



**FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER**

**TERMS OF REFERENCE (TOR)**

**CONSULTANCY SERVICES TO CONDUCT A BUSINESS ENTREPRENEURSHIP TRAINING FOR THE  
ALUMNI PROGRAM PARTICIPANTS FROM THE HIGHER EDUCATION ACCESS PROGRAM**

**JULY 2023**

## **Introduction and Context analysis.**

Forum for African Women Educationalists (FAWE) Uganda Chapter is one of the 35 National Chapters of FAWE, a pan African Non-Governmental Organization (NGO) founded in 1992 by five women ministers of education to promote girls' and women's education in Africa. FAWE Uganda was established in 1997 with the goal of accelerating female participation in education and closing the gender gap within the education system at all levels in Uganda. FAWE Uganda's vision is "A Ugandan Society where Girls and Women Lead Dignified Lives." The mission is "To Enhance Opportunities for Girls to Attain Quality Education and Skills through Sponsorship, Social protection, Institutional Strengthening and Advocacy."

The overall Goal is "Girls across Uganda are able to access quality education." This is supported by the strategic objectives of; improved level of gender responsiveness in Education Sector policies for girls and women, enhanced adoption and integration of positive gender pedagogy practices at school level; improved access, retention and completion rates for girls in school and all levels of education; strengthen research and knowledge management systems to inform policies, new approaches and set the pace for girls' agenda in Uganda in addition to strengthening institutional development to efficiently and effectively deliver its mandate. The organization's work is embedded in four thematic areas of; policy influence for girl-child education, fostering positive practices and attitudes, FAWE Uganda evolving into a one center for girl-child education and transform into a strong learning and gender responsive organization.

### **Programs overview.**

#### **The Higher Education Access Program.**

Forum for African Women Educationalists (FAWE) Uganda Chapter, on behalf of FAWE Regional Secretariat is implementing the Higher Education Access Program (HEAP), to support academically talented students from economically disadvantaged communities in 13 districts across Eastern, Northern and Western Uganda, to access and complete higher education with the main objectives of the program to;

**Objective 1:** Provide bursaries to 300 academically able, yet economically disadvantaged students from eastern, northern and western Uganda to access and complete higher education.

**Objective 2:** Design and implement a (pilot) pre-entry bridging program to provide second chance opportunities for promising students to transition into university degree programs.

**Objective 3:** Provide academic and psycho-social support and facilitate pathways for the students to internships, industrial practice and employment.

**Objective 4:** Institutional capacity strengthening to ensure disadvantaged students succeed.

The program targets 300 students (70% female and 30% male) for the eight-year program period (2017 – 2024), targeting students aged 18 to 25 years, apportioning slots of 60% towards degree courses and 40% towards diploma courses in the fields of Agricultural sciences, medical and health, and education with a focus on science and literature.

The Higher Education Access Program is being implemented partnership with five (5) learning institutions of; Mbarara University of Science and Technology (MUST), Busitema University, Gulu University, Medical Laboratory training school Jinja and Jinja School of Nursing and Midwifery.

The main goal of the Higher Education Access Program (HEAP) is to enable young women and men from the disadvantaged regions of Uganda to access, stay in school, complete and transition through higher education and secure employment in those sectors that contribute to personal economic empowerment and development of their home communities.

## **The Assignment.**

To facilitate the Business Entrepreneurship training for the alumni.

The categories of the alumni include; Health Professionals from Medical Laboratory Training School Jinja and Jinja School of Nursing and Midwifery; as well as various professionals from Mbarara University of Science and Technology (MUST), Busitema University and Gulu University.

## **Aim of the Training**

The training specifically aims to:

- i. Equip the Alumni students with skills in Business development and management.
- ii. Equip the participants with business marketing skills (including digital marketing).
- iii. Equip participants with skills in developing/writing fundable proposals.
- iv. Provide continuous business mentorship and coaching for a period of 6 months

Consequently, FAWE Uganda is looking for an experienced consultant/ firm to facilitate training and equip the Alumni program participants with quality skills and knowledge in Business Development, Entrepreneurship and Leadership skills to contribute to the **Program outcome: 3.1.** “Students are inspired, empowered and groomed to face the world of employment and to give-back through attending to the social and economic challenges at household and community levels.”

## **Scope of the training.**

The training is targeting 60 Alumni Program participants and will take place from August 8<sup>th</sup>-12<sup>th</sup> 2023 to August 4<sup>th</sup> 2023. The training will be residential and the expected participants are expected to report at the training venue on the 30<sup>th</sup> July 2023. The Consultant/trainer is expected to discuss with FAWE Uganda Scholarship team to agree on the key topics and programme for the training in relation to the training specific objectives. The topics should help improve skills and knowledge in Business Development and Management.

## **Purpose of the Assignment.**

Alumni from the Higher Education Access Program (HEAP) equipped with skills in Business Enterprise Development and management, resulting into the writing of fundable proposals and consequent establishment of viable businesses.

## **Profile of the Consultant(s):**

### **For Individual trainers/Consultants.**

#### **The Consultant will demonstrate the following:**

- Academic qualifications, a minimum of Master’s Business Administration and Management, Business Enterprise, Entrepreneurship, Marketing and Business Development among others. A Post Graduate Diploma in Marketing is an added advantage.
- Hands on practical experience in Business Enterprise Development and Management.
- Formal training and extensive experience conducting trainings and direct interventions in mainstreaming Business coaching, Business mentorship, entrepreneurship, and youth empowerment.
- Strong knowledge of Digital marketing, global business management, and financial Management and

investment and how they affect the current Business Enterprise trend.

- Good facilitation and communication skills.

### **For Organizations/Firms**

The organization will demonstrate the following:

- Be legally registered to operate under the laws of Uganda.
- Be a recognized organization, at a national level with not less than 5 years' experience in training, development of training manuals and proven evidence of youth economic empowerment operations.
- Must provide trainers who are at the level of consultant i.e. with a minimum of a Master's Degree in Marketing and Business Development, Business Administration, Business Enterprise, Entrepreneurship or other related field.
- The trainers must have extensive experience in conducting trainings and direct interventions in youth Entrepreneurship, economic empowerment and Digital Marketing for the youth empowerment as well as supporting business startups.
- Strong knowledge of financial literacy, marketing and investment, Business Development, mentorship and coaching as well as Entrepreneurship.
- Good facilitation and communication skills.

### **Key Deliverables.**

1. Provide a training program that comprehensively caters for all agreed topics
2. Deliver the training using appropriate, inclusive and adaptable trainings to youth learning.
3. Provide a training report within five (05) days of completing the training

### **Proposal Submission/Expression of Interest.**

Interested qualified consulting firms and individuals are invited to submit a proposal that includes the following;

- a) Understanding of the assignment
- b) Methodology and work plan for performing the assignment.
- c) Team composition and task assignment.
- d) Curriculum Vitae of the team members.
- e) Detailed reference list (with contacts) indicating the scope and magnitude of similar assignments conducted. Reference letters should be attached.
- f) Similar relevant assignments handled previously.
- g) Certificate of Incorporation and other relevant statutory documents where applicable.

Technical and financial proposals shall be submitted as separate documents. Financial proposals for non-qualifying technical proposals will not be opened.

Proposals should be submitted by **Friday 28<sup>th</sup> July 2023 at 5:00Pm** to the following email address; [procurement@faweuganda.org](mailto:procurement@faweuganda.org) or hand delivered to;

The Chairperson – Procurement Committee  
Forum for African Women Educationalists Uganda Chapter  
Plot 328 Magulu Close, Off Bukoto-Kisaasi Road  
Kampala, Uganda