

Consultancy to Facilitate a Training of Trainers (ToT) Programme for 100 Identified Business Mentors

ChildFund Zambia | Consultancy | Lusaka, Zambia

Background

The Women Empowerment and Micro Small Enterprises Support action is implemented under the Lusaka Transmission Distribution Rehabilitation Project (LTDRP) Low Voltage Distribution Network, funded by the European Commission under the 11th European Development Fund. The action is led by We Effect, with ChildFund International and the Civic Forum on Housing and Habitat Zambia (CFHHZ) as co-applicants, running for 42 months across Mandevu, Ngwerere, Mtendere East, Nkoloma, Garden, Chawama, John Howard and Chainda townships of Lusaka, targeting 24,000 women and young women and 2,000 men and young men benefiting from subsidised LTDRP electricity connections.

Under Output 1.2 ("Enhanced mentorship opportunities for women and youth in business ventures"), ChildFund International is responsible for identifying and training 100 business mentors and assigning them to women and youth groups. ChildFund is now seeking a qualified consultant or training firm to design and facilitate Step 2 of the action's six-step mentorship model: a Training of Trainers (ToT) programme equipping the 100 identified mentors with mentorship, coaching and business advisory skills. ChildFund's field team retains responsibility for mentor identification, matching, and ongoing field-level support; the consultant's role is limited to designing and delivering the training itself.

Objectives

- Design a ToT curriculum tailored to women- and youth-led micro and small enterprises in Lusaka's peri-urban and low-income settlements, aligned with the action's gender-transformative approach.
- Deliver ToT training to the 100 identified mentors, covering mentorship principles and ethics, coaching and active listening, basic business diagnostics, and supporting mentees with limited literacy or business experience.
- Build mentors' understanding of referral pathways for GBV and SRHR services relevant to the target group.
- Assess mentor competency before and after training and issue certificates of completion.
- Produce a facilitator guide, mentor handbook, and session tools/templates for ChildFund's ongoing use.

Scope of Work

The assignment comprises four work streams: (1) inception and ToT curriculum design, including a training needs assessment and development of a facilitator guide, mentor handbook, case studies and assessment tools; (2) delivery of the ToT to all 100 mentors

across 2 cohorts in the eight target townships, with pre/post assessments, practical role-play sessions, and certificates of completion; (3) a handover package for ChildFund's ongoing mentor support, including session guides, monitoring templates, and briefing for ChildFund's Project Coordinator and M&E Officer; and (4) reporting and documentation, including a training completion report disaggregated by township and gender, and a final report with lessons learned.

Duration

The assignment is expected to be carried out over a period of 4 weeks, timed to follow ChildFund's mentor identification process and precede roll-out of mentorship sessions to target groups.

Required Qualifications and Experience

- A minimum of 5 years of relevant experience in business development services, entrepreneurship support, or mentorship/coaching programme design and delivery.
- Proven experience designing and delivering Training-of-Trainers (ToT) programmes, ideally for volunteer or community-based mentor/facilitator networks at a scale comparable to 100 participants.
- Experience training or facilitating with women- and youth-led micro and small enterprises, and familiarity with Lusaka's peri-urban and low-income settlements.
- Working knowledge of gender-transformative and rights-based approaches, and of GBV/SRHR referral considerations.
- Excellent facilitation, communication, and report-writing skills in English.
- An advanced degree in business administration, entrepreneurship, development studies, or a related field (for lead personnel), or equivalent professional experience.
- Prior experience with EU-funded, Sida-funded, or comparable donor-funded programmes, or with We Effect, ChildFund, or CFHHZ specifically, is an asset.

Selection Criteria

Proposals will be evaluated using a combined technical and financial scoring methodology, with a minimum technical score of 70 out of 100 required to proceed to financial evaluation: demonstrated ToT design/delivery experience (30%), facilitation experience with women/youth-led micro and small enterprises in vulnerable contexts (20%), understanding of gender-transformative programming and GBV/SRHR referral pathways (15%), proposed ToT methodology and work plan (20%), prior donor-funded programme experience (10%), and financial proposal/value for money (5%).

Proposal Submission Requirements

- A technical proposal, including proposed ToT methodology, curriculum outline, cohort/delivery plan across the target townships, and team composition.

- CVs of the lead facilitator and any supporting trainers, highlighting relevant ToT and mentorship/business-development experience.
- At least three (3) references from comparable ToT or mentorship-training assignments.
- A financial proposal detailing all costs associated with delivering the scope of work.

Proposals should be submitted to zambiaprocurement@childfund.org, indicating the position name in the subject line, by 20 September 2026. Late submissions will not be considered.