



Empowering Local Communities to Prevent Violence Against Women and Children in West Nile

Terms of Reference

Training of Trainers in Entrepreneurship and Life Skills

July 2018

1.0 Background

The Empowering Local Communities to Prevent Violence against Women and Children in West Nile (ELVWC) project is a two year and six months action implemented by Advance Afrika and Partners in Community Transformation (PICOT) in partnership with Uganda Prisons Service with funding from the European Union. The project focuses on empowering women and children in Koboko and Arua districts to live peaceful and dignified lives as they enjoy their economic, social and cultural rights. The project objectives include; Oc1) Female (ex) inmates have access to improved and impactful rehabilitation and reintegration services; Oc2) Community structures actively engage in changing attitudes, perceptions and practices regarding respect for women's and children's rights.

The action hereby is two-fold, as it seeks to support (1) vulnerable women in and after prison as well as (2) vulnerable women in the community at large. The action identifies women as particularly vulnerable to falling victims to domestic violence and SGBV. Hence it seeks to engage both duty bearers (such as local government leadership structures, police and Uganda Prisons Service leadership) as well as rights holders (particularly women) in efforts to enable women to live dignified lives in full realisation of their rights.

Advance Afrika is a not-for-profit organisation that gives priority to innovative approaches of creating opportunities for sustainable sources of livelihood in order to reduce vulnerability and contribute to social justice in Uganda. Our work with the criminal justice system in Uganda focuses on the rehabilitation, reformation and reintegration of youth prison and ex-prison inmates. Advance Afrika in partnership with Uganda Prisons Service are implementing projects that aim at providing youth prison and ex-prison inmates with alternatives to crime and violence by equipping them with entrepreneurship and life skills and assisting them to generate their own income in northern Uganda.

2.0 Overview and objective of the Training of Trainers

The training of trainers in Entrepreneurship and Life skills will be facilitated by external consultants who will be contracted by Advance Afrika. The objective of the training is to familiarize the trainers with the project and its goals, sensitize them on the particular needs of the inmates, and equip them with the necessary skills to train and build the capacities of inmates.

The training modules include the following components: facilitation skills, self-management skills, conflict transformation, entrepreneurship and business planning.

3.0 Scope of work

The consultant/facilitator will introduce and strengthen the capacities of prisons staff on small business management and how create an entrepreneurial spirit and business mindset for responsive enterprise development.

4.0 Expected Results

The consultant/facilitator selected should be able to;

- i. Facilitate the training based on the agreed agenda, training objectives and outputs.
- ii. Raise the initiative of the participants
- iii. Ensure understanding of business models, types of businesses that can be started in conflict/ post conflict areas with a special focus on low-income entrepreneurs.
- iv. Identify and mitigate risks in a business
- v. Illustrate ways of nurturing a business
- vi. Improve awareness on business planning
- vii. Engage the trainees in simulating relevant and realistic challenges for practicing and applying the material and content taught
- viii. Encourage the trainees to participate using: brief presentations, practical demonstrations, innovative, interactive practical exercises with feedback and coaching on the relevant skills and processes, discussion exercises and application of reinforcement tools.

4.0 Deliverables

The consultant will work closely with the Advance Afrika Prison Liaison Officer on this assignment. As a consultant you are expected to avail the following;

- i. A copy of the presentation.
- ii. A copy of your professional CV/ bio

During the training, we encourage the consultant to effectively use of pedagogy and examples of good practices, participatory and adult learning techniques be applied.

5.0 Duration and payment terms

Sessions on *“Introduction to Small Business Management”* and *“Business Planning”* have been scheduled for the 5th and 6th July 2018 as per the agenda. Each consultant will be required to work within the agreed agenda.

As a consultant, you will be remunerated with a professional fee and a transport refund based on the organization standard rates. You will receive a professional fee of four hundred thousand shillings (400,000/=) per day and the mode of payment shall be by cheque. In addition, you will acknowledge a transport refund of fifty thousand shillings (50,000/=). Meals and refreshments will be provided by Advance Afrika during the training.

6.0 Qualification of the Consultant

The assignment requires highly experienced facilitators with the following qualifications, skills and experience

- i. Have a minimum of postgraduate/Master's degree in Entrepreneurship, Business Administration or a Business Development related subjects
- ii. At least 5 years' experience in developing and facilitating workshops, particularly training of trainers/ instructors
- iii. A minimum of 3 years' experience in the relevant areas of mentoring and coaching, and Entrepreneurship
- iv. Key leadership, management skills and gender issues would be a distinct asset.

7.0 Other specific conditions applying to the terms of the appointment

- 1. Information sharing:** General Timely and focused exchange of relevant information is essential to delivering effective co-ordination and co-operation in the necessary areas. Exchange of information will take place at many levels.
- 2. Confidentiality** Each party will protect the confidentiality and sensitivity of all unpublished regulatory and other confidential information received from the other regulator.

Where one party has received information from the other, he/she will seek consent of the other party before (i) passing the information to a third party; and (ii) using the information in any other way other than for the purpose in this agreement.

3. Diligence

- a) The consultant shall at all times during the subsistence of this agreement serve Advance Afrika faithfully, diligently and according to the best of her/his skill and ability and shall obey the lawful instructions of Advance Afrika and in all respects carry out his/her directions and comply with Advance Afrika's regulations, procedures and conduct him/herself properly towards Advance Afrika and its clients, business associates, and other employees.
- b) The consultant shall not do or perform any act or thing that might prejudice the interests of Advance Afrika and shall not remove or copy except in connection with the carrying on of his/her work, any documents or correspondence whatsoever to which he/she has access by reason of his engagement under this agreement.

4. Dispute Resolution

The parties agree to refer all disputes that might arise to an arbitrator and in accordance with the Arbitration and Conciliation Act of Uganda.

IN WITNESS WHEREOF the Parties hereto have carefully read the contents of this agreement and have appended their hand and seal on the aforesaid agreement and agreed to abide by the terms and conditions as laid down therein.

For Advance Afrika

For Facilitator/ Consultant

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ALL IN THE PRESENCE OF

Name:

Contact & Signature:

