

## ILO Country Office for Nepal

### “Towards Fair and Sustainable Global Supply Chains: Promoting Decent Work for Invisible Workers in South Asia”

Terms of Reference for a Consultant to  
Co-Train for the Training of Trainers on Gender and Entrepreneurship  
Together (GET Ahead) and provide post training support on GET Ahead  
Trainings of Entrepreneurs (ToE) for members of the Trade Unions and  
Sectoral Employers' Associations

<b>Requirement:</b>	Individual Consultant
<b>Assignment:</b>	<p>The assignment includes:</p> <ol style="list-style-type: none"> <li>1. Familiarization with and translation of GET Ahead training materials (handouts etc.) for the ToT as well as ToEs: (4 days)</li> <li>2. Co-facilitate a Training of Trainers workshops on GET Ahead (5 days)</li> <li>3. Provide post-ToT support and guidance to trained Trainers candidates, including by attending one day of each event of 5 events organized by partners for training of beneficiaries/EMBOs/TUs members- 5 events*1 day for each and submit the observation report = (5 days)</li> <li>4. Proof reading and technical correction of the Nepali Translation version of GET Ahead Training (both modules – for trainers guide and trainee workbook) – (6 days)</li> <li>5. Prepare individual reports for the one ToT event using a standard training report template (2 days)</li> <li>6. Provide comments and observations on the ToE training reports submitted by the trainee Trainers after the completion of the training roll-out (2 days).</li> </ol> <p>Total = 24 days</p>
<b>Place of Assignment</b>	Kathmandu
<b>Period of work</b>	1 September 2021 to 10 November 2021

## Background

There are many global and multi-lateral initiatives to promote labour law compliance and sustainable and ethical practices in global supply chains, which has also improved business operations. However, these improvements have mostly been focussed on the formal sector. Decent work deficits become more prominent among informal workers especially women entrepreneurs. They remain invisible and lack legal and social protection, which are the key instruments to achieve a decent work environment. There are lots of challenges faced by women informal homebased enterprises i.e. lack of access to resources, business development services, marketing, lack of access to government services to grow competitive, and socially responsible informal enterprises at the lower tiers of supply chains. These challenges should be addressed so invisible workers may be able to realize decent work conditions.

**ILO/Japan project “Towards fair and sustainable global supply chains: Promoting decent work for invisible workers in South Asia”** (hereinafter referred to as *Sustainable Global Supply Chains in South Asia project*) plan to roll out **Gender and Entrepreneurship Together (Get Ahead) Trainings** for women homebased and own account workers, as well as women micro entrepreneurs who employ informal/formal and homebased workers to enable them to have sustainable micro enterprises.

The project contributes to the ILO’s agenda of “Decent Work for All”, as well as to the Sustainable Development Goals that have the principle of “Leaving No One Behind” - particularly Goal 5 on Gender Equality and Goal 8 on Decent Work and Economic Growth.

## Introduction

The Gender and Entrepreneurship Together (GET Ahead) programme was originally developed by the International Labour Organisation (ILO) in 2004 to address the shortcomings of standard business skills training programmes in addressing the specific needs of women with basic levels of literacy. Innovative in its approach, the training recognises that in order to reach more women and to be effective, classic business skills training programmes should integrate peer learning exchanges, hands-on activities, and awareness raising on how gender-dynamics can influence business development and leadership. Both GET Ahead Trainings of Trainers (ToTs) and Trainings of Entrepreneurs (ToEs) take place over a 5 day (consecutive or non-consecutive) workshop, and are followed by post-training support in the case of ToTs, and coaching in the case of ToEs.

The present (2017) version of GET Ahead is a reflection of the learnings from over a decade of implementation. It includes content focused on soft-skills development, a strong emphasis on developing a business plan, and a coaching component to ensure that entrepreneurs are able to receive access to post-training and individualised support. (Please see Annexure A for more details).

