TERMS OF REFERENCE
CONSULTANCY TO FACILITATE ENTREPRENEURSHIP TRAINING FOR YOUTH ENTREPRENEURSHIP SUPPORT (YES-II) PROJECT

1.0 Background

The Foundation for Security and Development in Africa (FOSDA) is implementing a 7 months Youth Entrepreneurship Training program for start-ups under the second phase of the Youth Entrepreneurship Support (YES-II) Project with OXFAM support. The training targets Youth-led small business in five (5) target areas including Accra, Koforidua, Kumasi, Tamale and Nalerigu from November 2026-March 2027.

The YES-II is a Gender Just and inclusive training approach towards Entrepreneurship that aims to alleviate gender-based disparities in access and effective participation of vulnerable groups in Ghana's economy. It targets to bridge the gap and lesson the structural barriers vulnerable groups face in the participating in the economy by deepening and providing youth led start-ups/businesses with gender inclined sustainable business management skills. Additionally, YES-II is designed to provide youth led start-up businesses with sustainable business management skills and help youth start-up to be more resilient and create for themselves a scale up ecosystem and become more profitable, employ other young people, and ultimately improve livelihoods and reduce poverty, injustice among young people, including women and youth with disability.

The initiative is borne out of FOSDA's 2020 research findings which suggests that the COVID-19 pandemic affected youth startups in significant ways including the decline in sales, loss of jobs/layoffs in these startups as well as closures. These challenges impacted their capacity to pay business operating permits to the local authorities which also shrunk by 30% in the study area. These youth businesses indicated that capacity in management, branding and marketing are the top 3 requirements for businesses success. Beyond COVID the project is expected to contribute to minimizing the socio-economic impact of unemployment on young people, which has aggravated and increased their vulnerability and susceptibility to violence. YES-II is therefore contributing to reducing youth unemployment, promoting enterprise development, gender justice and inclusivity of opportunity.

YES-II, is focused on viable youth driven businesses. In this second phase, FOSDA is targeting 36 young entrepreneurs, an upgrade from the 18 trained in the pilot phase. The training will focus on Entrepreneurship, Gender Sensitivity in Business Management, Financial Literacy, Branding, E-Commerce and social media, Business Management, Marketing and Sales, Pitch Preparation and Funding Opportunity including mentoring and coaching process that will empower them for social impact as well as support them to meet set targets of growth over the long term.

2.0 Objective of the assignment

FOSDA is seeking to engage the services of a consultant to facilitate training for YES-II beneficiaries. The Consultant is expected to train the beneficiaries and staff of the project

using FOSDA's training manual. The consultant will also support the development of a business coaching and monitoring schedule as part of the training.

3.0 Scope of work

3.1 Training Facilitation

1. Facilitate a 2 days in-person training for selected youth entrepreneurs and start-ups in 3 regions and 6weeks Virtual sessions using FOSDA's training Manual
2. The Consultant may propose recommendations where necessary and agree upon where necessary for the review of the manual.
3. Consultant Responsibilities and Tasks
    - Hold inception and coordination meetings with FOSDA's leadership and technical team.
    - Develop timetable and presentation for facilitation of agreed training modules.
    - Facilitate trainings, mentoring for beneficiary, pitches and value proposition statements for the beneficiaries.

3.2 Geographical scope

The project is to be implemented in the Northern, North East, Ashanti, Eastern and Greater Accra Regions. Consultant should be prepared to travel to at least 2 of these regions.

3.3 Time Scope

The entire assignment is to be delivered in the space of 4 months i.e from November 2026 -February 2027.

4.0 Expected Outputs and Deliverables

The consultant should submit the following key deliverables

1. Inception Report and propose recommendations based on FOSDA's training manual
2. Training schedule with objectives for each training topic
3. Plan on mode of 2 day in person and 6weeks virtual trainings
4. Mentoring and Coaching schedule/Plan
5. Training Report

5.0 Qualification

Successful applicant should have at least 5 years relevant professional experience, including knowledge and work in the Small and Micro business development space especially in the areas of Youth development. The consultant shall possess at least a Master's degree in a relevant field of Entrepreneurship, Small Business and Innovation Management etc. A degree holder with additional 10 years' experience may be considered.

6.0 Skills and Experience

a. Demonstrated experience in developing training manuals and delivering same for young people in different cultural and economic settings

b. Demonstrated experience in mentoring and coaching young people with proved success
c. Demonstrated track record of supporting youth business to pitch and secure funding thereof.
d. A minimum of 5 years' experience of having undertaken similar assignment

7.0 How to Apply

Qualified candidate(s) should send their Proposal, CV(s), evidence of similar assignments and budget in **ONE FILE (word or PDF)** to research@fosda.org and cc: info@fosda.org or follow the google coordinates [MQH9+6GV, Kwabenya] to submit a hardcopy to FOSDA office at Rocky Mount Street, near Regina Mundi School, Kwabenya-Musuku, Accra no later than **16th November, 2026.**

- Applications will be evaluated based on qualifications, relevant experience and proposed budget.

The subject of the email should read: **ToR-2026 YES-II Consultancy.**
Please note: Only shortlisted candidates will be contacted

8.0 Confidentiality

All documents, data, and information generated during this assignment shall remain the property of FOSDA and shall not be shared without prior written consent.

9.0 Coordination

The Executive Director of FOSDA will be the principal contact person or a designated Programmes Coordination officer. FOSDA will provide relevant documents where possible. Oversight will include **bi-weekly meetings** with the FOSDA's Team to discuss progress, emerging challenges, and required support.

10.0 Proposed timelines

Date	Activity	Responsibility	No of days
20th Nov, 2026	Inception Meeting	FOSDA	
23rd Nov - 5th Dec, 2026	Facilitation of 2day In-person Training in 3 regions	FOSDA/ Consultant	6 days
5th Dec - 18th Dec, 26 11th Jan – 22nd Jan, 27	Facilitation of 6 weeks virtual Entrepreneurship Trainings and Mentoring and Virtual Pitch Competition	FOSDA/ Consultant	12 days
15th Dec, 2026 25th Jan, 2027	Coaching and mentoring Sessions	FOSDA/ Consultant	2 days
Total # of Days			**20 days**