

## **Terms of Reference for Grants Specialist**

<b>Title:</b>	<b>Grants Specialist</b>
<b>Number of positions:</b>	<b>One</b>
<b>Reports to:</b>	<b>Project Coordinator, MGLSD</b>
<b>Duty Station:</b>	<b>MGLSD Headquarters (Kampala)</b>
<b>Duration of contract:</b>	<b>24 months with 4 months' probation</b>

### **Job Purpose**

The Specialist will ensure timely implementation of the grants sub-components in accordance to the laid down guidelines and ensure the highest level of honesty, integrity and transparency in processing grant awards that are geared towards enhancing women owned enterprises into male dominated sectors.

### **Duties and Responsibilities**

- a. Be the first line of contact for potential and actual grantees to equip them with information about the grant eligibility criteria and operational procedures.
- b. Ensure that the competitive scheme is implemented on a timely efficient and effective manner that is consistent with the established guidelines and procedures to achieve the performance indicators within scope of approved Budgets and Work Plans.
- c. Will be responsible for management of the firm that is selected to design, launch and monitor the different rounds of business competitions
- d. Participate in the review of the proposals and ensure that all proposals received are well documented and filed, including preparation of all necessary documentation to the Awards Committee.
- e. Participate in appraisal of applications and preparation of recommendations and documentation 'packages' for the Awards Committee.
- f. In partnership with other implementing team members, conduct regular on-site visits to a random sample of grantees to assess progress of sub projects vis-à-vis agreed results, timelines and budgets.
- g. Participate in engagements with implementing partners to resolve finance, procurement, contracting, risk, compliance and budget related issues and provide clear and concise briefing of financial issues to management.
- h. Review reports from the management firm (s) to ascertain whether their reports are consistent with the approved Budgets and Work Plans as well as the Grants Manual
- i. In close collaboration with the management firm(s) and with the Financial Management Specialist of the PIT, prepare quarterly progress reports on the financial and physical implementation of the respective subcomponents.
- j. Identify risks that can impact on project delivery and develop solutions with project lead and project partners.
- k. Maintain an up-to-date database on all beneficiaries in the respective subcomponents being supported.
- l. Conduct regular monitoring including review and analyze documentation of communications and reports in relation to the various aspects of sub-components and participate in regular monitoring visits (including World Bank implementation support missions)

- m. Supervise, appraise and provide guidance to staff supporting the Grants function under the project.
- n. Provide regular briefs on the progress of the grants subcomponents to assist the Project Coordinator to bring relevant officials up to date on activities implemented, accomplishments, problems encountered and solutions executed.
- o. Perform any other duties as may be assigned from time to time by the Project Coordinator.

### **Minimum Qualification**

Masters' Degree in either Commerce, Statistics, Economics, Business Administration, Financial Management or related field from recognised university.

### **Experience and Competencies**

- i. Must have demonstrated successful track record in finance and grant management experience of eight (8) years.
- ii. Experience in working on grants under donor funded programs.
- iii. Should have extensive experience in analyzing financial information for decision making and performance management.
- iv. Demonstrated knowledge and skills in designing, implementing, monitoring and reporting project activities and expenditures.
- v. Good understanding and appreciation of formal and informal sectors in Uganda.
- vi. Strong and proven analytical skills to be supported by a sample of written reports.
- vii. Excellent computer skills including but not limited to MS Word, Excel, Project and Power Point
- viii. Excellent writing and communication skills including making presentations and public speech.
- ix. Must have proven integrity, versatility and clean record.

### **Deliverables**

- i. Monthly, quarterly implementation status reports.
- ii. Updated reports on the status of various participating businesses.
- iii. Updated database on grantees.
- iv. Midterm and End Program report

## **Terms of Reference for Training & Business Skills Development Specialist Job**

**title: Training & Business Skills Development Specialist**

**Number of positions: One**  
**Reports to: Project Coordinator, MGLSD**  
**Duty Station: MGLSD Headquarters (Kampala)**  
**Duration of contract: 24 months with 4 months' probation**

### **Job Purpose**

The Training & Business Skills Development Specialist will be responsible for implementation of interventions for sub-component 1B and ensuring there are synergies with other components within the Project. He/She will support the development of a core package of training in topics known to enhance the success of women entrepreneurs across sectors.

### **Duties and Responsibilities**

- a) Support the Project Coordinator to ensure that the activities to be implemented under Subcomponent 1C are properly planned, monitored and are executed in the manner that is efficient and compliant with the established policies, strategies and standards for doing so.
- b) Lead in the development and implementation of MoU between the Ministry and Makerere University Business School.
- c) Supervise and coordinate MUBS to identify and profile women entrepreneurs including developing a training curriculum for core business development of micro and small enterprises.
- d) Take lead in the supervision and coordination of training firms to deliver business development services for micro and small enterprises including mobilizing trainers to lead training-of-trainers sessions.
- e) Take lead in supervision and monitoring the training quality including providing information about the training, including content, duration, days, and times of training sessions through multimedia channels.
- f) Take lead in the support MUBs in collaboration with PSFU to identify women with existing businesses through the women's platforms including identifying the specific needs of refugees and how training will be appropriately adapted.
- g) Produce training materials, including a refugee module besides undertaking quality assurance of training materials developed by MUBs and ensure translation into local languages for people with low literacy levels.
- h) Undertake quality assurance during the training and initial testing of the products including undertaking mentoring and coaching of women entrepreneurs in coordination with women's platforms
- i) Develop strategies on labor market skills in demand to inform project skills development activities and ensuring that skills development and leadership activities are accessible to young women.

