



REQUEST FOR PROPOSALS (RFP) FOR PROVISION OF TRAINING SERVICES TO ADOLESCENT GIRLS AND YOUNG WOMEN (AGYW).

PROCUREMENT REFERENCE NUMBER: BFU-0842-2025-RFP

Training Consultancy Opportunity: To provide Artisan skills training to Adolescent Girls Young Women (AGYW) in the Communities of Kamwenge, Kiryandongo and Tororo Districts.

Required: Trainer in Artisan skilling (Applications will be accepted from Either an Individual trainer or a community-based organization, vocational training institute, or registered group)

Location: Interested candidates from the following districts below are encouraged to apply for training of AGYWs in the different vocational skills/trades.

Kamwenge, Kiryandongo and Tororo Districts

Purpose of the Position: The Community Artisan Trainer will deliver short term skills training to AGYW in the allocated Sub counties in the respective districts

Applicants in the following skills are encouraged to apply.

- Bead making
- Basketry
- Liquid and bar soap making
- Book making
- Crafts making
- Jelly & Vaseline making.
- Bakery
- Bag making

Key Responsibilities of the Artisan trainer:

- **Hands-On Training:** Provide practical, skills-based training in specific area, required skills) to adolescent girls, young women.
- **Entrepreneurial Mentoring:** Guide trainees in developing entrepreneurial skills, including business planning, market research, and financial management.
- **Support and Guidance:** Offer ongoing support and mentorship to trainees, helping them overcome challenges and achieve their personal and professional goals.
- **Community Engagement:** Collaborate with local communities and stakeholders to ensure the training programs are relevant and impactful. (Record of collaboration with DCDO and other government programs an added advantage).
- **Problem-Solving Skills:** Identifying and solving unexpected situations which may arise in the business environment with analytical thinking
- **Emotional Intelligence:** Understanding and managing one's emotions, as well as recognizing and responding to others' emotions so as to be able to cope with business pressures.
- **Adaptability:** Adjusting to different learning styles, situations, and technologies

- **Evaluation and Reporting:** Assess the progress and impact of training programs and provide feedback and recommendations for continuous improvement.
- **Supervise:** AGYW apprentices closely to help with skills development and to build apprentice confidence. Give regular constructive feedback on AGYW performance as well as mentor and coach the AGYW.

Qualifications:

- Proven experience as an Artisan with a strong portfolio demonstrating hands-on craftsmanship.
- Demonstrated entrepreneurial skills, including experience in starting or managing a business.
- Experience in training or mentoring, particularly with adolescent girls, young women, or vulnerable communities.
- Demonstrated capacity in terms of both trained human resources (trainees) and finances.
- Excellent communication and interpersonal skills, with the ability to inspire and motivate others.
- Demonstrated reasonable level of business within the trade to represent a relevant place of learning
- The artisan's physical place of business/learning that requires AGYW placements should be accessible for the learners and should be indicated in the proposal. Strong organizational and problem-solving abilities.
- Proven track record in safeguarding and protection, must not have any history of child abuse and must have a strong reputation in the community/district.

How to Apply: To apply, please send your application, detailing your experience in hands-on training and entrepreneurship, and any relevant portfolio or documentation such as DIT certificate, operational license, National ID, LC recommendation letter, district commercial officer/ district community development officer recommendation letter, copy of skills training modules, evidence of previous trainings conducted evidenced by contract or local purchase orders as well as your financial quotation for conducting the training indicating labour and material costs. Refer to Appendix 1 below for detailed terms of reference.

Proposals should be submitted by 5:00 p.m; 3rd October 2025. Proposals may be submitted electronically to tenders@baylor-uganda.org or physically to Baylor Foundation Uganda offices below.

- **Tororo District:** Baylor Foundation Uganda coordination Office Located at Tororo District Headquarters, Telephone: 0704332033/0785860336
- **Kamwenge District:** Baylor Foundation Uganda Office Located at Kamwenge District Headquarters, Telephone: 0783016921
- **Kiryandongo District:** Baylor Foundation Uganda Office Located at Kiryandongo general Hospital. Telephone: 0777480180

Clarifications about the training opportunity can be sought from procurement@baylor-uganda.org or +256775 474 343.

Late submissions will be rejected and not considered.

APPENDIX 1: TERMS OF REFERENCE FOR ARTISAN SKILLS TRAINING TO ADOLESCENT GIRLS YOUNG WOMEN (AGYW) IN THE COMMUNITY

Job purpose: To Impart Knowledge and skills among vulnerable AGYW.

