



For all your Business Development Services

TERMS OF REFERENCE

Activity Title: Assessment of Training Needs and Development of Training Manual

Estimated Dates of services: December 2019 – January 2020

Location of services: Rwanda, Renewable Energy (RE) enterprises sites

Background:

The 7-year Government of Rwanda program coincides with the implementation of the remainder of the Economic Development and Poverty Reduction Strategy (EDPRS2, 2013-2018), Vision 2020, which ends in 2020, and will also cover the first four years of a new 30-year Vision for the period up to 2050. The implementation instrument for the above is the National Strategy for Transformation (NST1). The NST1 also embraces the Sustainable Development Goals (SDGs), the Africa Union Agenda 2063 and its First 10-Year Implementation Plan (2014-2023) which is dedicated to the building of an integrated, prosperous, and peaceful Africa, driven by its own citizens, and representing a dynamic force in the international arena; and the East African Community (EAC) Vision 2050, which focuses on initiatives for job creation and employment.

African Development Consultant Limited (ADC) has cooperative agreement with the United States African Development Foundation (USADF) in implementing the USADF – Rwanda Program. Since 2005 USADF focuses on promoting the development of small holder agricultural producers groups and small scale agribusinesses. In 2015 the USADF Rwanda portfolio expanded to include Renewable Energy and Youth Entrepreneurship. It is based on the above background that the ADC wishes to engage an Individual Consultant to undertake training needs assessment to identify key technical and functional capacity gaps existing among renewable energy SMEs and also develop a training manual to address the high priority needs tailored to guide ADC in capacity building to Small and Medium Enterprises (SMEs) in the Renewable Energy Sector.



1. Objective:

The overall objective of the assignment is to identify key technical and functional capacity gaps and training needs in conducting business by renewable energy SMEs. Develop a training manual to address the high priority needs.

As part of the engagement, the selected consultant shall ensure a consultative and multi-step process to obtain insight and collect information on needs and gaps in terms of training and study visits for those enterprises funded by USADF and/or other SMEs which work in renewable energy space and have their presence in Rwanda. Attention will be given to get the beneficiaries approval through a participatory and consultative engagement. The purpose of such an approach is to ensure that the assessment and the resulting capacity building plan are validated and developed in accordance with renewable energy enterprises' needs.

2. Tasks:

- i. Carry out an assessment to identify training needs and training initiatives for the SMEs engaged in renewable energy.
- ii. Assess training needs in relation to the existing energy laws, policies, and regulations;
- iii. Validate assessment initial findings and recommendations to ensure that the SMEs feedback and needs are given due consideration in the assessment report;
- iv. Develop training manual and materials for SMEs in renewable energy; and
- v. Provide expert input into the training plan, and co-produce training manual and a list of relevant training materials.

3. Expected Outputs

The following deliverables should be submitted to ADC:

- i. An inception Report, which should be submitted within 7 working days after the signature of the contract and the receipt of relevant documents for desk review. The Inception Report shall outline key finding from the desk review, key areas where further interviews will focus on, and a draft program for Training Need Assessment and Manual development. And shall include presentation of any tool(s) for gaps assessment.



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- ii. Draft Report, including:
 - (a) Outcomes of capacity gap assessment (desired skills and existing capacity)
 - (b) Recommendations on capacity strengthening and enabling environment.
- iii. Draft Training manual manual to guide ADC in provision of Business Development Services mainly to Small and Medium Enterprises (SMEs) in the Renewable Energy Sector.
- iv. ADC will provide feedback/inputs to the draft within 5 days of the receipt of the Draft Report.
- v. Final Report, which will incorporate any inputs/comments received from ADC shall be submitted in 5 working days.
- vi. Final Training manual manual to address the high priority needs tailored to guide ADC in provision of Business Development Services mainly to Small and Medium Enterprises (SMEs) in the Renewable Energy Sector.

4. Timeframe:

The consultancy is expected to take a maximum of 40 days

5. Required Qualifications:

A degree in Economics, Business Administration; Engineering, Environment management and at least 5 years of experience in supporting SMEs, capacity development, organizational development, training, and other related fields. Having a master's degree in Business Administration (MBA) will be an added advantage.

6. Mode of Application:

Potential Consultants are kindly requested to submit their Technical and Financial proposal to ADC through email adc@inforrwanda.org and copy Email: rebecca.ruzibuka@adcrwanda.org

by December 20, 2019 at 5.pm. Only shortlisted candidates will be contacted.

Signed by:

MRs, Rebecca Ruzibuka

Managing Director /Africa Development Consultant Ltd (ADC)