

Terms of Reference for Prepare and Implement private Livelihood and Business development plan in sector wise for Disable Persons

Project Name- Socio-Economic Inclusion of Person with Disabilities in Sri Lanka through Community Based Inclusive Development – Phase III

1. Background of Organization

ORHAN established in 1999 and registered as a Disabled Persons Organization under the social services ministry. ORHAN is registered as a non-profit organization under the company act of Sri Lanka (Reg. No. GA-2715) and aligns its projects and programs towards its vision for “Equal rights and equal opportunities for persons with disabilities”. The key focus of the organization is towards advocacy and lobbying for the rights of PwDs, socio-economic development and medical rehabilitation of PwDs, technical and environmental accessibility for PwDs. Since inception, ORHAN has been proactive in promotion of rights of persons with disabilities and providing variety of services to its constituents with the support of well-wishers and supporters nationally and internationally. Though the ORHAN would publish this advertisement, this activity comes under the project called Social inclusion of person with disabilities in Sri Lanka through community base rehabilitation Phase iii because it come as a continuation of phase i and phase ii which was implemented by ChildFund Sri Lanka in the past year. This project will be implemented in the partnership with two local implementing partner organizations as they are VOICE and ORHAN. The two organizations worked within the intended project target area. In the consortium ChildFund SL will provide the technical support, in the line monitoring and evaluation and also CFSL implemented two major projects in the community based rehabilitation and inclusive development in the target area Above for all these project funded by BMZ.

2. Background to the Consultancy

DPOs are divisional level structures that act as community support mechanisms for persons with disabilities. At present, these structures exist in the DS divisions, but the functions and capacities are extremely limited. In the above said project ORHAN would be working in 06 divisional Secretariat areas and with respective DPOs to upgrade its service delivery to PWDs in wider array.

PWDs are neglected communities as far as job opportunities are concerned, as even those who have higher educated struggle to find suitable employment. At this juncture the ORHAN intends promoting activities that would empower the PWDs to find ways to sustain themselves through regular income generation. In order to facilitate this process CBR III project intend to 600 beneficiaries from 6 Ds divisions. Project expects that these beneficiaries need a support on developing a business plan, financial management, market analysis and linking with small / medium enterprises. Under these main cluster of business

The Main Cluster of Business
Agriculture
Live stoke

Food Processing
Sewing, embroidery, needle work.
Fishing
Craft

So, CBRIII project intend to hire a consultant/ consultancy firm to capacitate the beneficiaries on pre-selected training areas.

3. Consultancy Objectives

To capacitate knowledge and skills for 600 beneficiaries on, Business plan preparation and marketing analysis and this is to develop one day’s discussion with the groups of PWDs selected and clustered on the basis of the business by the 06 DPOs to ensure that DPOs fulfill their objectives of empowering the PWDs with sustainability solutions end of this workshop all 600 beneficiaries have to develop or prepare a appropriate Business plan. There would be 18 sessions consisting 18 days. Approximate number of participants for each session is 20 to 30.

3.1. Specific objectives

- To ensure the utilization of cluster or sector base specialist on the relevant topic and need to share the profile of particular specialist with the organization
- The final report should be submitted for each cluster base training separately

4. Scope of the Work

- 600beneficiaries (180 Business development, 420 Income Generation plans) from 6 DS Divisions (Among 6 Division there is one DS division is Sinhala Division) are selected and trained on business plan development– 1 days training
- Business development.
Training will be given under 4topics as1-day training sessions by the selected consultant who is expert in business development. Beneficiaries will receive training in the entire process, which includes business idea generation, business planning and market analysis and implementation of business plan. Further this beneficiaries need to be train the training their livelihood and IGA.
- Financial Management

The training includes the financial management in micro enterprises and digital financial literacy. And market analysis of Mullaitivu and market linkages.
- Linking with Small /Medium Enterprises
The training will be given in order to identify the kinds business and direct the PWDs in the respective divisions with business for the marketing and business development.
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Topic	
Business idea generation and prepare a business plan	Beneficiaries will receive training in the entire process, which includes business idea generation,

	business planning
Market Analysis and Business plan preparation	Business planning and market analysis and implementation of business plan. Particularly market analysis in mullaitivu and market linkages.
Financial Management in micro enterprises and digital financial literacy	The training includes the financial management in micro enterprises and digital financial literacy.
Linking with Small /Medium Enterprises	The training will be given in order to identify the kinds business and direct the PWDs in the respective divisions with business for the marketing and business development.

