, and a detail breakdown budget

The proposal shall be presented in both English and Vietnamese in electronic format before August 20<sup>th</sup> 2013 (5 pm Vietnam time) to the 3 following e-mail addresses:

[Thanhhuyen\\_vnrc04@yahoo.com](mailto:Thanhhuyen_vnrc04@yahoo.com)

[del.afe@cruzroja.es](mailto:del.afe@cruzroja.es)

[src.tuyetdt@fpt.vn](mailto:src.tuyetdt@fpt.vn)