

Term of Reference (TOR) for consultants to conduct a Training Course on Small Business Management and Business Mentorship Training.

Job by: Yalelo Uganda in Partnership with Master card Foundation and Private Sector Foundation.

Category: Consultancy and Training.

Career level: Senior Level (5 + Years Experience)

Job Description.

Term of Reference (TOR) for consultant/s to conduct Training Courses on Small Business Management Training and Business Mentorship Training

1.0 Background.

Yalelo Uganda Limited (Referred to as Yalelo) operates in the Aquaculture industry. Yalelo is a pioneer in African aquaculture, combining local resources with world-class aquaculture practices. Yalelo began its operations in 2019 and has grown to become Uganda's market leader in sustainable fish production. Our cages are among the largest in Africa providing an open environment for our fish to swim far and deep against the natural lake currents.

Yalelo's main drive is to lead Uganda in becoming a regional Aquaculture powerhouse by sustainably developing region-wide fish Protein and stabilizing regional food security by sustainable producing reliable and affordable supply of fresh fish.

Yalelo Uganda (YU) in partnership with the Private Sector Foundation of Uganda (PSFU) under the Young Africa Works Uganda program sponsored by Master Card Foundation aims at creating employment opportunities for both the youth and women entrepreneurs in the fish value chain (Advancing Women and Youth 's entrepreneurs in the fish value chain for wealth creation) in the age range of 18-35 years.

YU strives to engage 7215 youth entrepreneurs in different sales channels to avail fresh fish to consumers in the Kampala Metropolitan Areas (KMA) , Wakiso, Mukono and then countrywide over the course of the next 3 years

YU, therefore, invites competent consultant/s to implement the assignment on Mindset skills and Progress thinking training.

2.0 Purpose of the Consultant.

The purpose of the consultant is to enhance the business management skills of participants for the promotion and development of their small businesses. The training will lead towards promotion /growth, marketing, development, and sustainability of small businesses.

3.0 Scope of the Work.

The training will be implemented in the greater Kampala Metropolitan Area(KMA) , Wakiso, Mukono, Buikwe and Jinja. The assignment aims to train approximately 7215 youth as targeted by the project in three years.

4.0 Objective of the Training

The main objective of the training is to increase the general capacity of the participants to take solid financial decisions, transfer practical knowledge, manage business finances, increase their knowledge of financial concepts, products and services and finally develop practices for sustainable business growth.

By the end of the training, the participants should demonstrate the following skills.

No	Small Business Management Consultant -Skills attained by the end of the training.	Business Mentorship Consultant -Skills attained by the end of the training
1	Sound knowledge of costings and pricing.	Understanding Business continuity.
2	A better understanding of budgeting	Understanding Business Growth
3	Improved knowledge and technical skills in short and long - term financial planning	Understand business networking and maintaining long business relationships
4	Increased understanding of record keeping.	Development of sustainable business strategies and measures.
5	Improved knowledge of E-banking	
	Managing Business Risks and Compliance	
6	Improved understanding of cash flow projections	
7	Increased understanding of creating more income streams	
8	Increased understanding of Business Coordination	
9	A better understanding of working Ethics	
10	Identification of various employment opportunities in the Market Places.	
11	A better understanding of practices that sustain development growth.	
12	Strategic planning	
13	Understanding operational aspects of the business	
14	Understanding Legal aspects of the Business	
15	Understanding Commercial aspects of the Business	
16	Understanding Registration procedures of the Business	

5.0 Major Deliverables.

The consultant is expected to deliver the following materials before and after the completion of the tasks.

No	Small Business Management consultant deliverable	Business Mentorship Consultant -Skills attained by the end of the training	Timeline
1	Prepare and submit a work plan on training outline, course content, handouts, and a detailed schedule to conduct Business Management skills training.	Prepare and submit a mentorship work plan on training outline, course content, handouts, and a detailed schedule.	Thursday 29 th Sept
2	Develop a training manual (Soft and Hard Copy) and supporting materials in English	Develop a mentorship training manual (Soft and Hard Copy) and supporting materials in English	Thursday 29 th Sept
3	Submit training reports of training workshops.	Submit mentorship training reports of training workshops.	Every after a training.
4	Provide technical advice and support for participants during the workshop.	Submit mentorship training evaluation reports on training conducted.	Every after a training .session
5	Evaluate the effectiveness of the training and make recommendations for improvements and Actions	Evaluate the effectiveness of the training and make recommendations for improvements and Actions	Every after a training session.
6	Share training end evaluation /feedback forms from the participants	Share training end evaluation /feedback forms from the participants	Every after a session
8	. Share Daily attendance lists on hard copies	Share Daily attendance lists on hard copies	Every after a training session
10	The training language should be simple (no strong vocabulary) and translated into a local language	The training language should be simple (no strong vocabulary) and translated into a local language	English, Luganda and any other language

6.0 Duration.

The actual training activity is estimated to last 7 working Days each month throughout the project lifetime.

7.0 Reporting Lines.

- The consultant shall report directly to the Managing Director (MD), PSFU Case Manager and Project Manager on matters of progress and completion of the assignment who shall be responsible for approving the quality of work and the extent to which the reports fulfil the requirements stated in the TOR before the respective payments are done.

8.0 Responsibilities of Yalelo.

- Provide ToR for the assignment

- Mobilize all partners and other stakeholders for the assignment
- Providing logistical support for the training
- Support the facilitator in the selection of participants for the training.

8.0 Degree of Expertise and Qualifications.

No	QUALIFICATIONS	Small Business Management Consultant.	Business Mentorship Consultant
1	Education	Master of Business Administration with 10 years in leadership	Master of Business Administration with 10 years in leadership
2	Qualification	Extensive expertise, knowledge, and experience in Small Business Management training. Extensive knowledge in building capacities of SME	Extensive expertise, knowledge, and experience in Business Mentorship training.

Application Process.

Interested Consultancy Firms may obtain further information by sending an enquiry to the email procurement@yalelo.ug. Detailed Terms of reference can be accessed on the Yalelo (u) Limited Website www.yalelo.ug

Yalelo (u) Limited will only consider Physical sealed proposals submitted to Steadman Global, 1ST Floor Britam House, Plot 24A, Akii Bua Road – Nakasero by 29th September 2022 before 1600hrs