

**Terms of Reference (ToR)**  
**Consultancy service for the Provision of Mentoring System Strengthening Support for the RAYEE II**  
**Programme**  
**ITB No. 041/26/SNV**

---

## **1. Background**

RAYEE II (Rural Youth Economic Empowerment Programme II) is a five-year programme that aims to reach one million financially disadvantaged rural young women (RYW) through agribusiness opportunities, enhancing their resilience, amplifying their voices and agency, and improving their overall quality of life. The programme is implemented in partnership with the Mastercard Foundation and implementing partners, including New Millennium Women Empowerment Organization (NMWEO), Professional Alliance for Development (PADet), Ethiopian Catholic Church Social Development Commission Branch Office Meki (ECC-SDCO Meki), Development Expertise Center (DEC), and SNV as lead partner. The programme operates across seven regions in Ethiopia and over 200 woredas. Its core interventions focus on skills development, women's empowerment, inclusive financial services, market systems development, and strengthening the agripreneurship ecosystem.

Findings from the RAYEE II GESI-Responsive Market System Analysis identified several barriers that limit the success of rural young women entrepreneurs, including low self-confidence and agency, limited leadership and business skills, inadequate access to mentors and role models, weak market and financial linkages, restrictive gender and social norms, and limited access to practical business support services.

To respond to these challenges, RAYEE II has developed a structured Mentoring Model designed to connect experienced women agripreneurs and business leaders with rural young women entrepreneurs. The mentoring model is intended to strengthen business competencies, leadership, confidence, networking, market access, and problem-solving capacities while fostering peer support and community-level empowerment.

As the programme moves into implementation, there is a need to strengthen the capacity of mentors, designated implementing partner staff, and programme teams to ensure effective, quality, and sustainable delivery of the mentoring approach across all programme clusters. Therefore, RAYEE II seeks to engage a qualified consulting firm, institution, or consortium to provide mentoring system strengthening support, including capacity building, coaching, quality assurance, learning, and institutionalization support.

## **2. Purpose of the Assignment**

The purpose of this assignment is to establish and strengthen a high-quality, GESI-responsive mentoring system that effectively supports rural young women entrepreneurs through mentor capacity development, coaching, supervision, quality assurance, and institutional strengthening support.

The assignment is expected to build the competencies of mentors and designated IP advisors while putting in place sustainable systems for mentoring supervision, monitoring, learning, and continuous improvement.

## **3. General Objective**

To strengthen the capacity of mentors and designated implementing partner advisors and establish sustainable mentoring support systems that effectively enhance the agency, leadership, entrepreneurship, and business growth of rural young women participating in the RAYEE II programme.

## **4. Specific Objectives**

The assignment shall pursue the following specific objectives:

- Strengthen the knowledge, skills, attitudes, and competencies of mentors to deliver high-quality mentoring support to rural young women entrepreneurs.

- Build the capacity of designated implementing partner advisors to supervise, coach, monitor, and support mentors throughout the mentoring cycle.
- Strengthen mentoring quality assurance, supervision, learning, and monitoring systems to ensure effective implementation and consistency across programme locations.
- Support the institutionalization of mentoring systems within implementing partners to promote sustainability beyond the life of the assignment.
- Document lessons learned, good practices, and recommendations to improve future mentoring cycles and scale-up of the mentoring model.

## 5. Scope of Work

The consultant/firm/organization shall undertake the following key activities:

| Key Activities                                                                                                                                                                                                                                                                                                                                                            | Deliverables                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inception and Planning</b> <ul style="list-style-type: none"> <li>• Review the RAYEE II Mentoring Guideline and all relevant programme documents.</li> <li>• Consult with RAYEE II programme teams and implementing partners.</li> <li>• Develop a detailed implementation methodology and workplan.</li> <li>• Identify key risks and mitigation measures.</li> </ul> | Inception Report, including methodology, detailed workplan, risk management plan, and quality assurance approach.                        |
| <b>Training Package Development and Adaptation</b> <ul style="list-style-type: none"> <li>• Develop mentor training manual with facilitator and participant guides for mentors and mentees. Including mentor competency assessment and certification tools.</li> <li>• Develop coaching and supervision tools for IPs.</li> </ul>                                         | Comprehensive and responsive mentoring capacity building material package                                                                |
| <b>Mentor and IP Capacity Building</b> <ul style="list-style-type: none"> <li>• Conduct ToT and mentor capacity-building sessions across all program clusters.</li> <li>• Train designated IP advisors as mentoring supervisors and coaches.</li> <li>• Conduct mentor competency assessment and provide recommendations regarding mentor readiness.</li> </ul>           | Training Completion Report<br>Mentor Competency Assessment Report.<br>Certified Mentor Database.                                         |
| <b>Implementation Support, Quality Assurance, Monitoring and Learning</b> <ul style="list-style-type: none"> <li>• Provide coaching and technical backstopping during implementation.</li> <li>• Conduct mentoring session observations, quality assurance and learning assessment.</li> </ul>                                                                            | Mentoring Implementation Support Report with learning and good practice documentation and recommendation for scale-up and sustainability |

## 6. Geographic Coverage

The assignment covers all RAYEE II implementation clusters.

The consult must demonstrate the capacity to provide simultaneous support across programme locations through appropriately staffed regional deployment teams.

