



Terms of Reference

Call for Proposal to establish individual and Group Based Small Enterprises among potential beneficiaries in Batticaloa and Ampara districts

a. Background of Organization

Berendina Development Services (Guarantee) Limited is committed towards alleviating poverty among vulnerable and marginalized communities in Sri Lanka. Its vision is to create and empowered equitable society where poverty does not exist. Berendina Development Services (BDS) currently works in rural areas of Nuwara-Eliya, Mullaitivu, Anuradhapura, Trincomalee, Ampara, Batticaloa and Kegalle Districts as well as estates in Nuwara-Eliya District. BDS assists marginalized communities including vulnerable men and women, widows, elders, persons with disabilities and youth to overcome poverty. The assistance offered are grant-based in the areas of livelihoods, water, sanitation and hygiene, housing, health, and community infrastructure development. BDS annually supports over 25,000 families across the operating Districts. Further details of Berendina can be found at www.berendina.org.

Strong Women and Youth in Rural Entrepreneurship and Civil Society in Sri Lanka Project is one of the grant projects BDS is implementing. It is a three-year project which commenced in March 2018 and is expected to complete by September 2020. The project is funded by the German Government (Federal Ministry of Economic Cooperation and Development). It is being implemented in selected ten divisional secretariat areas in Batticaloa and Ampara.

b. Scope of the work

Develop a diagnostic assessment tool to assess and select potential individual and group based small-scale Entrepreneurs for entrepreneurship development among the targeted Civil Society Organizations in Ampara and Batticaloa districts and Provide capacity building training for Project Officers and Governments Economic Development Officers for empowering them to use the assessment tool to diagnosis and select potential entrepreneurs for business plan development. Further, conduct multiple numbers of business idea generation and business plan development trainings for the entrepreneurs and facilitate to prepare and implement individual and group based business plans with the participatory approach, these business plans should be developed and implemented in order to the business idea of the individuals or groups.

c. Tasks

1. Develop an assessment tool to identify potential small-scale entrepreneurs among targeted CSOs in Ampara and Batticaloa Districts.
2. Capacitate the Project Officers and Governments Economic Development Officers to select the potential Entrepreneurs by using the assessment tool.

3. Conduct 15 one-day business idea generation and expansion trainings and 45 two-day business plan development trainings for the potential small-scale entrepreneurs. (15 numbers of one-day business idea generation and expansion training for Individual businesses. 30 two-day trainings for Group based businesses and 15 two-day trainings for Individual businesses on Business Plan development.)
4. Enable the entrepreneurs to draft their business plans at the end of the two days' business plan development training session.
5. Improve and finalize the draft business plan and identify the specific technical training needs of the particular business collaboratively with the responsible Project Officers and Respective Entrepreneur.
6. Participate in the Berendina Technical committee for the screening and final selection process of the business plans (Purpose of this screening will be to select 96 individual & 24 group businesses to provide material assistance).
7. Conduct 30 Financial Literacy Trainings to the entrepreneurs
8. Identify potential technical training providers and link them to the businesses for further improvement.
9. Conduct 30 one day follow up trainings on Financial management
10. Conduct 60 one-day business process management coaching sessions (Production, Marketing, Sales, Forecasting etc.,)
11. Provide follow up on the following
 - a. Ensure that the businesses are established and operating in the targeted areas in line with their developed Business plans
 - b. Ensure that the proper business systems are in place (Production, Marketing, Sales Planning, Bookkeeping and Projections)
 - c. Ensure that the increased income gained by the businesses as per the projection in the Business Plan.

d. Expected outputs and deliverables:

1. Officers are able to identify the potential small-scale entrepreneurs by using the developed tools with confident
2. Potential entrepreneurs are enable to contribute with confident for their business plan development.
3. Entrepreneurs are capable enough in financial planning and management to run the business profitably.
4. Entrepreneurs are able to adopt systems in their businesses and the business processes are in practice.
5. Businesses are timely linked with technical training providers of the required sectors and produce quality product as per the market requirement.
6. 300 individuals and 24 group based business plans developed, screened, and implemented with full capacity.