## Objectives of the GET Ahead Training

The Sustainable Global Supply Chains project has been working with central trade unions in Nepal (GFont, ANTUF and NTUC) and with sectoral employers’ trade association (FHAN) and women entrepreneurs’ association (FWEAN). The unions are organizing home workers/home based workers and other informal workers in lower tiers of the global (and domestic) supply chains. The sectoral trade organization and the women entrepreneurs association on the other hand are working with the project to enable micro businesses to register and formalize. This also increases their own membership base. The ILO will be building the capacity of these organisations to deliver the training and coaching support to

- a) Homebased workers – including home workers and own account workers, and other self-employed women, who want to run a micro business
- b) Women micro entrepreneurs who want to learn more about business skills and sustain their business.

Individual home workers/home based workers initiate small home based enterprises and become **micro entrepreneurs/sub-agents/contractors**. It is important that these small businesses are able to sustain themselves and also be able to provide decent work to other informal and home-based workers. These contractors/ sub-agents are source of entrepreneurship and help generate jobs and livelihood and promote skills development.

In addition, there are micro entrepreneurs i.e. members of sectoral employers' associations who have started the business, but may find themselves are in a situation of vulnerability and need to formalize and become sustainable will be also target participants for this training so they would able to think to grow their business in better ways.

In the above context, it is important that women led enterprises, or home based micro-enterprises where a large number of women are connected, need handholding support for running a better business and making them more sustainable. Similarly, there is a need to enable women to start a micro enterprise, especially for the homebased workers (homeworkers and own account workers) and other self-employed women workers.

In the above context, ILO's *Get Ahead* training tool is a very good tool for the entrepreneurship training for semi-literate women as it touches dimensions which are beyond business management. It includes the sensitives related to the role of women in the society, the challenges and constraints faced by them and uses a rights based empowerment approach. The tool is based on enabling opportunities for women keeping in mind the gender dimensions of business management and how socio-cultural norms affect men and women entrepreneurs differently.

In order to facilitate the process of ToT, ToE i.e. training roll-out and making easy on adaptation from the bigger workers group, SGSCs project of Nepal has already translated GET Ahead training guide and training workbook in Nepali Languages.

## Objective of the assignment:

The ILO Country Office for Nepal is looking for a consultant to work with ILO's SGSCs team and support the delivery of GET Ahead in Nepal. The assignment will include co-facilitating a Training of Trainers workshop to the leaders and trainers of trade unions and employers organisations, providing post-training support to these participants as they conduct their first trainings of entrepreneurs, and reviewing the GET Ahead Training Guide and Workbook that have recently been translated to Nepali.

The key objectives of this assignment are to:

- a) Familiarize with the contents of the training and translate handouts etc. developed for ToT and ToE of GET Ahead Trainings;
- b) Co-facilitate a 5 day ToT workshop on GET Ahead.
- c) Provide post-training support to the 5 ILO partners for one day of each training during roll out of training of entrepreneurs (ToE) on GET Ahead Training to Entrepreneurs and provide observation report of each day.
- d) Prepare reports of the ToT workshop and post-training support using standard ILO template;

- e) Proof reading and technical correction of the Nepali Translation version of GET Ahead Training (both modules – for trainers guide and trainee workbook)
- f) Provide comments and observations on the ToE training reports submitted by the trainee Trainers after the completion of the training role-out (2 days).

## **Key Deliverables:**

The consultant shall perform the tasks related to above mentioned objectives and deliver on the following:

- 1) Translated handouts developed for ToT as well as ToE of GET Ahead Trainings;
- 2) Co-facilitate with ILO's 5 day ToT workshop on GET Ahead Gender and Entrepreneurship Training.
- 3) Provide support to trainers of five partners on one day of each event of training of entrepreneurs (ToE) on GET Ahead Training to Entrepreneurs and submit observation reports for each event, with any suggestions and recommendations on the content of the training, implementation methodology, lesson learned, any improvement needed;
- 4) Report of the ToT workshop and post-training support using standard ILO template;
- 5) Proof read and technically corrected Nepali Translation of GET Ahead Training (both modules – for trainers guide and trainee workbook)
- 6) Review report with comments and observations of the ToE training reports submitted by the trainee Trainers after the completion of the training role-out (2 days).
- 7) Assignment completion report.

