

TERMS OF REFERENCE
PRIVATE SECTOR DEVELOPMENT TRAINING FACILITATOR
FREETOWN, SIERRA LEONE

Position type: Fixed Term

Expected start date: April 2019

CORDAID Sierra Leone Private Sector Development (PSD) is seeking the services of a Training Facilitator, with sound skills and knowledge of Private Sector Development nationwide, to work with CORDAID to carry out the implementation of the fourth series of the Resilient Business Development Services (RBDS) accelerator program.

ABOUT CORDAID

CORDAID believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion divide societies, we connect people and communities. We stand for professionalism, expertise and solidarity across borders. We make a difference where it is most needed.

We do that where natural disasters strike, where conflicts tear up communities and where under development keep families in extreme poverty. In the Netherlands, we are known as CORDAID Memisa, CORDAID Menes in Nood, CORDAID Kinderstem and CORDAID Microkrediet. In Sierra Leone, we focus on two key areas of support - Health System Strengthening and Private Sector Development.

ABOUT PRIVATE SECTOR DEVELOPMENT

One of CORDAID's key priorities for Sierra Leone is the development of the private sector. Traditionally, Sierra Leone's private sector consists primarily of many informal microenterprises operating alongside a limited number of large firms. Like so many developing countries, Sierra Leone has far fewer small and medium enterprises (SMEs). Given the right combination of support, Cordaid recognizes that these missing middle SMEs would have the potential to be the change makers in Sierra Leone in terms of growing employment and adding to GDP.

The presence of a vibrant sector of small and medium sized enterprises (SMEs) is very important for the further development of Sierra Leone. These businesses create employment and contribute to sustainable economic growth. The social, economic and political realities in certain developing countries, however, make it hard for SMEs to flourish.

Our primary vehicle to help support this sector is our Resilience Business Development Support (RBDS) program, business development accelerator program that works with 'Missing Middle' SMEs in Sierra Leone to help them build capacity and become investment ready. CORDAID therefore supports entrepreneurs in challenging contexts to build solid businesses through a three-pronged approach; resilience business development services, peer-to-peer learning, and access to finance. Resilience Business Development Services comprises of: *business management*

training, one-on-one coaching, officer technical services, learning, networking and access to key information events.

ABOUT THE ROLE

Cordaid has recently launched the fourth round of its RBDS programme capacity building support to SMEs in its cohort. **Cordaid seeks to engage a Training Facilitator to support the implementation of the RBDS accelerator program.** The role of the Training Facilitator is to provide Cordaid with development of online and face to face content and the provision of Facilitation, in relation to all trainings, workshops, and online. This role is responsible for advancing the Cordaid's RBDS Training Program, as well as facilitating the identification and delivery of development opportunities for the different trainings, consistent with Cordaid's strategic and commercial plans.

The primary purpose of this role is to develop tailored content and provide face to face delivery of RBDS trainings to our SMEs. The training will be provided in each of the three hubs Freetown, Bo and Makeni, with coaching for SMEs on their places of business, therefore an ability to travel is essential.

The Training Facilitator also manages client relationships in regard to pursuing potential clients and scoping client needs and managing ongoing clients.

CONTENT DEVELOPMENT:

- Develop content for both online and face to face courses for a variety of SME clients and contexts related to business acceleration and development.
- Contribute to design and delivery of all other elements of the RBDS accelerator program: peer to peer learning groups, seminars, and technical assistance
- Continually incorporate adult learning principles into training delivery, ensuring quality training and assessment occur in accordance with the content to be presented.

TRAINING PROGRAM DELIVERY:

- Deliver face to face training to SMEs in a variety of formats including but not limited to trainings, workshops, forums, and seminars.
- Continually incorporate adult learning principles into training delivery, ensuring quality training and assessment occur in accordance with the content to be delivered.
- At all times, you must remain professional and represent Cordaid', as an organization, in the highest of esteem.

GENERAL RESPONSIBILITIES:

- Manage SME client relationships regarding potential and current clients including client meetings, development of proposals, scoping needs and following leads.
- Attendance at conferences/meetings/Cordaid functions as required.
- Be accountable for managing expenses, relating to delivery of program activities.
- Assist in sourcing and monitoring of consultants or implementation partners for the program
- Support in design and review of program evaluation processes
- Support the recruitment of SMEs for future cohorts for the RBDS accelerator program, including development of marketing materials, conducting criteria checks, due diligence and needs assessment.
- Sourcing new business opportunities for CORDAID to allow for meaningful support of the

private sector in Sierra Leone with special emphasis, but not exclusively, on the 'Missing Middle' SME.

- Work as part of a team to attain Cordaid's vision and mission.
- Contribute in formulating strategy and operational programs for Private Sector Development in general and the RBDS program in particular
- Complete all relevant paperwork and documentation for each workshop conducted, in accordance with Cordaid's policies and procedures.
- Contribute to development and preparation of other management reports such as monthly program reports as required.

YOUR PROFILE

The desired qualifications, experience, and mindset for this job assignment are:

- Bachelor's degree in Business Administration, Commerce, Finance, or related field. Masters considered a plus.
- Minimum 3 years' work experience in private sector and/or private sector development programs.
- Demonstrable understanding of business planning, financial management, HR, and marketing.
- Genuine interest in business and entrepreneurship, familiar with business development tools and resources.
- Experience delivering business training or coaching.
- Proactive and creative in identifying and solving problems with a view of always improving processes and activities.
- Demonstrated high level of experience in facilitating/delivering both online and face to face training to clients.
- Experience and understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices is preferable.
- Excellent presentation, verbal and written skills, including the ability to deal with enquiries and complaints in a professional and confidential manner.
- High calibre organizational and planning skills, including the ability to prepare timetables and prioritizing to meet deadlines, in line with workshop and role requirements.
- Excellent written and verbal communication.
- Ability to conduct through academic research and translate to meaningful learning materials for a
- Variety of audiences.
- Ability to skillfully liaise with both internal and external key stakeholders.
- Ability to work well and thrive within a team environment.
- Exceptional organisational skills.
- Sound working knowledge of Microsoft office suite and keyboard skills.
- Knowledge of online training software.

REPORTING

The PSD Training Facilitator will report to the PSD Manager. The PSD Manager expects to receive regular in-person, phone and email reports as well as a periodic narrative progress report. The progress report will report on progress against the Program Plan with clear and

concise information on completed activities, current activities, next activities, challenges, and opportunities to improve the process based on experiential learning from previous activities.

FEES/PAYMENT

Professional will be paid as CORDAID staff for a period of one year, after passing a probationary period of 3 months. NASSIT and other employee related taxes will be deducted at source from their salary. This position does offer a competitive salary and benefits including leave and housing allowance.

TO APPLY

Applicants are required to submit application package via email address jobs_sl@cordaid.org with mail subject indicating "PSD Training Facilitator - Name of Applicant". All Candidates' Resume must be submitted on or before the 26th March 2019.

The selection process includes interviews and assessments. Please note that 'An integrity check will be part of the recruitment procedure'

Field visits play a large part of this role and as such, it is expected that the candidate is willing and able to take part in such activities in all weather conditions - A INGO car or rented vehicle will be made available.