

## TERMS OF REFERENCE

### TO CONDUCT TRAINING ON ENTREPRENEURSHIP SKILLS DEVELOPMENT FOR TEN (10) TRANSGENDER PERSONS

**DATE:** 17<sup>th</sup> November, 2022

#### **ORGANISATION BRIEF:**

Tranz Network Uganda (TNU) is an indigenous not for profit umbrella organization for transgender and gender diverse persons organizations in Uganda. TNU was established in July 2014 with the aim of supporting and coordinating trans and gender diverse persons' organizations. TNU is registered by Uganda Registration Services Bureau, and Ministry of Justice and Constitutional Affairs. TNU comprises of eighteen (18) trans gender organizations spread out in all the four (4) regions of Uganda. Through its strategic plan 2016-2021, the network has established regional coordination focal organizations in order to effectively coordinate and support organizations of trans persons across the country. The core mandate of TNU is to promote and protect the rights of trans gender persons in Uganda. TNU hence among others seeks to contribute towards securing the right to healthcare, secure livelihood, and education for trans persons through a rights-based approach.

#### **PROJECT BRIEF:**

The project entitled "Increasing accessibility to socio-economic development prospects for Transgender persons in Greater Kampala Metropolitan Area in Uganda" Under free to be me grant, is a six (6) month project implemented by Tranz Network Uganda from July 2022 and ending December 2022.

The project is being implemented in three (3) districts of Uganda; Mukono, Kampala and Wakiso and targets to benefit transgender persons.

The project main goal is to increase accessibility to socio economic prospects for transgender persons to live healthier in Uganda. The project intends to achieve this goal through improving the socio-economic development potential and income of transgender persons within the Greater Kampala Metropolitan Area.

The project aims to achieve one core objective;

- To improve the socio-economic development potential and income of transgender persons within the Greater Kampala Metropolitan Area.

### PURPOSE OF THE TRAINING:

As part of the project, Tranz Network Uganda (TNU) would like to support entrepreneurship skills development of transgender persons within the Greater Kampala Metropolitan Region. A total of ten (10) trans persons selected from TNU's membership will be trained on business skills development, financial literacy, marketing etc.

It's on this basis that TNU would like to contract an independent consultant to facilitate a training in this regard. Details of the tasks of the assignment are consolidated in the scope of work section below.

### SCOPE OF THE WORK:

The primary role of the consultant is to train ten (10) transgender persons from Kampala, Wakiso and Mukono on business skills development, financial literacy, marketing etc. The trainer(s) will make sure the trainees understand the content and the organization achieves the training objectives.

As a commitment, the consultant shall undertake to perform and execute all instructions in confidence and to the best of his/her/their skills, ability and judgment. The consultant to be hired shall under take the following task to be able to carry out credible assignment to conclusion with all the efficiency required:

- a) The consultant will meet with TNU senior management team to discuss and agree on the contracting.
- b) The consultant will review and finalize the design of the material and method of the training, including the pre-training and post-training questionnaire.
- c) The consultant will facilitate the training based on agreed agenda, training objectives and outputs.
- d) The consultant will offer hands-on guidance to the participants on Entrepreneurship, Business Skills Development, Financial Literacy, & Marketing.

- e) The consultant shall present a full training report to the TNU Executive Director with the coordinator in copy. Prepared and shared after the training highlighting results of pre-and post-questionnaires and key areas to focus on as necessary follow up actions.

### TRAINING METHODOLOGY:

The scope of work shall guide the implementation of the training, and the consultant shall develop appropriate methodology to be used. However, as a guiding principle, this training is expected to employ interactive/participatory methods. The consultant is expected to suggest an appropriate training methodology in respect to the objectives of this training. The consultant will submit a proposal for developing training tools, training concepts/methodology, and present to TNU for approval.

The detailed training methodology plan must include:

- Group exercises that allow participants to apply what they have learned.
- Case studies that demonstrate how to apply concepts, methods and tools presented in the training.
- Procedures for evaluating training success.
- Structure of training program.