The aim of this consultancy is to make the participants aware of the business what they could choose what kind of operations suitable for them in the business activity. One days' workshop would be conducted to each batch of PWDs to educate the procedures to decide a product or service and how to start a business. The participants should be able to make a business plan of their choice and evaluate the risks involved. These workshops have to be interactive and focus on finding the best possible option for each individual.

The businesses proposed by the participants should be scrutinized to make the participants aware of the risk elements as well as potential profits so that sustainability could be ensured. Businesses selected by each individual should be listed out for further verification and follow up by the DPOs.

The assignment would include review of relevant documents, in particular recent evaluations/ base line assessments done by ORHAN for each DPO, District strategy developed by the selected District Secretaries. The consultant in collaboration with Project Management would make use of participatory processes to identify sustainability aspect to be included in the plan.

5. Key tasks of the assignment.

- Conducting of a systematic study with Participants
- Preparing systematic study report and identify the priority issues
- Designing the training and finalize it with CBRIII project management
- Conducting the training in 4 topics
 - 1st Topic: Business idea generation
 - 2nd Topic: Market Analysis and Business plan preparation
 - 3rd Topic: Financial Management in micro enterprises and digital financial literacy
 - 4th Topic: Linking with Small /Medium Enterprises

There would be 18 discussions in the 6 DS Division. Each division consist 3 discussions.

6. Time Span

This assignment is expected to be carried out for a period of maximum 20 man-days and Starting from 25th June to 20th July 2022.

7. Focused Geographical Area

DS Divisions
Thunukkai
Manthai East
Oddusuddan
Puthukudiruppu
Maritiempettu
Welioya

8. Institutional Arrangements

ORHAN will provide relevant background documents. The ORHAN shall be responsible for the coordination of meetings and other activities under the Consultancy further will facilitate for travel logistics including, access to operational area.

9. Profile/ Consultancy Requirements

- a) Minimum of 5-10 years of experience in sustainability/ strategic planning and or Project planning in development field
- b) Evidence of having undertaken similar assignments in the recent past
- c) In-depth knowledge of Sri Lankan rural and plantation context and the government structure and services in relation to Personas with Disability
- d) Proven excellent communication and facilitation skills
- e) Highly motivated and committed to the values of transparency and integrity
- f) Fluency in English/Sinhala (written and spoken). Fluency in Tamil is required for workshop facilitation, if not skilled co facilitators are required to deploy.

10. Consultancy Fees

Negotiable as per proposals submitted

11. Payment Terms

Payment Terms	Milestones
First payment (50% from total consultancy fee)	Upon Signing of MoU
Second Payment (30% of total consultancy fee)	After completion of activity number 4 and upon submission of training report
Final payment(20% of total consultancy fee)	Upon submission of finalized sustainability plans as per activity number 6

Note- Payments will be based on invoices on the achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification of acceptance by the ORHAN.

12. Key Contact Persons

Mr.Ramanathan Thivagarar
Programme Manager
ORHAN,
Vavuniya,

13. Submission of Proposals

The consultant is required to adhere to the ORHAN's Child Safe Guard Policy and standards during the assignment period.

Qualified and interested consultants and consultancy teams are invited to apply for this consultancy. The proposal which outlines the methodology and process to be applied should be submitted to Administration Unit – orhanvavuniya@gmail.com on or before 20th June 2022.