



# Terms of Reference

## Entrepreneurship Training and Business Plan Development

### 1. Background:

CIWA and AFD is pleased to announce the recruitment of local freelancers/consultants to provide entrepreneurship training as part of the "Land Access and Protection of Indigenous and Natural Resources (LAPNIR)" project. This initiative is generously funded by the Swiss Development Cooperation (SDC) and Irish Aid through Dan Church Aid (DCA).

CIWA and AFD seeks local freelancers/consultants to provide high-quality entrepreneurship training using the International Labour Organization (ILO) international standards and CANVAS model. The training aims to empower the beneficiaries with the skills and knowledge necessary to develop sustainable business ventures, thereby enhancing their economic resilience and self-sufficiency.

### 2. Objective:

The training aims to empower the IP women and community with the skills and knowledge necessary to develop sustainable business, thereby enhancing their economic resilience and self-sufficiency.

The specific objective of this consultancy is to conduct a comprehensive training course and provide coaching to indigenous women on entrepreneurship and business plan and financial literacy.

### 3. Outputs/Deliverables:

- Completed four comprehensive entrepreneurship trainings and coaching for IP women supported by CIWA using ILO standards, either 1) Generate Your Business Idea (GYB), 2) Start and Improve Your Business (SIYB), or 3) Expand Your Business (EYB). The training content will be required to include topics related to financial literacy, financial management, NTFP product packaging, and marketing, according to the level of participants and their business.
- Completed four business coaching to selected IP women group ( 1 coaching per year, total 4 coaching times)
- Completed two training on Business development, NTFP handcraft and food processing) to 20 participants from women group including IP/non IP of CF/CPA in Salavisei commune Prasat Balangk district Kampong Thom province.
- Training report including 10 business plan using Canvas model and 1 NTFP and Food processing.

### 4. Consultant's responsibility:

- Develop and submit a comprehensive proposal outlining the approach, methodologies, and timelines for these assignment
- Work closely with CIWA and AFD staff to finalize detailed methodologies and a work plan for executing the training and coaching.
- Conduct training based on an agreed workplan.
- Facilitate IP women group to complete business plan
- Coach selected IP women group to implement their business plan

**6. Timeframe and Schedule:**

The schedule for the consultancy will be developed by the consultant and approved by CIWA in a consultative process. The first training will be conducted between June- July ,2024 and the first coaching will be in Aug to September 2024. The next training will be decided in early October 2024.

**7. Reporting:**

A consultant is required to submit training and coaching report in each year separately to AFD and CIWA.

**8. Requirements:**

- The consultant(s) must possess a minimum of 5 years of demonstrated experience in working with the private sector and NGO on business development initiatives. This includes a track record of successful projects aimed at enhancing business performance, market expansion, and revenue growth.
- Demonstrated proficiency in conducting training and coaching. The consultant(s) should have deep understanding of indigenous women.
- The consultant(s) should have a proven track record of developing comprehensive business plans for various industries and sectors. This includes expertise in conducting market assessments, identifying growth opportunities, and formulating strategic plans to achieve business objectives.
- Preference will be given to consultants who have prior experience in supporting the business development for community, main with IP community.
- Fluency in Khmer language is essential for effective communication with stakeholders.

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