Note: - For follow up, consultancy firm is required to appoint one business Counselor per one district to implement the activities which are given in the TOR.

e. Duration of the consultancy days: 442 Man days

| Activity | Number of Days |
|--|-----------------------|
| Diagnostic assessment Tool development | 2 |
| Training for Officials on Assessment tool idea on business plan development | 2 |
| Provide 15 batches of one-day training on Idea generation and expansion (Two teams of trainers can conduct in 2 different locations) | 15 |
| Provide 45 batches of two-days training on business plan development (Two teams of trainers can conduct in 2 different locations) | 90 |
| 30 Financial Literacy Trainings | 30 |
| Improve and finalize 300 Business Plans (10 plan writers' x 2 plan per day x 15 days) | 150 |
| Participate in Screening Process | 3 |
| 30 follow up on Financial Management Trainings | 30 |
| 60 business process management coaching sessions | 60 |
| Follow up days | 60 |

f. Time frame

The duration of the consultancy is 442 man days. The timescale for the consultancy is following:

| Activity | Number of days | Duration |
|--|-----------------------|------------------------------------|
| Diagnostic assessment Tool development | 2 days | 3 rd week of April 2019 |
| Training for Officials on Assessment tool | 2 days | 4 th week of April 2019 |
| Provide 15 batches of one-day training on Idea generation and expansion (Two teams of trainers can conduct in 2 different locations) | 8 days | In May 2019 |
| Provide 45 batches of two-days training on business plan development (Two teams of trainers can conduct in 2 different locations) | 23 days | In June 2019 |
| Improve and finalize Approx. 300 Business Plans 15 days (10 plan writers' x 2 plan per day x 15 days) | 15 days | Before 14 th July 2019 |
| Screening of business plans | 3 days | Before 30 th July 2019 |
| 30 batches of Financial Literacy Training (Two teams of trainers can conduct in 2 different locations) | 15 days | Before 15 th July 2019 |

| | | |
|--|---------|--|
| 60 batches of business process management coaching (Two teams of trainers can conduct in 2 different locations) | 30 days | From 15 th July 14 th August 2019 |
| 30 batches of follow Financial Management Training (Two teams of trainers can conduct in 2 different locations) | 15 days | 15 th August to 29 th August 2019 |
| Follow ups | 60 days | 2 nd September to 4 th November 2019 |

g. Payment Method:

| Installment | Milestone | Means of verification for payment | Percentage |
|-----------------|--|---|------------|
| 1 st | Upon signing of agreement | Signed agreement | 20% |
| 2 nd | Provide 15 batches of one-day training on Idea generation and expansion (Two teams of trainers can conduct in 2 different locations) | 300 business (individual) ideas and 24 group business ideas documented | 20% |
| 3 rd | Provide 45 two-days trainings on business plan development (Two teams of trainers can conduct in 2 different locations) and submission of business plans | 300 individual business plans 24 Group business plans | 20% |
| 4 th | <ul style="list-style-type: none"> 30 Financial Literacy Trainings (Two teams of trainers can conduct in 2 different locations) 30 follow up Financial Management Trainings (Two teams of trainers can conduct in 2 different locations) | Training completion report | 20% |
| 5 th | End of 60 coaching sessions & follow up period of 60 days | Based on the score of business capacity assessment (this will be provided & | 20% |

| | | | |
|--|--|--|--|
| | | discussed at the time of agreement signing) | |
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h. Qualifications of the Consultants

Given the nature of program, it is imperative that the team of consultants should be interdisciplinary representing the major areas of entrepreneurship development and Business plan preparation.

i. Special requirement

Consultant or team required to adhere the child safe guard and anti-sexual harassment policy and standards during the course of assignment period.

j. Pre bid meetings

Pre bid discussions are to be held on 29th March 2019, We encourage you to send any queries you may have, prior to the meeting, and we will provide answers during the meeting. Please contact Mr.Elango (Email:elango@bds.berendina.org / TP:+94 773933971) for arrangements.

k. Other Conditions

l. Invitation for expression of interest

Berendina invites interested training agency/consultant to submit proposal to achieve the objectives and expected outputs of this Terms of Reference (ToR). Proposals should be submitted to careers@bds.berendina.org on or before 5.00 pm, 8th of April 2019. Berendina will procure the services of a training agency consultant on a short term "Consultancy Agreement". All terms and conditions will be included in the agreement.

m. The proposal should include:

- Information & proof that the training agency/consultant falls within the requirement specified in this ToR and has the necessary expertise with regards to Entrepreneurship development, Business Preparation, business process improvement and training. Proven track records related to the areas specified in the ToR
- Description on how the consultant will achieve the objectives and expected outputs of the ToR
- Bio data of the consultants that will be involved in the assignment with confirmation of the availability during the stated period.

n. Key contact Person.

Mariathasan Elango

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