



Local Partner Development

Terms of Reference

Consultant Business Coaches - Norwood

1. Background to Local Partner Development

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, Local Partner Development seeks to improve the capacities of its key partners to design and implement sustainable evidence-based secondary and tertiary youth crime prevention interventions.

In enhancing partners' knowledge and skills in youth crime prevention LPD is coordinating evidence-driven crime and violence prevention strategies in Norwood, St. James through the organization of services that treat with at-risk youth, using an Intensive Case Management approach. The Intensive Case Management approach utilizes case management and a comprehensive array of livelihood and psychosocial support services as the keys to reducing the risk of violence.

2. Role of the Business Coaches

We are seeking two (2) Consultant Business Coaches to provide one-on-one training, guidance and support to approximately 20 individuals from Norwood over a three-month period, as they seek to develop and grow their micro-enterprises. Applying a hands-on approach, the Business Coaches will "walk with" the individuals in developing and implementing strategies that will lead to business growth.

3. Responsibilities

The specific responsibilities of **each** Business Coach include, but are not limited to:

- Evaluate individual clients' strengths and weaknesses and design tailored business coaching interventions for 10 individuals (total of 20 to be covered by the two coaches)
- Provide one-on-one coaching to participants over a three-month period as they develop and incorporate business growth strategies
- Handhold clients as they start-up, scale-up and market their products and services, while keeping records and applying sound financial management principles

4. Deliverables

Each Business Coach shall be engaged over a period of three months, with deliverables for the period to include:

Activity	Deliverable	Estimated LOE
Handhold up to 10 /clients in establishing and growing their micro-enterprise by providing one-on-one business coaching services as follows: <ul style="list-style-type: none"> • Provide two business consultation sessions per month to each client • Handhold clients as they start-up, scale-up and market their products and services, while keeping records and applying sound financial management principles 	1-3. Monthly Activity Log along with documentary confirmation form each client (signed register) confirming the delivery of: <ul style="list-style-type: none"> • 2 Coaching Sessions per month per client, at least one of which must be face-to-face 	18 days (6 days per month)
	Total (Up to)	18 Days per consultant

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 three years business coaching experience, working with community-based enterprises and unattached youth populations
- Proven training and report writing skills
- Live in the geographic area in which services are to be delivered

6. How to Apply

Interested individuals should submit their CVs and biodata form via email to jamaiclpdprocurement@fhi360.org by 4:00 p.m., **July 20, 2022**. Email subject line must include **“Business Coach – Norwood.”**

We appreciate all interest in this opportunity 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 least three years’ experience in business development, business planning and monitoring • At least three years business coaching experience, working with community-based enterprises and unattached youth populations 	50
Academic Qualification <ul style="list-style-type: none"> • A university degree in business management, marketing, or a related field 	35
Live in the geographic area	15
Total	100