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**Under the Framework of the Technical and Vocational Education and Training**

**(Forsah TVET) Program**

***Terms of Reference***

***Design, documentation and Implementation of Mentorship Program for Businesswomen and Female TVET Students***

Due Date: 30th July 2023

**About BWF:**

The Business Women Forum (BWF) is a national non-profit organization established in 2006, to promote and empower the role of businesswomen and entrepreneurs as leaders in the Palestinian economy through advocacy, influence to create an enabling environment for women in Palestine. BWF works through a comprehensive methodology through provision of business development packages including capacity building, coaching, consultancy and technical support necessary for their business, enhancing access to markets, financing and knowledge, in addition to networking with local, regional and global institutions and organizations.

BWF has developed a holistic business development approach based on the cumulative experience of BWF over the 15 years working on supporting women owned businesses and women entrepreneurs from different sectors and backgrounds. The holistic demand driven business development approach includes: capacity building & skill development program , one-on-one coaching and mentoring, on the job training, developing competitive products, branding and creation of creative designs, providing seed funding, access to information, access to finance, and marketing (identification of local marketing channels, developing marketing strategies, creating and participating at local, regional and international networking platforms and enhancing access to export chains). In addition, BWF introduces role models, women champions and advocates for women's issues at all levels. This holistic approach contributed to enhancing sustainability of businesses and access to economic opportunities through job creation and income generation, thus, promoted women’s potential leaders and agents of change.

**Background and General Information about Forsah Program**

The Technical and Vocational Education and Training (Forsah TVET) Program is a program implemented by International Research and Exchanges Board (IREX) in the West Bank, Gaza and East Jerusalem, in partnership of with the Business Women Forum-Palestine (BWF), Bethlehem Chamber of Commerce and Industry (BCCI), An-Najah Company for Consultancy and Technical Studies (NajahPal), Virginia Polytechnic Institute and State University (VT), DAI Global, and Development Gateway (DG). Forsah TVET is a five-year program (2023- 2027) made possible by the generous support of the American people through the United States Agency for International Development (USAID).

The goal of Forsah TVET program is to support technical and vocational education and training (TVET) institutions to better prepare Palestinians graduates for the labor market, and to productively engage in local and regional economies. ​​​​​By enhancing TVET institution’s capacity to respond to the needs of the private sector, creating partnerships between TVET institutions, private sector firms, and youth in specific sectors, and increasing enrollment in TVET program. Forsah TVET will help supply skilled TVET graduates and create an enabling environment for sustainable supply-demand linkages and meaningful youth participation.​​

**The Purpose of this ToR**

As part of the Forsah TVET intermediate results, aiming to create partnerships between TVET institutions, the private sector and youth; the Business Women Forum (BWF) is seeking a Business Service Provider (BSP) to design, document and implement a sustainable Mentorship Program. The Mentorship Program will build the mentorship capacity of Palestinian businesswomen, female private sector leaders and noticeable TVET alumni to mentee female students of TVET institutions for better employment /career growth.

The Mentorship Program should qualify and certify 45 Mentors from BWF network of female-led SMEs to provide mentoring and counseling services for at least 400 matched female students from 12 TVET institutions to increase their employability capabilities. In addition to building the capacity of at least 4 BWF team as mentors and mentors’ trainers within the framework of this program to ensure the program sustainability.

**Scope of Work**

The selected BSP will be responsible for designing, documenting and implementing a sustainable Mentorship Program targeting businesswomen to equip them with the skills, knowledge, and attitudes necessary for being effective mentors to female TVET students.

This mentorship aims to facilitate knowledge transfer and skill development from experienced businesswomen to female TVET students, foster a supportive environment for female TVET students, encouraging their personal and professional growth, and enhance the career/ employment prospects of female TVET students by providing them with access to industry insights, networking opportunities, and professional guidance.

**Main Deliverables**

The following deliverables are expected from the BSP:

1. Mentorship program framework: This framework should be a result of a gender sanitized need assessment review, benchmarking of best mentorship program for females in business and TVET. This framework should outline the suggested mentorship training program; compatibility analysis with BWF and Forash program vision of providing a unique and sustainable mentorship experience; as well program sustainability analysis.
2. Mentorship Program design: The program design should include:

* Detailed program description: objective, structure, methodology, module and curricula outline, duration, learning and delivery methods, tools, training intensity, etc.
* Profiling, recruitment and screening process of mentors, including criteria, eligibility and rationale factors.
* Program enrollment, application process, mentors’ recruitment; including application form, call for mentor page details, call-to-apply call thematic, program communication and promotion key messages, program name.
* Mentors- mentee matching process; including matching factors and limitations, understanding mentor-mentee relationship/agreement, setting expectations, etc.
* Completion, examination and readiness acknowledgment process: including progress measurement tools, type of certificate; issuing body of the certificate e.g., third party credential or direct certification.

1. Mentorship resources and materials documentation: Documentation, including the creation of full training modules/ curriculum, easy-to-use handbooks or guides to support mentor-mentee relationship development and feedback mechanisms, training manuals for trainee and trainers, training evaluation criteria checklist, mentor-mentee relationship development guidelines bearing in mind that all materials produced under this assignment will be BWF’s ownership.
2. Mentorship program implementation for 1st Round, 15 female mentors will be targeted in the 1st cohort. Along with related evaluation, learning and adjustment plan.

