

Terms of Reference

Project	EDGE (Promoting Enrollment in Digital Global Economy)
ToR Number (Please refer to it when applying your offer)	EDGE/04/2022
Period of Performance	October – December 2023
Location	Palestine
Date of announcement	October 12, 2022
Title	Incubation Management Expert

1. Background

Leaders International (LI) plans and delivers innovation and economic development interventions with a particular focus on private-sector development, entrepreneurship, job creation, digital transformation, and access to markets. The organization manages a multi-million active portfolio of grants and service contracts to ensure the economy's access to the necessary means and resources for development and economic prosperity. Through its projects, LI leverages its expertise in research, strategy, and management to provide its beneficiaries with sustainable technical and financial assistance, and build their capacity and resilience to adapt to different economic challenges.

2. Project Background

Promoting Enrollment in the Digital Global Economy (EDGE): funded by The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), EDGE aims to create new income opportunities for unemployed Palestinians through a two-pronged approach: developing Palestinian entrepreneurial capacities and advancing freelancing agencies to unlock the sector's full economic potential and increase employment among qualified women and youth. Through this project, we work towards creating equitable jobs and opportunities for youth and women to develop a sustainable and resilient model for the future of work.

3. Objective

The objective of this activity is to conduct a specialized training programme covering three modules for the staff of selected partner incubators. Each training module will be rolled out over a 3-day training period.

With the purpose of ensuring all incubators are capable of meeting the same qualifications, the first module will cover basic incubation management principles and guidelines. Consequently, the consultant is expected to conduct a capacity assessment for each of the partner incubators and provide continuous advisory services.

4. Scope of Work

- **Activities:**

1. **Delivery of a 3-day training module on incubation management skills**

- **Description:** the consultant is expected to develop comprehensive training material covering basic incubation management skills, topics could be identified by utilizing the findings of the assessment conducted by LI at earlier stages of the project. Training material will include presentations and written content. The training will be delivered to staff members of partner incubators and will be planned in accordance with their time and availability. Once the training concludes, the consultant is expected to submit a report of their work.
- **Target Audience:** staff members of up to 12 incubators
- **Training Language:** Arabic/English
- **Duration:** 3 training days
- **Venue:** Online-based

2. **Provide advisory services on the internal systems and operational procedures of incubators.**

- **Description:** the consultant will conduct a thorough capacity assessment that builds on the pre-existing evaluation of partner incubators. This assessment will focus on incubators' internal systems and operational procedures, and will allow incubators to receive valuable technical support and input on the design and development of their internal programmes. Ultimately, this will facilitate the process of selection of the final incubators that will proceed to the next activities of the project, which will be determined based on pre-identified criteria such as staff capacity, availability of investment financing of startup pipeline, soundness of Internal systems, and quality of current and past pipeline
- **Target audience:** Partner incubators
- **Duration:** 14 months in total

- **Expected Timeline & deliverables:** The consultant is expected to adhere to the timeline specified below, submitting all deliverables and supporting documents as indicated. However, the timeline and list of deliverables are subject to change if requested by the Project Coordinator.

	2022			2023											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
Month															
Action															
Training Outline Submission															
Development of training material															
Conduct Training															
Submit training report and deliverables															
Provide advisory services on the internal systems and operational procedures of incubators															

Activity	Expected Deliverables
Development of training material	Submit training outline and receive approval from the project staff
	Submit written training material + PowerPoint Presentations
Conduct training	Deliver a 3-day training module on incubation management skills to staff members of partner incubators. Supporting documents: sessions screenshots, recordings, attendance sheets, meeting minutes, and any other relevant documents
Submit final report and deliverables	Submit all reports and deliverables
Provide advisory services on the internal systems and operational procedures of incubators	Bi-weekly progress reports, sessions screenshots, recordings, attendance sheets, meeting minutes, and any other relevant documents

5. Non-functional Requirements

- All content (images, videos, etc.) used in the training material must be **copyrighted**
- All templates, presentations, or documents produced must adhere to the **communications and visibility guidelines** of the donor.

6. Qualifications Required

The applicant shall have extensive experience in delivering training modules and capacity-building to incubators, and shall have the following qualifications

- At least a BSc degree in a relevant field.
- Proven minimum of 3 years of experience in digital work and online freelancing.

7. Documents to be submitted

The application must contain the following documents:

1. Technical proposal
2. Financial Offer (in English).
3. Resume.

Please submit all required documents to procurement@leadersinternational.org no later than October 19, 2022 **in EUR Currency.**

FINANCIAL OFFER FORM FOR

EDGE (Promoting Enrollment in Digital Global Economy) Project

Please fill in the table below and submit it along with your CV or company profile

To: procurement@leadersinternational.org

Name of subject: **EDGE/04/2022 - Incubation Management Expert**

First Name, Last Name	
Address	
Mobile	
E-mail address	
Nationality (for tax purposes)	
Expected daily rate in EUR	