- j) Provide technical leadership in design, development, planning, and implementation; and capacity-building in quality technical, workforce readiness and entrepreneurship skills training for women entrepreneurs for micro and small enterprises.
- k) Develop and maintain collaborative relationships with donor/ client organizations, relevant government agencies, and, women entrepreneurs-serving organizations, and other NGOs.
- l) Take part in the review of the Project Operations Manual for GROW Project and development of other documents including manuals.
- m) Participate in the preparation project consolidated project Annual Work Plans and Budgets.
- n) Supervise, appraise and provide guidance to staff supporting the Business Skills development function under the project.
- o) Work in collaboration with PSFU to ensure that the trainees under 1B are linked to other Trade and Sector Skills training and Access to credit services offered under PSFU components.
- p) Provide regular advice to the Project Coordinator on progress of the Component activities and potential areas of component improvement and promotion of the targeted beneficiaries.
- q) Provide Regular briefs on the progress shown in Subcomponent 1B to bring the Project Coordinator up to date on activities implemented, accomplishments, problems encountered and solutions executed with respect to the Component.
- r) Perform any other duties as may be assigned from time to time by the Project Coordinator.

### **Qualification**

- a) The applicant must hold a Master's Degree in Business Administration, Development Studies, Economics, Accounting & Finance, Entrepreneurship or a related discipline from recognized University. A Post-graduate Diploma in Project Planning and Management is added advantage.

### **Experience and Competencies**

- a) Possess at least eight (8) years of professional experience in undertaking similar Entrepreneurship Training programs for women entrepreneurs of which 4 years should be at management or oversight implementation role on a similar development program.
- b) Experience in labour market analysis will be an added advantage.
- c) Good presentation and analytical skills will be an added advantage

### **Deliverables**

- i. Monthly, quarterly implementation status reports.
- ii. Training reports
- iii. Timely delivery of the business training.
- iv. Updated reports on the status of various participating businesses.
- v. Updated stakeholder database.

## **Terms of Reference for Work-based Learning Specialist**

<b>Job title:</b>	<b>Work-based Learning Specialist</b>
<b>Number of positions:</b>	<b>One</b>
<b>Reports to:</b>	<b>Project Coordinator, MGLSD</b>
<b>Duty Station:</b>	<b>MGLSD Headquarters (Kampala)</b>
<b>Duration of contract:</b>	<b>24 months with 4 months' probation</b>

### **Job Purpose**

The Work-based Learning Specialist for the Generating Growth Opportunities and Productivity of Women Enterprises (GROW) Project will be responsible for developing and implementing Sub-component 1D activities on apprenticeship outreach, recruitment and retention of micro and small women entrepreneurs and their employees in line with the Uganda National Apprenticeship Framework, (UNAF) 2018.

### **Duties and Responsibilities**

- a. Lead in the developing synergies of the GROW Project sub-component 1D with the sub-components 1B, IC and Component 2
- b. Conduct markets needs assessments of the opportunities specifically sector-based employer survey that provides the areas of needs and opportunities for micro and small women entrepreneurs and their employees apprenticeship
- c. Develop and implement strategies for outreach, recruitment and retention of apprentices (micro and small women entrepreneurs and their employees) in the enterprises including designing and developing brochures, fliers and general informational materials to promote the program and participate in trade fairs and make presentations to targeted audiences;
- d. Develop and foster professional relationships with industry, apprenticeship superintendent and apprentices (micro and small women entrepreneurs and their employees)
- e. Negotiate and prepare contracts and payment schedules for training programs with employers. Conduct site visits to ensure guidelines are being met. Review and maintain instructor/apprentice evaluations, lesson plans, monthly progress reports and record keeping systems;
- f. Lead in the development of the training packages for both on-job and off-job training
- g. Liaise with the assessment bodies to undertake competency assessments including progress monitoring of the apprentices and planning and organizing for their graduation;
- h. Provide market research for employment trends in the apprenticeship areas to determine new program needs and directions.
- i. Develop and grow work-based learning relationships among employers and organizations.
- j. Support the Department of Labour, Industrial Relations and Productivity in the formulation and implementation of Work-based Learning Policy, laws, standards and guidelines
- k. Support oversight of the electronic filing system for the office, including support and creation of materials for Work Based Learning and its mission.
- l. Collaborate with the hosting institutions to assess program performance by collecting, analyzing, and reporting the performance and employment data.
- m. Perform any other duties as may be assigned from time to time by the Project Coordinator.

### **Minimum Qualification**

Master's Degree in Development Management/Studies, Economics, TVET or a related discipline from recognized University. A Post-graduate Diploma in Project Planning and Management is added advantage.

## **Experience and Competencies**

- a. At least eight (8) years working experience in a related field with a bias in skills development.
- b. Experience in developing work-based learning programs targeting women and girls
- c. Knowledge of the key employers, industries, and economic drivers in Uganda.
- d. Ability to create reports and presentations for internal and external stakeholders.
- e. Proficient in the use of spreadsheets, databases, and presentation software, such as Microsoft Office, to prepare reports, prepare presentations and conduct data analysis.
- f. Ability to effectively communicate verbally and in writing to a diverse population in a multicultural environment.
- g. Ability to create good working relationships with a variety of individuals at all levels of management within organizations to facilitate inter-organizational cooperation.
- h. Ability to manage time and prioritize resources to meet objectives.
- i. Ability to quickly learn college organization and applicable policy and procedures.
- j. Strong interpersonal and presentation skills.

## **Deliverables**

- i. Monthly, quarterly implementation status reports.
- ii. Timely delivery of the work placement of micro and small women entrepreneurs and their employees.
- iii. Updated reports on the status of various Apprentices (micro and small women entrepreneurs and their employees) at the various work stations.
- iv. Updated database on the Apprentices (micro and small women entrepreneurs and their employees).