## **Timeline & Payment**

- 1) The key deliverables as outlined above should be delivered before 30 October 2021 (draft reports details) and final deliverable by 10 November 2021 after incorporating ILO's feedback.
- 2) Total budget will be paid upon completion of all deliverable upon satisfaction of ILO.

## **Qualifications & Experience Requirements**

1. The individual consultant, who are certified master trainers/trainers of the ILO's SIYB training package/Lead Trainer for ILO's Get Ahead module, have worked specifically on inclusion of gender/gender mainstreaming issues, especially in the context of informal economy/informal workers, shall apply for this Expression of Interest (Eoi). She/he shall submit the technical and financial proposal with the CVs having similar type of experience with certificate of master's trainer of SIYB Training package provided by ILO. The consultant having previous experience on the training delivery on gender and businesses is essential. The consultant should submit sample of work done, with focus on business and gender inclusion and experience on delivery of trainings to semi-literate participants. Please also mention your consultancy fee per day within the financial proposal. ILO holds the right to negotiate within the financial and technical proposal. Female candidates are equally encouraged to apply.

## **Assessment criteria of the Expression of Interest (Eoi)**

The submitted Eoi will be assessed against the following criteria:

2. 70% -Experience of individual on similar work and technical proposal
3. 30% - Financial proposal

*The work develop under this ToR will remain the property of ILO.*

## Annexure A:

### About GET Ahead Training Programme

GET Ahead is a gender-responsive entrepreneurship training programme designed to support primarily women with mixed levels of literacy and numeracy skills in starting, managing and consolidating small businesses. The training programme attempts to redress some of the gendered barriers of conventional entrepreneurship training programmes and recognises the gendered opportunities and constraints that affect women and men's abilities to acquire skills and dedicate time and resources to start and lead a successful business. Men can take part in GET Ahead though they are usually not the main target.

GET Ahead is implemented through a global network of trainers, and introduces entrepreneurs to both business management and soft skills, including communication, negotiation and decision making. GET Ahead is delivered through a combination of training workshops, post-training support, and coaching. The GET Ahead training programme was designed based on a multiplier strategy, meaning that the programme relies on a network of Lead Trainers and Trainers that are able to ensure rapid roll-out that maintains a level of quality and that is rooted in local ownership. This multiplier strategy works as follows:

The ILO identifies, trains and certifies an international pool of Lead Trainers who support the implementation of GET Ahead in different national contexts. Through the network of Lead Trainers, the ILO builds the capacity of organisations providing business support and trainers to implement GET Ahead trainings. GET Ahead Trainers then deliver the GET Ahead training programme to established and aspiring entrepreneurs. By using this multiplier strategy and building the capacity of local actors, the ILO aims to ensure sustainability of GET Ahead delivery.

GET Ahead Trainer Candidates are selected based on a set of pre-determined criteria to undergo a trainer development cycle. As part of their trainer development cycle, Trainer Candidates must take part in a formal training in a workshop setting, as well as complete a practice period during which they facilitate training workshops with entrepreneurs and engage in coaching. Once Trainer Candidates submit their training and coaching reports to the Lead Trainer and ILO-WED Team, and following an assessment and the recommendation of the Lead Trainer, they are certified as GET Ahead Trainers.

### GET Ahead Training Sessions

Organised into ten modules, GET Ahead supports entrepreneurs to consolidate their business idea and acquire the business management and interpersonal skills to successfully run and consolidate their business. In addition, the 2017 GET Ahead programme also incorporates a coaching component to ensure that entrepreneurs receive continuous, tailored support. At the end of the GET Ahead training programme, entrepreneurs should be able to develop a simple Business Plan. The GET Ahead content is organised as follows:

- Module 1: An Introduction to the GET Ahead Training
- Module 2: An Introduction to Starting a Business: The Business Environment, Business Planning and Business Ideas
- Module 3: Business Plan Part 1 – Marketing – focuses on developing an effective marketing strategy.
- Module 4: Business Plan Part 2 – Operations
- Module 5: Business Plan Part 3 – Finance
- Module 6: Business Plan Part 4 – People
- Module 7: Business Plan Part 5 – Risks

- Module 8: Decision Making and Negotiation
- Module 9: Effective Pitching and Communications
- Module 10: Developing Network of support