

## TERMS OF REFERENCE

Ref: 2025/22PRJ/PSSP

<b>Title</b>	Refresher Training on Development of Business Proposal Writing
<b>Project</b>	Promote Self Reliance through Safe migration and Peaceful Co-existence (PSSP)
<b>Location</b>	Mannar District /Kilinochchi district / Vavuniya district
<b>Duration</b>	1 <sup>st</sup> Jun 2025 to 30 <sup>th</sup> June 2025

### 01.ORGANIZATION

The Adventist Development and Relief Agency (ADRA) Sri Lanka is a locally registered NGO that has been operating in Sri Lanka since 1982. We are also part of the global ADRA network, which is active in 118 countries worldwide. Our primary focus areas include WASH, Nutrition, Refugee Reintegration, Economic Development, and Youth Development.

### 02.THE PROJECT

Promote Self Reliance through Safe migration and Peaceful Co-existence (PSSP) Project officially started implementation on 17<sup>th</sup> February 2025. This project includes numerous training components. These trainings are to be conducted in all three districts where the project operates. They are Mannar, Kilinochchi and Vavuniya. The activity is aimed to train the CSOs (CSOs are divisional level structures that act as community support mechanisms for development of the villages. At present, these structures exist in the DS divisions and GN Divisions, but the functions and capacities are extremely limited) members on the effective business proposal writing.

### 03.THE OBJECTIVE OF THE ASSIGNMENT

CSO members and their families in all 3 District Namely Mannar, Kilinochchi and Vavuniya with improved key elements such as objectives, problem statements, implementation plans, budgets, and social impact. Participants learn to present their ideas convincingly, increasing their chances of securing resources for their projects and making a positive impact.

### 04.BACKGROUND OF THE CONSULTANCY

It is important in providing business proposal writing training for the CSO members (returnees and vulnerable families) in order to obtain business proposals for livelihoods. This training helps them in running an analysis of their capacities, viable business and present economic conditions. It also helps them in producing better business proposals

There are some members are neglected communities as far as job opportunities are concerned. At this juncture the ADRA intends promoting activities that would empower the members of CSOs to find ways to sustain themselves through regular income generation. In order to facilitate this process in Promote Self Reliance through Safe migration and Peaceful Co-existence (PSSP) project intend to the Members of CSOs in these Districts. Project expects that these beneficiaries need a support on developing a business plan, financial management for their relevant business.

## 05. CONSULTANCY OBJECTIVES

- I. **Business Plan Development:** Create a comprehensive business plan delineating strategies and activities for CSO Members to establish their own businesses. This plan will outline steps, objectives, and a roadmap for implementation.
- II. **Identification of Growth Areas and Revenue Streams:** Identify key areas of growth and potential revenue streams within the target market, providing insights for diverse income sources and business expansion opportunities.
- III. **Beneficiaries' Marketing, Financial, and Operational Plans:** Outline detailed marketing, financial, and operational plans tailored to the beneficiaries' specific business goals, ensuring alignment with their capacities and objectives.
- IV. **Recommendations for Enhanced Business Performance:** Provide recommendations aimed at improving the overall business performance of the beneficiaries. These suggestions will encompass strategies for efficiency, scalability, and sustainable growth.

## 06. SCOPE OF WORK

The consultant will be responsible for:

NO	Deliverables	Description
1	Training Module Development	Consultant is expected to develop a structured training curriculum covering;  1.How to Identify and analyze potential business opportunities aligned with beneficiaries' interests and abilities, ensuring feasibility and suitability. 2.How to develop a business plan for the intended livelihood activity. 3.Guidance in creating detailed financial plans for intended business plan encompassing revenue projections and expense budgets, tailored to their specific business aspirations. 4.incorporating Identification of potential risks in the proposed business plans and provide comprehensive recommendations on mitigating these risks to ensure the sustainability of the ventures.
2	Conducting Training Workshops	Consultant is expected to facilitate for 01 days workshops in each division to deliver the module. Members of 03 CSOs will be participating in a workshop arranged in one DS division.
3	Draft Business proposals	Consultant is expected to facilitate the participant to produce draft business plans at the end of the workshop
4	Post-training assessment	Pre and post-training assessment to be conducted to evaluate the impact of the training
5	Final Report	A final report including the topic covered in the training program, methodology used, pre and post test results, participant feedback, and recommendations is expected from the consultant.

