
TERMS OF REFERENCE**Provision of training services on ILO – SIYB Training of Trainers (ToT) for BIRE
Programme Officers****REF NO. HIHEA/07-2026/PROG**

Issued by:	Hand in Hand Eastern Africa (HIH EA)
Programme:	Building Inclusive and Resilient Enterprises (BIRE)
Training Framework:	ILO Start and Improve Your Business (SIYB)
Target Trainees:	18 BIRE Programme Officers
Document Type:	Terms of Reference (TOR)
Year:	2026

1. BACKGROUND AND PROGRAMME CONTEXT

The Building Inclusive and Resilient Enterprises (BIRE) Programme, implemented by Hand in Hand Eastern Africa (HIH EA) with support from the Embassy of Sweden in Kenya & Hand in Hand Sweden, is designed to strengthen the resilience, competitiveness, and growth potential of micro, small, and medium enterprises (MSMEs). The programme aims to address structural constraints affecting enterprise development by providing a comprehensive package of support interventions, including business development services, mentorship, market linkages, innovation support, and access to catalytic financing through the BIRE Innovation Fund.

Through these interventions, the programme seeks to support enterprises in strengthening their operational capacity, adopting innovative business models, improving productivity, accessing new markets, and increasing their ability to attract investment. In doing so, the programme contributes to broader objectives related to economic inclusion, job creation, and enterprise resilience.

To enhance the quality and long-term sustainability of its business development support (BDS) services, HIH EA seeks to institutionalise internationally recognised business training methodologies within its programme operations. The International Labour Organization's Start and Improve Your Business (ILO-SIYB) programme represents one of the world's largest management training programmes and offers a structured, evidence-based approach to building entrepreneurship capacity.

HIH EA therefore intends to build the internal capacity of its BIRE programme staff by engaging qualified ILO-SIYB certified trainers to conduct a comprehensive Training of Trainers (ToT) that will certify 18 BIRE Programme Officers across all SIYB modules. Upon successful certification, these officers will be equipped to independently deliver ILO-SIYB training to programme beneficiaries, multiplying the reach and impact of HIH EA's entrepreneurship support services.

2. OBJECTIVES

2.1 Overall Objective

To procure qualified and ILO-SIYB certified training service providers to deliver a comprehensive Training of Trainers (ToT) programme that will build the capacity of 18 HIH EA BIRE Programme Officers, enabling them to facilitate all ILO-SIYB modules and achieve official ILO-SIYB trainer certification.

2.2 Specific Objectives

- Equip BIRE Programme Officers with in-depth knowledge of all ILO-SIYB modules, including Generate Your Business Idea (GYB), Start Your Business (SYB), Improve Your Business (IYB), and Expand Your Business (EYB).
- Build facilitation and adult learning skills necessary to effectively deliver ILO-SIYB training to diverse beneficiary groups, including youth, women, and vulnerable populations.
- Ensure all 18 participants successfully meet the requirements for official ILO-SIYB trainer certification.
- Transfer knowledge on contextualisation and adaptation of SIYB materials to the local Eastern African entrepreneurship environment.
- Develop internal organisational capacity to sustainably deliver quality SIYB-based business development services within HIH EA programmes.

3. SCOPE OF WORK

The selected trainer(s) / training institution shall be responsible for designing and delivering a comprehensive ILO-SIYB Training of Trainers programme covering the following scope:

3.1 ILO-SIYB Modules to be covered

The ToT shall cover all four core ILO-SIYB modules in their entirety: /

#	Module	Description	Target Beneficiaries
1	Generate Your Business Idea (GYB)	Helps potential entrepreneurs identify and evaluate viable business ideas aligned with market demand and personal competencies.	Pre-start entrepreneurs, youth
2	Start Your Business (SYB)	Supports aspiring business owners in developing a solid business plan and preparing to launch a new enterprise.	Nascent entrepreneurs
3	Improve Your Business (IYB)	Equips existing small business owners with core management skills covering marketing, costing, buying, stock control, record keeping, and business planning.	Existing SME owners
4	Expand Your Business (EYB)	Provides advanced business management competencies for entrepreneurs ready to scale and formalise their operations.	Growth-stage enterprises

3.2 Training Methodology

The trainer(s) shall employ participatory adult learning methodologies consistent with ILO-SIYB standards, including but not limited to:

- Experiential learning through case studies, role plays, and simulations drawn from the Eastern African business context.
- Competency-based training and assessment aligned with ILO-SIYB certification requirements.
- Peer learning and co-facilitation practice sessions to build participants' confidence as trainers.
- Individual and group coaching, feedback, and reflection sessions.
- Practical micro-teaching and assessment exercises for each module.

