**Terms of Reference (ToR) for Trainers for Start-Up Week**

**1. Context and Background**

Kosova - Women 4 Women (KW4W), as part of the "Together Building Resilience" project supported by the United Nations Trust Fund (UNTF), is seeking two (2) trainers to conduct advanced training for our upcoming Start-Up Week. This initiative aims to empower women to launch successful businesses by providing them with the necessary skills, knowledge, and networks. The Start-Up Week is focused on empowering women entrepreneurs and addressing Violence Against Women and Girls (VAWG) within the entrepreneurial context. This is an exciting opportunity to contribute to a transformative event aimed at supporting aspiring women entrepreneurs in launching and growing successful businesses.

**Project Goal:**

Marginalised women who are at an increased risk for VAWG as a consequence of the COVID-19 pandemic crisis in six municipalities (Drenas, Lipjan, Shterpce, Skenderaj, Podujeve, and Ferizaj) feel more confident and empowered to live a life free of violence.

**2. Purpose**

The purpose of this training is to provide 40 women (20 women per trainer) with the necessary skills, knowledge, and networks to succeed in their entrepreneurial endeavors. Additionally, the training aims to raise awareness and address issues related to Violence Against Women and Girls (VAWG) within the entrepreneurial context. By equipping these women with advanced business skills and fostering a supportive community, the training aims to enhance their economic independence, resilience, and capacity to create safe and inclusive business environments.

**3. Training Scope**

The consultancy service entails a four-day training session, with each trainer responsible for one group of 20 women. The trainers are expected to:

* Develop the agenda for the training.
* Create comprehensive training materials and session plans that include modules on both entrepreneurship and addressing VAWG.
* Organize and facilitate interactive training sessions.

The training should encompass topics such as business planning, financial management, marketing strategies, and leadership skills, along with sessions dedicated to understanding and combating VAWG within the entrepreneurial context.

**4. Approach/Delivery Methods**

The training should be highly participatory, enabling participants to practice skills, use tools and techniques, and develop competencies during the sessions. The training should include a mixture of:

* Interactive presentations.
* Collaborative group activities.
* Group discussions.

A range of training methods should be used to cater to different learning styles, ensuring that all participants are actively engaged and can apply what they learn to their entrepreneurial endeavors. Specific attention should be given to creating a safe and inclusive environment where issues of VAWG can be openly discussed and addressed.

**5. Responsibilities**

**Trainer 1:**

* Conduct training sessions for Group 1 (20 women).
* Customize training materials to meet the specific needs of Group 1.
* Provide individual coaching and feedback to participants in Group 1.
* Collaborate with Trainer 2 to ensure consistency in training delivery.

**Trainer 2:**

* Conduct training sessions for Group 2 (20 women).
* Customize training materials to meet the specific needs of Group 2.
* Provide individual coaching and feedback to participants in Group 2.
* Collaborate with Trainer 1 to ensure consistency in training delivery.

**6. Deliverables**

* Conduct four-day training sessions for two groups of women (20 women per trainer).
* Develop training materials, session plans, and training reports.
* Submit a copy of the developed training materials and presentations to KW4W before conducting the training.
* Submit a detailed report upon completion of the training to KW4W.

**7. Qualifications and Competencies of Trainers Required**

* Competent trainers in the field of entrepreneurship with relevant experience, including significant experience in delivering training and workshops.
* Experience in designing participatory training for work-related learning.
* Familiarity with issues related to Violence Against Women and Girls (VAWG) and experience in integrating these topics into training programs.
* Fluency in verbal and written Albanian and English (Serbian is a plus).
* Minimum of three (3) years of relevant experience in providing training to non-governmental and development organizations.
* Excellent communication and facilitation skills.

**8. Duration of Assignment**

The trainers will be engaged from **July 29 to August 01, 2024**, with one (1) additional day for preparations. This means the total assignment includes **four (4) days** of training and one **(1) day** dedicated to preparation.

**9. Necessary Documents for Application**

* A short concept note (no more than one page) that highlights key subjects in the training manual.
* CV.
* References for similar assignments.
* A financial offer.

**10. Application Deadline**

The application deadline is **July 19th, 2024**. Please send all required documents with the subject line: **"START-UP WEEK TRAINER APPLICATION"** to the email: [human.resources@k-w4w.org](mailto:human.resources@k-w4w.org).

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