District	DS - Division	No of trainings
Mannar	Mannar town	01
	Manthai west	01
	Nanattan	01
Vavuniya	Vavuniya Town	01
	Chettikulam	01
Kilinochchi	Karachchi	01
<b>Total</b>		<b>06</b>

## 07.DUTIES AND RESPONSIBILITIES

### ADRA Sri Lanka's Responsibilities:

- I. **Coordination and Arrangement of Sessions:** Coordinate and schedule planning sessions in suitable locations with ample space to facilitate the consultant's planning activities effectively.
- II. **Provision of Base Documents:** Provide essential base documents such as the activity proposal, time plan, and project budget to the consultant for reference and alignment with project goals.
- III. **Clear Orientation and Guidance:** Ensure clear orientation and comprehensive guidance to the consultant regarding expected outputs, outlining objectives, and clarifying expectations for the consultancy in line with the project's overarching goals.

## 08.THE CONSULTANT - COMPETENCIES

- Minimum of 5-8 years of experience and A proven track record in developing business plans
- Evidence of having undertaken similar assignments in the recent past
- In-depth knowledge of Sri Lankan rural context in relation to individual small scale business and livelihood interventions.
- Proven excellent communication and facilitation skills.
- Expertise in financial analysis and budgeting.
- Strong analytical and research skills.
- Highly motivated and committed to the values of transparency and integrity
- Fluency in Tamil and English (written and spoken). Fluency in Tamil is required for workshop facilitation, if not skilled co-facilitators are required to deploy.

## 09.KEY TERMS AND CONDITIONS

**The approximate budget for the consultancy is LKR 20,000/= per training**

1. Payment will be made according to ADRA's payment schedule: 30% after signing the agreement, 30% after completing deliverables 1 and 2 in the scope of work, and 40% after submitting the final report, with payment made by demand draft or bank transfer upon providing account details
2. Withholding taxes of 5% will be deducted from all payments above 100,000/= within a period of one month. If the consultant submitting the current account is registered for a relevant consultancy service, withholding tax will not be deducted.
3. All Incidentals, accommodation, and travel required for the assignment are to be borne by the consultants.
4. The consultant should follow Project PSSP Visibility protocols and Branding policies and make sure ADRA logos are presented as per the guidelines.
5. The consultant and all personnel involved in the implementation must comply with the child protection policy and other relevant ADRA policies.
6. All requirements in respect of insurance including professional indemnity, worker's compensation, public liability, superannuation, and taxation, where applicable will at all times remain the responsibility of the consultant.

## 10.EXPRESSION OF INTEREST

1. **Cover Letter** – A cover letter introducing the individual/organization, explaining how the required skills and competencies are met, along with an expression of interest.
2. **Curriculum Vitae (CV)** – The CV(s) of the applicant or team members, highlighting relevant experience and qualifications.
3. **Brief Proposal**- A brief Proposal including the session plan to be annexed with the EOI

## APPLICATION PROCESS

Interested candidates (consultants/ consulting agency) should send the expression of interest by e-mail to [hr@adrasrilanka.org](mailto:hr@adrasrilanka.org) with the subject title stating "Refresher Training on Development of Business Proposal Writing" on or **before 12:30 pm of 04<sup>th</sup> May 2025 along with all the required documents**

The consultant will be selected through a standard recruitment process. **Only selected applicants will be informed.**

If the Agency /Consultant needs further information on the assignment should contact key contact persons.

*Jesus Franklin Soysa*

*Project Manager*

*ADRA Sri Lanka*

*Mail - [franklin@adrasrilanka.org](mailto:franklin@adrasrilanka.org)*

*Mobile - + 94 777353389*