

Term of Reference (TOR)

Entrepreneurship Training

April – July 2021

Background:

ILO and UNHCR are embarking on a new partnership to launch an innovative pilot project to support small-business training for Indonesian host communities and refugees in 2021, with potential for the project to become a regular program in the future. The training used as an approach which was developed by the ILO in an effort to make business development training an option in any community, specifically targeting vulnerable and marginalized groups.

The Ready for Business Entrepreneurship Training Batch 1 was conducted in 2018 and completed in 2019 of which 68 refugees and 26 local Indonesia youth were trained and developed business ideas and 6 small business group were provided with business grant to carry out their ideas developed during the training.

The Ready for Business Entrepreneurship Training Batch 2 was conducted in 2019 and completed in 2020 of which 39 refugees and 15 local Indonesia youth were trained and developed business ideas and 8 small business group were provided with business grant to carry out their business ideas developed during the training.

The third batch was planned to be conducted in late 2020. However due to COVID19 pandemic, the training could not be conducted and based on this prevailing situation in Indonesia, ILO and UNHCR agreed to adjust the modality of training into online training, with additional coaching sessions.

Objective:

The objective of this training is to equip refugees with entrepreneurship skills that allow them to develop business ideas and start businesses with the local counterpart.

On completion of the program, all participants will:

1. Be able to identify and develop different business ideas.
2. Be able to conduct assessment and select a feasible business idea.
3. Be able to develop a bankable business plan.
4. Receive grant to start and improve the business
5. Be able to address the most urgent need for business management.

Scope of work of the partner (ILO certified training provider):

Under the overall supervision and guidance of UNHCR and ILO, the training provider will perform the following specific tasks:

1. Design online training sessions, using the ILO various entrepreneurship modules, in consultation with the ILO office in Jakarta.
2. Conduct the preliminary test to select potential candidates of entrepreneurship training participants.
3. Deliver the training and report on its progress regularly.

4. Support the training participants to identify and develop potential business ideas through learning and individual or group (based on similar business ideas) coaching/mentoring activities.
5. Making sure that the business ideas developed by refugees are feasible
6. Match refugee potential ideas with Indonesian business partner with the same line of business
7. Support the training participants to prepare a bankable business plan through individual or group (based on similar business idea) learning and coaching/mentoring activities.
8. Assess and select potential business plan proposal from participants that will be financed by the grant (in coordination with ILO and UNHCR).
9. Disbursement of grant to selected refugee business group
10. Support the training participants to start the business through individual or group (based on similar business ideas) coaching/mentoring activities.
11. Monitor progress and performance of the businesses established by refugees and their Indonesian counterpart
12. Submit final financial and activity report on the entrepreneurship training, business establishment, and grant disbursement.

Expected Deliverable & Outcome:

Deliverable:

1. Entrepreneurship Training plan and modules are properly designed, documented, and delivered.

Outcome:

1. Training participants will develop a comprehensive business idea and a bankable business plan.
2. Training participants will be able to utilize their entrepreneurship skills to start their business in a professional manner.

Participants

1. Maximum number of participants: 25 persons.
It is also expected that some Indonesian business partner will join in business plan training phase to support or become refugees' partner/mentor.
2. Eligibility: Able to communicate in English and Bahasa Indonesia and reside in Jakarta and the greater surrounding area.
3. Selection: The training provider will conduct a test to identify suitable participants.

Training Duration:

The training program is expected to be completed in 3 months (April-July 2021).

Based on ILO's concept, details of activities can be broken down as follows:

Activity/Training	Duration	Output	Participants
Phase 1: Online training to generate feasible business idea	3 days	Business Idea	Refugees only
Coaching (individual or group based on similar business idea)	3 times (1 month)	Sharpened business idea	
Selection of business idea			by trainer, in consultation with UNHCR & ILO
Selection of Indonesian business partner		Pairing refugees with Indonesian business partner based on business idea	by trainer
Phase 2: Online training to develop workable business plan	5 days	Business plan	Refugees + Indonesian business partner
Coaching (individual or group based on similar business idea)	3 times (1 month)	Business running	by trainer
Grant is given only to running business			from UNHCR distributed by trainer

Starting timeline for the Training

The training is expected to start on 15 April 2021 and thus the trainer can be engaged by 1st April 2021 for interview and selection of participants.

Additional information:

- Refugees, trainers, and Indonesian business counterparts who participate in the training will need to be tested for COVID19 prior to the training.
- The first phase of the training is aimed for the refugees to develop feasible business ideas, learning about the market, and analysing their capacity to run the business.
- Trainers will coach the refugees to sharpen their business ideas
- Trainers together with ILO & UNHCR will then decide on at least 8 most interesting business ideas that could go to the next phase. Each group should consist of at least 2 refugee participants and 1 Indonesian business partner.
- At this stage, should there be similar business ideas, it is also possible to group them into one
- During the coaching time, the trainer will also look for possible Indonesian business partner that will also help to coach the business
- Phase 2 of the training will help the participants to develop comprehensive business plan to start their business, a five-day training. In this training, the Indonesian business partner will also join the training, together with the refugees that have already been grouped based on their business ideas
- The output of the 5-day training is a comprehensive business plan for each business group
- The coaching period is 1 month to further develop the business plan and ensuring that it will run

- Grant disbursement:
 - Phase 1: 40% of the grant will be disbursed upon submission of the comprehensive business plan
 - Phase 2: 60% of the grant will be delivered only to business plan that are guaranteed to run after the coaching session (criteria for Phase 2 disbursement to be developed)

In phase 3, we will restrict the sales and delivery channel to online only (no renting of place unless really justified, or open up an offline shop)

Methodology:

1. Certified ILO trainers will be engaged to deliver the training, using various existing ILO entrepreneurship modules, including parts of the Ready for Business module previously used in phase 1 & 2. The training will be delivered online, while coaching could be mixed online/offline depending on the needs (to be consulted with UNHCR & ILO, following the health protocols).

The entrepreneurship training consists of three main aspects:

- A. Business learning: Trainers provide business theories and discussion activities.
 - B. Business coaching/mentoring: Trainer provides technical assistance or consultation on specific task, for example: trainer provides technical assistance on how to develop a business plan step by step or provide consultation on how to design a competitive product.
 - C. Grant and Monitoring: Provided to participants that are considered to have excellent business plan and monitor the implementation of the business grant.
2. Duration of each training session is expected to be 4- 6 hours i a day.
 3. The training will be delivered in English.

Budget:

The budget for the training will include cost for the training provision, internet or transport allowance for 15 sessions for 25 participants, Internet or transport allowance for Business partners for five sessions, number of business partners to be identified based on the number of business ideas selected in phase 1 of the training.