

Terms of Reference

Position:	Business Development and Management Consultant
Office:	NPA Iraq/
Immediate Superior:	WPE Project Manager
Based in:	Duhok
Time of assignment	28 th July- 8 th August 2024

Background to the Norwegian People's Aid (NPA)

Norwegian People's Aid (NPA) is a politically independent membership-based organisation working in Norway and in more than 30 countries around the world. Founded in 1939 as the labour movement's humanitarian solidarity organisation, NPA aims to improve people's living conditions and to create societies that are more just and more democratic. NPA's vision is to show "Solidarity in Practice"; NPA partners with local civil society organisations dedicated to defending the rights and interests of marginalised groups. NPA believes that broad popular mobilisation and collective organising is essential to ensuring lasting change. NPA works with organisations rooted in their social, cultural and political context, which are best placed to mobilise people for a just distribution of resources and wealth and to claim rights vis-à-vis political and business elites and the state.

Background to NPA Iraq and our protection programming

Norwegian People's Aid is a politically independent membership-based organization working in more than 30 countries around the world, founded in 1939. NPA aims to improve people's living conditions and to create a democratic, just and safe society. NPA's international work covers three core areas: Mine Action and Disarmament, Development and Cooperation, and Humanitarian Aid (all present in Iraq).

NPA started working in the Kurdistan Region of Iraq in 1995 and in Federal Iraq after 2003,. Being present in the country for more than 25 years has allowed NPA to gain an indepth understanding of the dynamics in the country and to establish strong partnerships and relationships with national authorities, local organizations and local civil society networks.

NPA Development and Humanitarian Cooperation (DHC) Department currently works in all governorates of Iraq, with its main office in Erbil. NPA works with both IDPs and host communities, in camp and out of camp settings. With a network of over 20 local partners DHC works on democracy, human rights, protection, prevention of violent extremism and stabilization, access to justice, and humanitarian issues.

NPA started implementing a programme for conflict affected communities and women and girls who have survived or are at risk of Violence Based on Inequality Between Men and Women in Duhok and Ninewa governorates of Iraq in October. The programme focuses primarily, though not exclusively, on the needs of Yazidi community who had been especially targeted by ISIS and have suffered from genocide, kidnapping and systematic rape and trafficking. In collaboration with local partners, NPA succeeded in setting up three community centres for women and adolescent girls in both camp and non-camp settings. The centre activities are complemented by mobile teams, responding to needs. The programme has a holistic approach to community-based protection and has been providing comprehensive and inter-linked services to ensure that a wide range of needs are targeted and responded to. In addition, the programme works with the local communities – including community leaders - to explore and build capacities for mobilizing efforts for the prevention of Violence Based on Inequality Between Men and Women. In addition, the programme provides vocational training and start-up opportunities to build the women and girls' income generation competencies.



General description of Scope of Service:

We are seeking the services of a consultant with experience in business development and management capacity-building in development settings. The target group is a small team of livelihood officers (staff of partner organisations) who are expected to learn how to train beneficiaries in business development and management, enabling them to learn basic entrepreneurial skills. The beneficiaries are in the main women and girls who have been through vocational skills courses and are eager to set up small businesses.

The overall aim of the consultancy is training of consultants. It is to strengthen the technical capacity of NPA's local partners' livelihood officers to deliver basic business development and management skills for beneficiaries. The following are the consultancy's objectives:

- ToT for three livelihood officers as well as other partners' staff in basic business development and management, using a participatory methodology.
- Mentoring the livelihood officers to develop their own training curricula and modules for training beneficiaries and tools for assessing and monitoring beneficiaries' businesses.
- ToT for three livelihood officers as well as other partners' staff on soft and employment skills.
- Developing guidelines and materials on soft and employment skills to partners for incorporation into their training programs for beneficiaries.

The deliverables for the package will be as following:

- A workplan; the consultant shall provide a workplan for the whole consultancy duration, knowing that the duration shall not exceed ten days.
- Needs assessment Report; the consultant will conduct an assessment to identify specific skill gaps and areas for development. A summary of the key findings will be shared with the project manager.
- Training Design; based on the findings of the Needs assessment, the consultant will develop the materials and methodology for the capacity building package. The consultant will develop Training materials for basic business development and management skills, guidelines and materials on soft and employment skills and developing/reviewing tools for assessing and monitoring beneficiaries' businesses.
- A final report; the consultant will draft a detailed report summarizing the process of their work along with key achievements, challenges, and lessons learned. The report shall include the outcome of the training sessions, action points for participants to be taken forward and feedback from participants on the training effectiveness. Finally the report must include the results of the pre and post test for each training conducted.



Norwegian People's Aid

Skills and Qualifications

We are looking for a consultant who fulfills the following criteria

Essential

- University degree in business administration, business management or in other relevant fields;
- Experience in capacity building especially in the NGO humanitarian/development sector
- Thorough understanding and knowledge of setting up and developing small enterprises
- Thorough understanding of participatory approaches to capacity building
- Relevant past experience in conducting training assessment/analysis and developing curricula, training modules, materials and activities for business development and management courses with a diversity of audiences;
- Written and verbal proficiency in English, Arabic, and Kurdish
- Excellent interpersonal and communication skills and ability to build rapport and trusting relations with training participants.

How to Apply: Interested consultants can submit their applications to this email (omatah762@npaid.org) with mentioning in the subject line (Business Development and Management Consultant) no later than 04:00 PM local time on 25th of July. 2024.