

TERMS OF REFERENCE



TRAINING TOPIC:

TRAINING ON BOOKKEEPING AND FINANCIAL COACHING

SHETRADES GAMBIA PROJECT

MOTIE

Background Information

The SheTrades in The Gambia project is part of the global SheTrades initiative led by the International Trade Centre (ITC). The project is implemented by ITC under the leadership of the Ministry of Trade, Industry, Regional Integration and Employment and funded by ITC, the Enhanced Integrated Framework (EIF) and the OPEC Fund for International Development (OFID). It focuses on horticulture and textiles and garments value chains.

The objective of the SheTrades in The Gambia project is to enable Gambian women to benefit from economic participation. This will be achieved by increasing the participation of Gambian women entrepreneurs in trade. Furthermore, it will allow for the adaptation of the global SheTrades initiative to the context of The Gambia, in alignment with the national strategies and initiatives endorsing women's economic empowerment. As a result, the project will strengthen the capacity of government agencies in terms of mobilizing reliable data and information for gender responsive policies, monitoring and evaluation, risk management, and identifying synergies with relevant stakeholders in the private sector. The project will also work towards establishing a conducive business environment and support ecosystem for women entrepreneurs. To achieve this, the project will also work towards enhancing the capacity of business support organizations and providing them with the tools, training and resources to better understand and serve the needs of women entrepreneurs.

One of the key activities of the SheTrades Gambia Project work plan is to provide training on Bookkeeping and Financial Coaching to selected women entrepreneurs.

Description of Assignments

The objective of the training is to enhance the capacity of SheTrades Companies to understand bookkeeping, accounting standards, and be able to interpret financial information. The training will not only expose participants to various topics in relation to book keeping, financial literacy, and accounting standards, but it will also include a hand-on coaching component that will allow the participating women entrepreneurs to implement what they learnt during the training and to make tangible changes in their businesses..

Therefore, the Ministry of Trade is seeking the services of a proactive institution/ company/ individual to undertake the following trainings.

	Training Topics	Beneficiaries	No. of participants	Time of Training
1	4x 1-day Bookkeeping and financial literacy training for 4 groups (1 day per group)	SheTrades Companies	Up to 82 in 4 groups (approx. 20 participants per group)	4 days in March (e.g. 19-22 Mar, exact dates to be agreed with selected provider)

2	One-on-one hands-on coaching on accounting and bookkeeping for entrepreneurs (2-3 sessions per company)	SheTrades Companies	50	March to June 2020

DUTIES:

The Institution/Company/Individuals will work under the direct guidance of the SheTrades National Coordinator and the project team, and under the overall supervision of the Project Manager of SheTrades Gambia. Specifically he/she will perform the following tasks:

- Prepare and submit a training proposal for conducting the training for SheTrades Companies, including a methodology for conducting the training and a training programme;
- Conduct training in accordance with the agreed proposal;
- Use appropriate methodology and professionalism to train participants to achieve the desired training objectives identified;
- Prepare appropriate training materials and/or handouts and reference materials for the participants; and
- Prepare and submit an evaluation report after the trainings.

SPECIFIC TASKS:

The service provider must cover the following areas:

- Introduction to accounting principles;
- Understanding and interpretation of financial statements;
- How to implement bookkeeping methods in their MSMEs.

QUALIFICATION AND EXPERIENCE

The vendor must have at least four staff who each fulfil the below criteria:

- Applicant must have at least a BSC in accounting, bookkeeping or related field from a recognized Institution ACCA will be an added advantage;
- Applicant must have at least three years relevant work experience; and
- Good analytical and communication skills as well as basic computer skills
- Experience providing advisory services to companies and/or experience providing training/coaching on bookkeeping, financial literacy, and accounting practices will be a distinct advantage.

APPLICATION PROCESS

- Applicant must send copies of the degree certificates and CVs of all team members (min. four) who will carry out the assignment, a proposal for the content of the trainings, and a financial proposal to the National Coordinator of the SheTrades Gambia Project at the Ministry of Trade, Industry, Regional Integration and Employment.
- The deadline of all applications is Monday 9th March 2020 at 4:00pm.

REQUIREMENT

- Institution/Company must be a registered firm;
- Institution/Company must have at least four staff working in the area of accounting and book keeping; and
- Institution/Company must be in operation at least three year in the area of accounting, bookkeeping.