3.3 Training Structure and Duration

The training shall be structured as a hybrid (physical and virtual) session of a minimum duration sufficient to cover all four SIYB modules to certification standard. The trainer(s) shall propose an optimal schedule, but the following indicative structure is expected:

Phase	Content	Activities
1	Orientation and SIYB Framework Overview	Programme introduction; ILO-SIYB history, global evidence, and programme philosophy; Trainer role and responsibilities.
2	GYB and SYB ToT	Module content mastery; facilitation techniques; practice sessions; peer feedback; assessment.
3	IYB ToT	All IYB themes: training material contextualisation, micro-teaching practice, and feedback sessions.
4	EYB ToT	EYB module mastery; advanced facilitation skills; business planning integration; micro-teaching.

5	Certification Assessment and Wrap-up	Formal certification assessments, participant presentations, feedback, and recommendations; certification ceremony.
TOTAL INDICATIVE Duration		Four (4) Months

Note:

- ✚ The trainer(s) may propose an alternative schedule in their technical proposal, provided it demonstrably meets all ILO-SIYB certification requirements and covers all four modules. The minimum total contact hours must comply with ILO-SIYB ToT standards.
- ✚ The total contract duration shall not exceed four (4) months from contract signing. The above timeline is indicative; the selected trainer may propose an optimised schedule in their technical proposal.

3.4 Certification Requirements

All 18 BIRE Programme Officer participants are expected to achieve official ILO-SIYB trainer certification upon completion of the training. The trainer(s) shall:

- Administer ILO-SIYB-compliant assessments for each module.
- Evaluate participants' facilitation competency through observed micro-teaching sessions.
- Liaise with ILO and/or the authorised SIYB national body to process and issue official certification to all participants who meet the required standards.
- Provide written feedback and recommendation plans for any participant who does not initially meet certification standards, and facilitate a second-chance assessment opportunity.

4. KEY DELIVERABLES

The selected trainer(s) / training institution shall submit the following deliverables within the agreed timelines:

#	Deliverable	Description
1	Inception Report and Detailed Training Plan	A detailed work plan, training schedule, participant pre-assessment methodology, and proposed training materials list.
2	Contextualised Training Materials	Full set of ILO-SIYB ToT training materials contextualised for the Eastern African market, including facilitator guides, participant handbooks, and assessment tools.
3	Daily Training Progress Reports	Brief daily or session reports summarising topics covered, attendance, key observations, and any issues requiring attention.
4	Participant Assessment Records	Individual assessment results for all 18 participants for each SIYB module, including scores and competency ratings.
5	Certification Coordination and Issuance	Formal ILO-SIYB certificates issued to all eligible participants, with documentation of the certification process and liaison with the relevant ILO/SIYB authority.

6	Final Training Report	A comprehensive final report including: executive summary, training narrative, attendance records, assessment results, certification status of all participants, lessons learned, and recommendations for ongoing SIYB implementation by HIH EA.
7	Post-Training Support Plan	A structured 90-day post-training support and mentoring plan for certified trainers, including recommended resources, peer learning structures, and contact points for technical queries.

5. EXPECTED OUTCOMES AND IMPACT

5.1 Immediate Outcomes

- 18 BIRE Programme Officers trained across all four ILO-SIYB modules (GYB, SYB, IYB, and EYB).
- All 18 participants to achieve official ILO-SIYB trainer certification.
- All certified trainers demonstrate competency in facilitation of SIYB modules as assessed through observed micro-teaching.
- A full set of contextualised SIYB training materials available for use by HIH EA.

5.2 Medium-Term Outcomes

- HIH EA BIRE programme incorporates ILO-SIYB as a core business development training methodology across all programme sites.
- Certified trainers independently deliver SIYB training to programme beneficiaries, expanding HIH EA's BDS service reach.
- Increased quality, consistency, and international credibility of HIH EA's entrepreneurship training services.

5.3 Long-Term Impact

- Sustainable internal SIYB training capacity within HIH EA that reduces reliance on external service providers over time.
- Improved business performance and survival rates among BIRE programme beneficiaries as a result of quality SIYB-based training.
- HIH EA positioned as a centre of excellence for ILO-SIYB delivery in the East African region.

