

TERMS OF REFERENCE FOR RECRUITMENT OF TRAINERS ON ENTREPRENEURSHIP AND BUSINESS MANAGEMENT SKILLS

1. Background

In partnership with RGB and UNDP, Catholic University of Rwanda is implementing the project of Supporting Cultural and Creative Cooperatives affected by COVID-19 in Huye and Gisagara districts. The objective of this project is to support the Government's efforts to respond to COVID-19 and mitigate its economic and social impacts on local businesses and households cooperatives. Observing that the failure of cultural and creative Cooperatives and most of start-up small businesses is related to limited entrepreneurship and business management related skills, the training in this domain was organised. It is within this context that Catholic University of Rwanda, through "IURA" (Institut Universitaire de Recherche Action), the institute which is implementing the said project, needs to recruit 2 trainers for preparation and facilitation of this training.

2. Scope of the work

The trainers are requested to prepare and facilitate a 3 days training on Entrepreneurship and basic practical management skills applied in cultural and creative domain. The content of the training will include topics such as cooperative and business registration process, taxation systems, human resource management, credits procedures, available opportunities especially in cultural and creative domain, etc. Participants in the training are 50 persons from 4 identified cultural and creative cooperatives in Huye and Gisagara districts.

3. Expected Outputs and deliverables

The trainers will be expected to prepare the training, to administer the test before and after the training for evaluation of training results, to facilitate the training and to report on its running and outputs. The expected deliverables are the following:

- a) A training hand out with Entrepreneurship and Business Management Skills components
- b) Pre and post tests administered to participants during the training
- c) Consolidated results from the assessment of beneficiaries before and after the training
- d) The report on the training

4. Required qualification and experience to apply

Trainers should have the following qualifications:

- At least Bachelor's degree in Entrepreneurship, Business Management, Social Sciences, cultural or creative arts or other related fields.
- 2 years of experience in training and/or management of cooperatives and business management.
- The experience in the field of cultural and creative domain will be an added value.

5. Application procedure

Interested candidates are requested to submit the following documents

- a. A detailed CV with documents justifying qualifications, experience and three reference persons,
- b. The proposed training methodology,
- c. Financial Proposal.

Application documents must be submitted in IURA office located in Catholic University of Rwanda, Taba Campus (Ngoma sector, Huye district, Southern Province) not later than 5th May, 2022. In case of any question or difficulties, you can contact project coordination by sending your query to iura.cur@gmail.com.

Only pre-selected candidates will be notified.

Done at Huye, on 25th April, 2022

Fr. Dr. Laurent NTAGANDA

Rector of Catholic University of Rwanda