It is expected that this training methodology plan will draw on and review existing sources of information.

### DELIVERABLES:

The training will result into the following products. The following deliverables will be expected:

- i. **Inception report:** This should contain the redefinition of the assignment tasks, outputs and overall methodology to achieve the intended purpose. The inception report will form the basis for overall engagement in relation to the consultancy agreement.
- iii. **Tools and plan for training:** The tools and plan shall detail the overall training approach to ensure that the material is aligned to the project goal and training objective.

- iv. **Tools and plan for training evaluation:** The tools and plan shall detail the overall approach to know the overall training effectiveness and ROI of the training program.
- v. **Draft training report:** This report will provide the outcome based on the areas defined under the overall TOR and recommended position of the consultants. One draft shall be produced and delivered in electronic format only.
- vi. **Final training report:** This report is an improvement to the draft report and shall incorporate the inputs and recommendations from TNU. The report shall be delivered as a soft copy by email containing the final report.

#### COMMENCEMENT AND DURATION:

The contract for the assignment is expected to commence on the 30<sup>th</sup> November, 2022. The consultant will submit the final training report by 7<sup>th</sup> December, 2022.

#### PAYMENT:

The client undertakes to pay the Consultant/service provider for the completion of the assignment that shall be paid in two installments, 70% down payment and 30% upon completion of the assignment. However, this can be adjusted basing on the work deliverables.

#### ANTI- CORRUPTION:

1. Each party hereby undertakes that, he or she shall comply with the Laws of Uganda relating to anti-corruption including but not limited to the Anti-Corruption Act of 2009 and shall not engage in any activity, practice or conduct which would constitute an offence under the Anti-Corruption Act 2009 if such activity, practice or conduct had been carried out in Uganda;
2. Breach of this clause shall be deemed a material breach of this Agreement entitling either party to terminate it immediately.

#### TERMINATION:

Either party may give the other, written notice of one week to terminate the agreement. After such notice, this agreement shall determine accordingly but such determination shall not affect transactions pending at the date of such notice that shall be duly completed notwithstanding such determination.

## PROFILE OF CONSULTANT:

It's expected that the training should be carried out by an experienced consultant with profound experience in Entrepreneurship & Business Skills Development and who have up-to-date knowledge and are familiar with the local context of Uganda, the transgender community, laws and training ethics. The consultant will state the name of the lead trainer who will act as a focal person for communicating with TNU and project donor where necessary, and specifically be responsible for submitting the final training report to the Executive Director of TNU.

The training team should possess the relevant and related qualifications and have a minimum of 5 years of training experience of similar project; past performance of related tasks with proof of similar assignments and have ability to deliver to tight deadlines.

Therefore, the Consultant is expected to have:

- Demonstrated sound experience in conducting similar trainings for reputable organization nationally/internationally.
- Strong track record in facilitation of trainings.
- Capacity to advise the organization/project team on the appropriate and ways for project impact sustainability.
- Ability to maintain confidentiality of any data and information gained during the contracted period of engagement
- Ability to complete and deliver the assignment and associated requirements within the time frame.

## DISCLOSURE:

Although free to discuss with the authorities on anything relevant to the assignment, under the terms of reference, the consultant is not authorized to make any commitment on behalf of TNU. All information collected and materials used as part of this consultancy belongs to TNU. Public dissemination of the training reports and all related materials can only be done with the written consent of TNU.



## SUBMISSION PROCEDURE:

The respective consultant is requested to submit their application documents (technical, financial and CVs) including the names of focal person by 5:00 PM on/before 25<sup>th</sup> November, 2022 addressed to: The Executive Director, Tranz Network Uganda (TNU), by Email: [info@tranznetwork.org](mailto:info@tranznetwork.org). Copy in TNU program associate; [hafiswa@tranznetwork.org](mailto:hafiswa@tranznetwork.org).

## NOTE:

Upon reviewing the applications, only short-listed consultants will be contacted.