6. QUALIFICATIONS AND EXPERIENCE OF TRAINER(S)

Interested individual trainers or training institutions must demonstrate the following minimum qualifications:

6.1 Mandatory Requirements

- Valid and current ILO-SIYB Master Trainer or Lead Trainer certification (proof required).
- Documented experience conducting a minimum of three (3) ILO-SIYB Training of Trainers programmes. (attach signed offer letters or LPO)
- Demonstrated experience training participants across all four SIYB modules (GYB, SYB, IYB, EYB). (Provide copies of the recommendation letter from previous clients)
- Working experience in East Africa or comparable Sub-Saharan African contexts.
- Proficiency in English (working language of the training); proficiency in Swahili is an added advantage.

6.2 Desirable Qualifications

- Postgraduate qualification in Business Administration, Development Studies, Education, Economics, or a related field.
- Experience working with NGOs, development programmes, or ILO-affiliated organisations.
- Demonstrated experience delivering SIYB training to youth, women, and/or vulnerable populations.
- Experience in developing contextualised training materials for East African markets.

9. PROPOSAL REQUIREMENTS

Interested trainers and training institutions are invited to submit a **technical and financial proposal separately**.

9.1 Technical Proposal

- Cover letter expressing interest and summarising suitability for the assignment.
- Trainer/institution profile including organisational overview, mission, and relevant areas of expertise.
- Demonstrated experience: CVs and profiles of lead trainer(s) with evidence of ILO-SIYB certification and ToT experience.
- Technical approach: Proposed training methodology, schedule, and facilitation plan for all four SIYB modules.
- Sample training materials or excerpts from previous SIYB ToT programmes.
- References: Contact details of at least three (3) organisations for whom similar ToT services have been provided in the last five years.

9.2 Financial Proposal

- Itemised budget clearly indicating professional/facilitation fees.
- Daily or session rates for each trainer/facilitator involved.
- Any other costs anticipated in the delivery of the assignment.
- Validity period of the financial proposal (minimum 60 days).
- HIH will take care of the training venue

9.3 Supporting Documents

- Copy of valid ILO-SIYB trainer certification(s) for all proposed trainers.
- Certificate of incorporation/registration (for institutions).
- Tax compliance certificate or equivalent.
- Any relevant accreditation or affiliation with ILO, SIYB national bodies, or recognised training institutions.

10. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated using a Quality and Cost-Based Selection (QCBS) approach. A designated HIH EA Procurement Evaluation Committee will carry out the evaluation:

Evaluation Criterion	Sub-Weight	Weight
TECHNICAL PROPOSAL (Total)		70%
FINANCIAL PROPOSAL (Total)		30%
TOTAL	100%	100%

Only proposals scoring 70% or above on the technical evaluation will have their financial proposals opened and considered. HIH EA reserves the right to accept or reject any proposal and to annul the procurement process at any time without incurring any liability.

Note: Technical and financial proposals to be submitted separately.

11. ETHICAL STANDARDS AND SAFEGUARDING

All trainers and institutions engaged by HIH EA are required to uphold the highest standards of professional conduct, integrity, and safeguarding. The selected trainer(s) shall:

- Adhere to HIH EA's Code of Conduct and Safeguarding Policies, including prevention of Sexual Exploitation, Abuse, and Harassment (SEAH), anti-corruption standards, and data protection regulations throughout the assignment.
- Maintain strict confidentiality of all HIH EA organisational, programme, and participant information.
- Ensure training environments are safe, inclusive, and free from discrimination, harassment, or exploitation.
- Disclose any conflict of interest to HIH EA before signing the contract.
- Not subcontract any part of the assignment without prior written approval from HIH EA.

12. SUBMISSION OF PROPOSALS

Complete proposals (technical and financial, sealed and clearly labelled) should be submitted to:

Addressed To:	The Procurement, email address: procurement@handinhand-ea.org
Subject Line:	Proposal – ILO-SIYB Training of Trainers for BIRE Programme Officers
Submission Mode:	Electronic submission via the provided email
Deadline:	12 th July 2026
Enquiries:	All clarification requests must be submitted in writing at least 3 days before the deadline, via the same email address. Responses will be shared with all interested parties.

Late submissions will not be accepted. HIH EA will not be responsible for any costs incurred in the preparation of proposals.