Number of expected training sessions (each session contains up to 30 young women)

| Implementing Partner | Cluster    | 1 <sup>st</sup> Cohort | 2 <sup>nd</sup> Cohort | Remark |
|----------------------|------------|------------------------|------------------------|--------|
| SNV Regional         | Arba Minch | 1                      | 1                      |        |
| SNV Regional         | Sidama     | 1                      | 1                      |        |

|              |                    |           |          |  |
|--------------|--------------------|-----------|----------|--|
| SNV Regional | West Amhara        | 1         | 1        |  |
| DEC          | Oromoa             | 1         | 1        |  |
| DEC          | Southwest Ethiopia | 1         | 1        |  |
| MCS          | Oromia             | 1         | 1        |  |
| MCS          | Central Ethiopia   | 1         | 1        |  |
| NMWEO        | Tigray/Mekelle     | 2         | 1        |  |
| PADet        | East Amhara/Dessie | 1         | 1        |  |
| <b>Total</b> |                    | <b>10</b> | <b>9</b> |  |

## 7. Duration of Assignment

The assignment is expected to be implemented over a period of **12 months** and will be delivered through **two training cohorts**, accompanied by coaching, quality assurance, and learning support.

- **Phase I (Months 1-6): Cohort 1 Training and Start-up Support**
  - Review and finalization of mentoring capacity-building materials and tools.
  - Training and certification of the first cohort of mentors and designated IP advisors.
  - Coaching, mentoring session observation, and quality assurance support during the initial implementation stage.
  - Documentation of early lessons and emerging good practices.
- **Phase II (Months 7-12): Cohort 2 Training, Learning and Quality Assurance**
  - Training and certification of the second cohort of mentors and designated IP advisors.
  - Continued coaching and technical support to both cohorts.
  - Quality assurance assessments and mentoring session observations.
  - Documentation of lessons learned, promising practices, and implementation challenges.
  - Development of recommendations for future mentoring cycles, sustainability, and scale-up of the RAYEE II mentoring model.

This allows the consultant to incorporate lessons from the first cohort into the second cohort, strengthen mentoring quality, and provide continuous support throughout the implementation period.

## 8. Required Qualifications of the Firm

The consulting firm/institution/organization shall possess:

- Minimum 10 years of experience in mentoring, coaching, entrepreneurship development, women's economic empowerment, youth employment, agribusiness, GESI transformative programming, disability inclusion, safeguarding and capacity strengthening.
- Proven experience designing and implementing mentoring systems at scale.
- Demonstrated experience supporting rural women and youth entrepreneurship programmes.
- Multidisciplinary team comprising team leader/lead trainer, mentoring and coaching specialist, women's economic empowerment specialist, entrepreneurship/agribusiness specialist, and monitoring, evaluation and learning specialist with pool of regional trainers and coaches.
- Proven ability to deliver parallel trainings and coaching support across multiple regions simultaneously.
- Ability to deliver training, coaching, and mentoring support in Amharic, Afan Oromo, Tigrigna, and other regional languages of the program target area including adaptation of training materials into local languages where required.
- RAYEE II strongly encourages applications from women-led consulting firms, institutions, social enterprises, and organizations. Firms that are owned, led, and/or managed by women are highly encouraged to apply.

## 9. Proposal Submission Requirements

Interested consultants shall submit:

- Technical Proposal outlining understanding of the assignment, proposed methodology and work plan, team composition, valid legal documents and experience in similar assignments, including references.

- Financial Proposal with a detailed budget for training delivery, coaching and supervision and quality assurance visits. The proposal should provide activity-based costs, including unit rates where applicable (e.g., training sessions, coaching sessions, quality assurance visits, GESI training sessions, follow-up support, professional fees, travel and accommodation, translation, printing, and other operational costs). The financial proposal should enable RAYEE II to understand the cost of individual services and activities to facilitate future planning and potential scale-up of activities.

#### 10. Evaluation Criteria

| Criteria                                    | Weight      |
|---------------------------------------------|-------------|
| Understanding of assignment and methodology | 10%         |
| Relevant organizational experience          | 20%         |
| Qualifications of proposed team             | 20%         |
| Women-led organization/firms/institutions   | 15%         |
| Regional deployment and language capacity   | 15%         |
| <b>Total Technical</b>                      | <b>80%</b>  |
| <b>Financial proposal</b>                   | <b>20%</b>  |
| <b>Total</b>                                | <b>100%</b> |

#### 11. Selection procedure

Interested consulting firms will be assessed against the criteria, each weighted by its relative level of importance, with **80% assigned to technical proposals and 20% to financial proposals**. Those who scored a minimum of **65% points and above out of 80% points** for the technical proposal are required to compete with the financial proposal.

#### 12. Procedure for submission of proposal

---

Both the **Technical** and **Financial** proposals should be sent **separately**, only through [ettenders@snv.org](mailto:ettenders@snv.org). Therefore, SNV will expect **two submission emails** that are for the technical and financial offer. Both email subjects must contain the name of the assignment and proposal type.

If the consultants miss the submission procedure, they will be automatically **rejected**.

For any clarification and questions, use the following email: [salemayehu@snv.org](mailto:salemayehu@snv.org)

Proposals must be received by the SNV no later than **August 25, 2026, 17:00 PM**, close of business.

SNV Ethiopia, Roosevelt St. on the way from AU to Mexico Square, telephone: +251 (0)11 616 6232, P.O. Box 40675, Addis Ababa | Ethiopia

**SNV Ethiopia reserves the right to accept or reject any or all bids.**