



## **Local Partner Development Terms of Reference Consultant Business Coach (August Town)**

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### **1. Background to Local Partner Development**

Local Partner Development (LPD) is a six-year project that is funded by USAID through the Caribbean Basin Security Initiative and implemented by FHI 360. LPD’s vision of success is that Jamaican institutions will become more effective in advancing collaborative, evidence-based youth crime and violence prevention strategies and that civil society organizations and key public and private sector partners will be better able to mobilize and sustain targeted youth crime prevention efforts.

In enhancing partners’ knowledge and skills in youth crime and violence prevention, LPD is coordinating evidence-driven crime and violence prevention strategies in the community of August Town, St. Andrew. 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 Business Coach**

The objective of this consultancy is to provide one-on-one training, guidance and support to approximately 10 individuals from August Town over a three-month period, as they seek to develop and grow their micro-enterprises. Applying a hands-on approach, the Business Coach will “walk with” the individuals in developing and implementing strategies that will lead to business growth.

### **3. Responsibilities**

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

- Evaluate existing capacity of participants, including strengths and weaknesses
- Design business coaching and training program for assigned clients
- Execute business coaching and training program over three months
- Provide assigned participants with training in business principles to include the following areas:
  - Strategic Planning
  - Marketing Principles and Customer Relationship Management
  - Operations
  - Record Keeping and Financial Fundamentals
- Provide one-on-one coaching to participants as they incorporate the lessons learnt from the training into their business operations
- Work with clients to ascertain pertinent asset requirements (e.g., tools, equipment, stock) and provide procurement support

#### 4. Deliverables

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

Activity	Deliverable	Estimated LOE
<ul style="list-style-type: none"> <li>Face to face group training provided to 10 participants over 6 days.</li> <li>Facilitate the development of individual business plans during the training, providing direction, review and feedback.</li> </ul>	<ul style="list-style-type: none"> <li>Training/Coaching Curriculum and Agenda</li> <li>6 Training Sessions Delivered</li> <li>10 Business Plans Reviewed and Feedback Provided</li> <li>Attendance Registers</li> </ul>	8 days
Handhold clients in establishing and growing their micro-enterprise by providing one-on-one business coaching services as follows: <ul style="list-style-type: none"> <li>Provide two fac-to-face business coaching sessions per month to each client</li> <li>Assist clients in the management of LPD's financial assistance, to include the procurement of business assets</li> </ul>	At least 2 Consultation Sessions per Client per month	15 days (5 days per month) for business consultations 3 days to facilitate procurement of goods and services
<b>Total</b>		<b>26 Days</b>

#### 5. Qualifications

- A university degree in business management, marketing or a related field
- At least five years' experience in business development, business planning and monitoring
- At least three years' business development training and 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 [jamaicalpdprocurement@fhi360.org](mailto:jamaicalpdprocurement@fhi360.org) by 5:00 p.m., June 28, 2022. Email subject line must include "Consultant Business Coach – August Town."

#### 7. Evaluation Criteria

Criteria	Max. Score (%)
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• At least five years' experience in business development, business planning and monitoring</li> <li>• At least three years business development training and coaching experience, working with community-based enterprises and unattached youth populations</li> </ul>	<b>50</b>
<b>Academic Qualification</b> <ul style="list-style-type: none"> <li>• A university degree in business management, marketing, or a related field</li> </ul>	<b>35</b>
<b>Live in the geographic area</b>	<b>15</b>
<b>Total</b>	<b>100</b>