The estimated timeline for the completion of the project deliverable requested in the project 1st year is as follows:

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| --- | --- | --- |
| Phase | Main Deliverable | Time |
| Design phase | Mentorship program framework | August 2023 |
| Mentorship Program design |
| Documentation Phase | Mentorship resources and materials documentation | August- September 2023 |
| Implementation Phase | Conduct the designed mentorship training and deliver it to first group of businesswomen. (1st Phase of implementation) 1st year Cohort (15 mentors) | October- November 2023 |
| Analyze and evaluate the results of the 1st year Cohort, provide reflection, recommendations and adjustments on the mentorship program before proceeding the next cohorts | November- December 2023 |

**Duration:** This is a consultancy with a foreseen duration until December 2023, starting from the date of signing of the contract.

**Starting** **Date**: The assignment is expected to start in July 2023. Schedule will be confirmed later with the winning BSP.

**Duty Station**: Hybrid work: up to 80% remote and up to 20% onsite, West bank

**Payment**

* Payments will be scheduled in phase completion basis based on acceptance of BWF of the deliverable.
* Payment will be released for the selected BSP after the submission of the final report.
* Submission an invoice or payment request and 10% taxes will be deducted.
* Submission of time sheet or detailed work report.

**Application Process and Evaluation**

Interested BSPs should submit:

1. **Technical proposal including**

* Detailed description of the methodology, techniques, tools and consideration for each phase.
* Experience profile related the requested assignments.
* Sample of similar previous assignment.
* List of team members along with their suggested levels of effort with their recent CVs and\or company profile.

1. **The Financial Proposal**: *Financial proposal should be separated from technical proposals*

* shall include budget break down indicating in details all the steps/ subtasks/ sub activities and required level of effort of the above-mentioned tasks for each phase. including any anticipated expenses for training materials creation and documentation, program coordination, crediting etc., *Below Table is indicative*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Phase | Main Deliverable | Sub Tasks and activities | | level of effort/ Day | | Cost | |
| Design phase | Mentorship program framework | * A * B | |  | |  | |
| Mentorship Program design | * A * B | |  | |  | |
| **Total Design Phase Cost** |  | | | | | | |
| Documentation Phase | Mentorship resources and materials documentation | * A * B | |  | |  | |
| **Total Documentation Phase Cost** |  | | | | | | |
| Implementation Phase | Conduct the designed mentorship training and deliver it to first group of businesswomen. (1st Phase of implementation) 1st year Cohort (15 mentors) | * A * B | |  | |  | |
| Analyze and evaluate the results of the 1st year Cohort, provide reflection, recommendations and adjustments on the mentorship program before proceeding the next cohorts | * A * B | |  | |  | |
| **Total implementation Phase Cost** |  | | | | | | |
| Travel Cost for the implementation phase/ If needed |  | |  | |  | |  |

**Application Notes:**

* To ensure the integrity of the procurement process and to ensure confidentiality of the financial information during the technical evaluation stage, the financial and the technical proposals must be completely separated and submitted in separate envelopes/documents, emails clearly marked on the outside and on the subject of the email. Otherwise, the offer will not be considered and will be dropped automatically.
* For local BSPs ONLY: Interested BSPs shall submit two hard copy and one soft copy (into sealed and stamped envelope) of the technical and financial proposal including all the above details with the following name (Design, documenting and Implementation of Mentorship Program for Business Women and Female TVET Students to “Business Women Forum- BWF” address in Al Bireh, Al Balou’, Al Fare bldg, 2nd floor NO later than 30th July 2023, 4:00 PM
* For regional and international BSP ONLY: Interested BSPs shall submit one soft copy of the technical and financial offers (in two separate emails) including all the above details with the following Title (Design, documenting and Implementation of Mentorship Program for Business Women and Female TVET Students: Technical OR Financial) by email to [procurement@bwf.ps](mailto:procurement@bwf.ps) NO later 30th July 2023, 4:00 PM
* Please make sure to send the offers ONLY to [procurement@bwf.ps](mailto:procurement@bwf.ps) without copying any other email.

**Evaluation of Proposals**

BWF will evaluate the proposals based on the following criteria:

* Experience in designing and implementing mentorship program, preferably for women entrepreneurs.
* Quality of the proposed methodology and assessment tools.
* Qualifications and skills of the team members.
* Budget breakdown and financial proposal.

BWF reserves the right to reject any or all proposals and is not bound to give reasons for its decision.

**Other General Notes:**

* An Information Session about the ToR and to answer related questions will be conducted on 17th July 2023 at 03:00 pm Jerusalem time via ZOOM. Interested BSP should send an email to [admin@bwf.ps](mailto:admin@bwf.ps) Maximum by 16th July 2023 to request the Zoom Link.
* Price offers should be provided in USD excluding VAT bearing in mind that this project is VAT exempted.
* All BSPs should submit taxable invoice and valid tax deduction at source certificate.
* BWF has the right of cancelling the bid or changing any of the above-mentioned items.
* The bid Committee is not obligated to accept the lowest prices;
* Advertising costs in the newspaper / online platforms will be charged on the winning BSP.

The end