



## **Terms of Reference (ToR) for Mentors**

### **Trainings for the Project “Digital Transformation as a guide to Empowering SMEs and Start-up Businesses”**

**Organization:** Business Consultants Council

#### **A. General Information**

Business Consultants Council (BCC) in collaboration with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and Innovation and Training Park (ITP) in the name of German Government, is implementing the Project "Digital Transformation as a guide to empowering SMEs and Start-Up Businesses". in the development of the business climate.

Understanding the different needs of these two groups, the project will support improving the digital capabilities of start-up businesses and the digital transformation of SMEs.

The project will also support growth development in line with digital infrastructure and improve the productivity and competitiveness that generates economic growth.

BCC as an implementing partner of the project "Digital Transformation as a guide to the empowerment of SMEs and Start-Up Businesses" and as the only association representing management consulting at the local level, invites experts and representatives from big corporates to express interest as **Mentors**.

#### **B. Project Objectives**

The objectives of this project are:

1. Skill increase, awareness and capacity building for 80 existing and start-up businesses through 6 days of training in the fields of Digital Transformation, Social Media, IT and Data Protection, through basic training modules, focusing on business operation, digital literacy and the prospect of digitization through visibility.
2. Providing assistance to businesses to design real business cases with the help of technologies and digital tools.
3. Improving the digitalization of SMEs, targeting companies focused on services and production.

### **C. Activity II: Business Mentoring Duties and Responsibilities**

1. 4 mentors will be selected by the business community.
2. 1 mentor will serve a specific group, mentoring 2 case studies from a group.
3. Mentors will also be responsible for guiding participants in writing and finalizing case studies and preparing presentations to be developed throughout the day of the presentation (pitch format). In total, 6 days will be dedicated to group mentoring.
4. 20 participants belong to the executive level: manager, owner or manager of a business (existing or start-up business).
5. Each group will work in 2 real case studies (10 participants for 1 case study). Case studies will be identified and selected from among group members on the first day of training.
6. Selected mentors will be paid for 4 days of mentoring while 2 days will serve in pro bono form.
7. BCC in cooperation with ITP representatives will be responsible for selecting or announcing an open call for recruitment of 4 mentors.

### **D. Schedule and duration of activities**

Activity II will take place during the period December 2021 - February 2022, specifically for this phase on dates: 13,14,15 and 16 December.

### **E. Scope and expected results**

**Activity 2:** 4 mentors from the business community will mentor 80 business representatives consisting of 4 groups of participants, helping to design 8 case studies.

#### **Expected results:**

- 8 case studies will be conducted by participants according to the formula: 2 case studies for 4 groups of participants.
- Review of case studies by mentors regarding the work done by participants during the trainings; 4 mentors x 2 case studies = 8 case studies
- Assisting mentors to participants by providing recommendations and advice for the final drafting of case studies

### **F. Location**

Online Format – Zoom Platform

### **G. Duties and Responsibilities of Experts:**

1. Have an interactive approach with participants
2. To develop a methodology and mentoring program in Albanian language
3. Share the content of the document with BCC and GIZ and continuously report on the progress of activities.
4. Prepare a final report in Albanian and English, accompanied by structured recommendations as follows (to be shared with BCC and GIZ after the end of the mentoring sessions):
  - Context of the activity
  - Objectives
  - Participants
  - Case Study and Methodology Used
  - Recommendations issued

### **H. Expert Competencies, Experience and Skills:**

- University degree in the relevant field;
- At least 5 years of experience in capacity development through mentoring
- Demonstration of a high level of professionalism and ability to work independently and in stressful situations under tight deadlines;
- Excellent interpersonal communication skills;
- Excellent communication and writing skills in Albanian and English.

### **I. Application Process**

Interested consultants / companies who have sufficient experience and / or qualification, must submit basic documentation which includes:

- Application form (attached)
- CV with relevant description of experience and qualifications
- Professional Portfolio

Documents related to this announcement must be submitted to the e-mail address: [pylljon.nura@bcc-ks.org](mailto:pylljon.nura@bcc-ks.org) no later than **02 December**.

In the subject of the e-mail, please indicate: “*Application: GIZ, ITP, BCC – Mentor*”

The offers received will be evaluated by a panel composed of BCC and ITP staff.