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Contractor Opening No.: ITC/CIC/50/2022

Date: 26 September 2022

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The International Trade Centre is looking for a/an:

### Tech Hubs and Entrepreneurship Development Trainer

Division/Section:	Division of Enterprise Competitiveness and Institutions – Sector and Enterprise Competitiveness
Type of assignment:	National Consultant
Type of contract:	Delivery Based
Duty Station:	Home-Based (Tanzania)
Duration of assignment:	60 working days
Application period:	26.09.2022 – 03.10.2022

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## Terms of Reference

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### **BACKGROUND:**

Switch ON is ITC's commitment to a raised level of ambition in ensuring that digital connectivity is accessible and utilized by small enterprises in developing and least developed countries, and that the benefits flow to otherwise excluded populations. This initiative addresses different levels of response at the policy, ecosystem and enterprise level.

ITC teams will coordinate their work around connectivity related issues. Switch ON also foresees the conclusion of agreements with "non-traditional" partners (such as those making investments in digital connectivity infrastructure and services) and thought leadership which ensures that the transition to digital trade results in positive and inclusive development outcomes.

This activity is a follow-up from the work done under the #FastTrackTech Africa initiative in Tanzania and contributes to the ecosystem-level work under Switch ON, as tech hubs are essential business support organisations to support digital entrepreneurs and tech start-ups in sub-Saharan Africa to go international - with online and onsite training, advisory and coaching focused on building digital and business skills with a focus on regional and international business generation and investment promotion.

The current assignment relates to capacity-building support provided to tech hubs in Tanzania.

ITC is hiring an experienced trainer to build 2 training modules. These modules will be used to build the managerial capacity of tech hub managers and team members, as well as of other entrepreneurship support organisations (ESOs).

### **Description of duties and responsibilities**

Under the guidance of the Programme Officer, DEI/IE, the National Consultant will support the development of a training programme (comprising 2 modules). The structure and content of will be based on the modules to be developed as described below.

### Module 1: Develop sustainable partnerships

The objective of the module is to improve networking skills and help staff at ESOs such as tech hubs to develop linkages, new partnerships, and opportunities, and promote strategic thinking.

This module should address value creation for shareholders and stakeholders, stakeholder mapping, partnerships strategy, tools and frameworks for strategic partnerships, evaluation methods for partnerships, and agile partnerships management, with a focus on ESOs.

### Module 2: Support for post-revenue start-ups

The objective of the module is to enhance ESOs' support for fast-growing entrepreneurs by equipping them with the tools to create or re-design support programmes.

This module should include growth and pivoting strategy for start-ups, international markets development, team growth management, financial forecasting and investment attraction, measurement, and targets setting.

Each training module should cover 10 hours of training content. All material should be designed to be delivered online and in English.

Content and materials produced by the selected trainer will be deployed in Tanzania on a platform to be selected by COSTECH and become an integral part of the ITC support programme. ITC will utilise the curriculum in the future as it sees fit.

## Expected outputs and timelines

### Activity 1: Development of training content for 2 modules

Training content should be compiled in a written document including a syllabus describing the technical content of each module, training slides accompanied by a slide-by-slide explanation, exercises, case studies, and practical examples. The consultant will need to adjust and revise training material based on ITC feedback.

**Deliverable 1:** Training modules delivered to ITC for approval.

### Activity 2: Training contents piloted with 1 cohort of at least 10 tech hubs

The consultant will work with ITC partners to integrate training material into their online training platform and pilot the delivery of training to a first batch of at least 10 hubs. Incorporate feedback from pilot into existing training material.

**Deliverable 2:** Training programme successfully piloted with a cohort of at least 10 hubs. Hubs have completed Module 1 and 2. Feedback from pilot incorporated.

### Expected Output:

- Training content for 2 modules delivered to ITC and piloted with 10 hubs. Feedback from ITC and pilot participants incorporated.

### Payment Schedule:

- 50% upon completion of deliverable 1
- 50% upon completion of deliverable 2

**Travel information:**

- Based in Tanzania, no travel required.

**Skills**

- At least 5 years' experience in developing trainings for start-ups and hubs
- Knowledge of hub management
- Knowledge of entrepreneurship support
- Knowledge of start-up management and business development
- Excellent writing skills
- Excellent communication skills

**Education**

- Bachelor's degree in in Economics, Business, International Relations or other relevant areas and a minimum of three years of relevant professional experience.

**Language**

- Excellent command of oral and written English is essential.

*The International Trade Centre (ITC) is looking for a National Consultant to design and pilot two training modules to build the managerial capacity of Entrepreneurship Support Organisations (ESOs) in Tanzania. The consultant should be an experienced trainer who is able to design training material to be delivered online through an existing platform. Training should be tailored to ESOs and entrepreneurship supporters and should focus on "Developing Sustainable partnerships" and "Supporting post-revenue start-ups". The candidate should have at least 5 years of work experience in developing training for start-ups and hubs, knowledge of hub management and entrepreneurship support and, knowledge of start-up management and business development. The candidate should hold bachelor's degree in business, economics or similar. To apply please send your CV and 1 relevant example of training designed by you to [nrull@intracen.org](mailto:nrull@intracen.org) by 3rd October 2022. Use the following Subject line: "Tech Hubs and Entrepreneurship Development Trainer".*