

Training Facilitator (short-term contract) Terms of Reference (TOR)

Expected materials in response to this TOR:

- Resume and cover letter, highlighting relevant experience
- A draft budget of all costs (in USD) associated with producing the key deliverables outlined below
- Email to npicard@weconnectinternational.org

Application deadline: October 16, 2020

WEConnect International is seeking applications from Urdu-speaking candidates (preference for individuals based in Pakistan) for a short-term contract as training facilitator. WEConnect International does not sponsor employment visas.

1. Background:

WEConnect International¹ is working closely with the Vital Voices Global Partnership on a project called *The Women's Business Opportunity Initiative*. This project seeks to increase market access opportunities for Women-Owned Businesses (WOBs) in Pakistan. One of the project activities includes a virtual Supplier Readiness Workshop for growth-oriented WOBS in Pakistan to better engage and win contracts from large buyers (including companies, government agencies, and non-profits).

The Training Facilitator will be a sub-contractor on this project for a short-term duration, from October through December 2020. The Training Facilitator will report directly to WEConnect International's Research and Project Manager, based in Washington, D.C.

2. Overview of the workshop:

The workshop was designed in part based on the findings of a survey distributed in September 2020 among women business owners in Pakistan. Workshop participants will meet certain criteria of growth-orientedness and will be recruited from the pool of survey respondents and from WEConnect International's established networks in Pakistan (including women's chambers of commerce and women's business and entrepreneurship hubs).

The workshop will be open to a maximum of 25 participants and the Training Facilitator will be expected to deliver three interactive, virtual modules over two days. The workshop will share practical business tools and assessments with participants and emphasize the importance of registering and certifying with WEConnect International to grow one's networks and identify business opportunities with large buyers.

The workshop is tentatively scheduled for the week of November 16th, 2020, to coincide with Global Entrepreneurship Week.

¹ WEConnect International is a global nonprofit established in 2009 by large corporate buyers to identify, train, and certify women-owned businesses and connect them to procurement opportunities with large buyer organizations.

3. Key Deliverables:

- Design facilitator guides (including talking points, instructions for activities, time allocation, etc.) for three women’s entrepreneurship training modules (each module corresponds to a 1-2 hour session).
 - The lesson plan and all visual and textual content for each module covering pre-determined topics will be shared by WEConnect International.
- Design and develop assignments, templates, supplemental guides, and self-assessments to accompany each module.
- Virtual facilitation of the three modules (via webinar platform) over two days in a mix of English and Urdu to a group of 25 growth-oriented women business owners based in Pakistan.
- Develop a short briefing on workshop learnings and outcomes to be completed within 1 week of workshop completion.

4. Required skills and competencies:

- University degree
- Full literacy and fluency in English and Urdu – both written and spoken
- Experience facilitating training programs for women and/or entrepreneurs
- Experience facilitating leadership development, soft skills training, and business strategy workshops
- Experience facilitating virtual training programs on teleconference platforms such as Zoom

5. Desired skills and competencies:

- Experience working on women’s economic empowerment projects in Pakistan
- Awareness of issues affecting the SME sector, particularly barriers faced by women entrepreneurs
- Existing network of contacts in the women’s entrepreneurship space in Pakistan (i.e. individual entrepreneurs, women’s business associations, entrepreneurial groups, etc.)
- Prior experience and professional connections in the corporate space as well as in women’s economic empowerment (with government agencies, NGOs, incubators, etc.)

6. Compensation:

- Training facilitator will propose their fees in USD; fees must include all locally applicable taxes.