



TERMS OF REFERENCE

Title of Assignment:	Kiribati Entrepreneurship Development Module
Duration:	45 days
Location:	Tarawa, Kiribati
Start Date (est)	October 2022
Reporting to:	Labour Mobility Specialist, PPIU

I. BACKGROUND

The Pacific Agreement on Closer Economic Relations (PACER) Plus (the **Agreement**) is a landmark trade and development Agreement that was signed in 2017 by the following countries: Australia, Cook Islands, Kiribati, Nauru, New Zealand, Niue, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu. The Agreement covers goods, services, and investment. It aims to lower barriers to trade, provide greater certainty for businesses, raise living standards, create jobs and increase exports across the Pacific.

PACER Plus entered into force on 13 December 2020. Nine Parties have now ratified the Agreement: Australia, Cook Islands, Kiribati, New Zealand, Niue, Samoa, Solomon Islands, Tonga and Tuvalu.

Labour mobility exists as an important development priority for Pacific Island countries and the PACER Plus Arrangement on Labour Mobility seeks to increase the labour mobility gains for these countries through effective regional cooperation. One of the gains from labour mobility is through the investment of remittances and skills in productive activities, whether it is by the worker or household members. Evidence has shown that such economic reintegration is most effective when entrepreneurship skills and plans are cultivated prior to the migration process. The inclusion of entrepreneurship development modules in pre-departure training is one way of cultivating these entrepreneurial skills.

For this reason, the Kiribati Ministry of Employment & Human Resource (MEHR), has requested the development of an entrepreneurship development module to be included in their pre-departure training package. The training module is for workers and their households so as to ensure that the household network is not only equipped with entrepreneurial skills but are also prepared to work together to realise their entrepreneurship endeavours.

II. OBJECTIVE & SCOPE

The main objectives of the consultancy are to:

1. Assess the needs of the Kiribati Labour Sending Unit, workers and families to better understand the most appropriate approach for pre-departure training on entrepreneurship skills
2. Based on identified needs, develop a training module for the development of basic entrepreneurship skills for workers and their households



To achieve the above objectives, the Consultancy is required to:

1. Conduct stakeholder consultations including with the Kiribati MEHR, Kiribati Institute of Technology (KIT), Kiribati labour mobility workers and their households, to ascertain their needs and the best training approach that would meet their needs.
2. Assess existing training modules for entrepreneurship skills training in the region, including by the Pacific Labour Facility (PLF) and APTC, to assist the design of the Kiribati module.
3. Develop a training module for the development of entrepreneurship skills. Learning outcomes are to be clearly articulated, and can include:
 - a. Demonstrate understanding of the characteristics of a successful entrepreneur
 - b. Demonstrate understanding of the rewards and risks of becoming an entrepreneur
 - c. Demonstrate understanding of business opportunities and how an idea can be converted to an opportunity
 - d. Demonstrate understanding of financing strategies to start a business
 - e. Demonstrate understanding of a business plan and how to develop a standard plan
4. In consultation with the Kiribati MEHR and KIT, develop training materials to facilitate the delivery of the module. The materials can include a teacher's handbook, power point presentation, and student learning materials.
5. With the support of MEHR and KIT, conduct a Training of Trainers session for Kiribati Institute of Technology (KIT) and MEHR staff to ensure that trainers are equipped to deliver the training module

III. EXPECTED DELIVERABLES

The Consultant will deliver the following outputs, at the times indicated in Section IV:

1. A short Inception Report – including:
 - (i) a detailed work plan outlining the methods of collaboration and engagement with stakeholders for the development of the module
 - (ii) a list of the information to be gathered or identified; and
 - (iii) constraints to the assignment with proposed mitigation measures.
2. Draft module and teaching/learning materials – that meets the objectives of the project and the scope required in Section II
3. Final module and teaching/learning materials – that reflects and addresses comments on the Draft module and teaching/learning materials
4. A Training of Trainers session with KIT trainers, in preparation for the delivery of the module

All outputs shall be provided in relevant Microsoft Office formats or, in the format agreed with the PPIU.

IV. TIME AND PAYMENT SCHEDULES

The Assignment shall be expected to be completed within a maximum of **45 days** according to the indicated timeframes below. Exact dates of beginning and completion stages as well as scope of work may be amended in discussion with the IU



Payments will be made as provided in the payment schedule below, upon the completion and approval of each deliverable.

Nr.	Deliverables	Indicative Time Frame (delivered by)	Payment Schedule
1.	Inception Report	Week 1	10%
2.	Draft module and teaching/learning materials	Week 6	40%
3.	Final module and teaching/learning materials	Week 8	30%
4	Training of Trainers	Week 9	20%

V. REPORTING:

- The assignment will be supervised by the Labour Mobility Specialist, PPIU
- The Consultant is required to report to the Labour Mobility Specialist to ensure that the deliverables are delivered according to the indicated timeframes
- Regular discussions will also be carried out with the Kiribati Labour Sending Unit and the PPIU, during the consultancy period to monitor progress and constraints, support required and proposed solutions.

VI. QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED OF CONSULTANT

The consultant for this engagement is required to have the following:

- i. **Qualifications:**
 - Prefer a Bachelor's degree in Education, Economics, Social Sciences or in any other relevant area.
- ii. **Skills and Experience:**
 - Advanced experience in development of training programmes and/or qualifications, ideally in Kiribati or other Pacific Island countries
 - Extensive experience in the development of training resources including teachers' guides, student materials and other relevant teaching/learning materials
 - Excellent experience in conducting similar projects ideally in the Pacific or in any other region
 - Familiarity with labour mobility and entrepreneurship development
 - Familiarity with the socio-economic development context of Kiribati
 - Excellent command of English (oral and written)
 - Availability to travel to Kiribati, to carry out interviews and lead focus groups discussions
 - Ability to work independently under a well-defined consultancy framework
 - Attention to detail, ability to work in teams, and under tight deadlines