



**Local Partner Development
Terms of Reference**

Consultant – Business Development Trainer

1. Background

Local Partner Development (LPD) is a six-year project funded by the United States Agency for International Development and implemented by FHI 360. The project seeks to support the Caribbean Basin Security Initiative framework by collaborating with key actors from government, civil society, academia and private sector to effectively advance youth crime and violence prevention. In this regard, LPD seeks to improve the capacities of its key partners to design and implement sustainable evidence-based secondary and tertiary youth crime and violence prevention interventions.

In enhancing partners’ knowledge and skills in youth crime and violence prevention, LPD is coordinating evidence-driven crime and violence prevention strategies in the communities of Grange Hill in Westmoreland and Norwood in St. James. In so doing, LPD is organizing services that treat with youth at-risk of involvement in crime and violence, using an intensive case management approach. The intensive case management approach utilizes case management and a comprehensive array of psych-social and livelihood support services as the keys to reducing the risk of involvement in crime and violence.

2. Role of the Consultant

Local Partner Development is seeking a qualified Business Development Trainer to provide group training, guidance and support to a group of 30 youth as they seek to develop and grow their micro-enterprises.

3. Scope of Work

The specific responsibilities of the Consultant include, but are not limited to:

- Facilitate group training to a group of 30 participants over a six-day period, with training in business principles to include the following areas:
 - Strategic Planning
 - Marketing Principles and Customer Relations Management
 - Operations
 - Record Keeping and Financial Fundamentals
- Provide guidance on the development of simple individual business plans.

4. Deliverables

The Business Coach shall be engaged over a period of six weeks, to commence July 2022 with a level of effort (LOE) of approximately 10 days.

Activity	Deliverable	Estimated LOE
Development of training curriculum and activities	Training Curriculum and Agenda	1 day
<ul style="list-style-type: none"> Face to face group training provided to 30 participants over 6 days. Facilitate the development of individual business plans during the training, providing direction, review and feedback. 	<ul style="list-style-type: none"> 6 Training Sessions Delivered Attendance Registers 30 Business Plans Reviewed and Feedback Provided 	8 days
Final report to include: <ul style="list-style-type: none"> Summary of training sessions Recommendations to guide on-going business coaching with participants 	Final Report	1 day
Total LOE		10 days

5. Qualifications

- A university degree in business management, marketing or a related field
- At least three years' experience in business development, business planning and monitoring
- At least five years' experience delivering business development training to micro and small enterprises
- At least three years' experience working with community-based enterprises and unattached youth populations
- Proven report writing skills

6. How to Apply

Interested individuals should submit the following via email to jamaicalpdprocurement@fhi360.org by 5:00 p.m., June 28, 2022. Email must include "Consultant – Business Development Trainer" in the subject line.

- CV
- Biodata Form
- Concept on the methodology and approach for the training and coaching activity

FHI 360 appreciates all interest in this assignment but please note that only shortlisted candidates will be contacted.

7. Evaluation Criteria

Criteria	Max. Score (%)
Knowledge and Experience <ul style="list-style-type: none"> At five years' experience in business development, business planning and monitoring At least five years' experience delivering business development training to micro and small enterprises At least three years' experience working with community-based enterprises and unattached youth populations 	30
Academic Qualification <ul style="list-style-type: none"> A university degree in business management, marketing, or a related field 	30
Concept	40
Total	100