Background

Baylor College of Medicine Children's Foundation-Uganda (Baylor - Uganda) is an indigenous not-for-profit child health and development organization affiliated to the Baylor International Paediatric AIDS Initiative (BIPAI), a network of paediatric HIV/AIDS care and treatment organizations in 12 countries across Africa, Eastern Europe and North America. Following the signing of the UNICEF-funded UGA/PCA2021161/PD2024298 Agreement on April 11, 2025, BFU commenced implementation of the "Comprehensive and Multisectoral HIV Prevention and Reproductive Health Programs for Adolescent Girls and Young Women" in the three high-burden districts of Kamwenge, Kiryandongo, and Tororo on April 14, 2025. The objectives of the project are to;

1. To strengthen coordination of the multisectoral AGYW HIV prevention response at national and sub- national level
2. To increase access to peer-led differentiated and comprehensive HIV/TB/SRHR/GBV/Nutrition services for pregnant and parenting AGYW in 3 UNICEF supported high burden districts including HPV implementation in Tororo district.
3. To increase access to comprehensive and responsive packages of HIV prevention services and support for most at-risk AGYW in 3 districts.

UNICEF program is committed and dedicated to empowering Adolescent Girls, Young Women, through short skills apprenticeship training and entrepreneurial development. We believe in the transformative power of hands-on learning and entrepreneurial spirit to foster self-reliance and economic independence to minimize susceptibility to inducements and manipulation

Key Activities to be performed by the Artisans

- To impart Knowledge and skills in the identified trades among AGYW.
- Prepare schedules and lesson plans based on the AGYW choices
- Able to train and pass on information with good communication skills to AGYW.
- Able to identify training materials for the AGYW identified trades.
- Support and supervise the girls to enhance learning
- Ensure AGYW are protected and safe guarded with in their safe spaces.
- Monitor and protect training materials from mis use.

Profile of Artisan

Baylor is seeking for passionate and skilled Artisan Trainer(s) with strong background in hands-on skills and entrepreneurial skills, who are enthusiastic about mentoring and empowering others. As an Artisan Trainer (s), you will be responsible for delivering practical skills training, fostering entrepreneurial mindsets, and supporting the personal development of our trainees.

Profile of the Required Artisan

#	Criteria	Requirement
1	Expertise in the identified trade	<ul style="list-style-type: none">Proficiency and extensive experience i.e minimum 2 years of experience in the specific skill or trade they are going to train/teach
2	Teaching/Training Experience	<ul style="list-style-type: none">Previous experience or training in teaching or mentoring, especially in a hands-on or practical environment (Mention any that she/he has ever trained).
3	Certification or Accreditation	<ul style="list-style-type: none">Relevant certifications or formal training in their craft or as a trainer (– DIT or vocational training institution is an added advantage).
4	Approvals & Recommendations	<ul style="list-style-type: none">Artisan should have a stamped recommendation letter from the LC1 that approves her/him to be a suitable artisan and a resident of that area or workplace
5	Location	<ul style="list-style-type: none">LC1 confirmation of the artisan as a resident of the respective community, area or subcounty

Desired attributes

#	Attributes	Requirement
1	Communication Skills	<ul style="list-style-type: none">The ability to effectively communicate and engage with diverse groups, including both young girls
2	Patience and Adaptability	<ul style="list-style-type: none">Patience to work with beginners and adaptability to cater to different learning styles and paces.
3	Cultural Sensitivity	<ul style="list-style-type: none">Awareness and respect for cultural and gender differences, ensuring an inclusive and supportive learning environment
4	Business Acumen:	<ul style="list-style-type: none">Basic business skills to manage the training program effectively, including scheduling, resource management, and participant engagement
5	Passion for Mentorship:	<ul style="list-style-type: none">A genuine interest in helping others develop their skills and careers
6	Having experience with young people	<ul style="list-style-type: none">Artisans that have worked with or worked with young people have an added advantage
7	High level of integrity	<ul style="list-style-type: none">Applicants are expected to be people of good track record, reputation, honest and trust worth.

Costing requirements

Each artisan in their application is requested to provide a cost estimate for the following.

- For each trade indicate the number of days satisfactory to have the girl trained and ready for the market.
- Indicate if the training will be individual or group but group training is preferred.
- For each trade applied for indicate the suitable number of girls per group that can be trained (Minimum and Maximum numbers)
- Provide a unit cost per group of girls to be trained for the specified period of time until they are ready for the market.
- Assuming average group of 15-25 girls, provide cost estimate for the materials required to train the group. This should include Name of item, quantity needed, units of measure Unit costs and total amount per item
- Provide cost estimate for the kit required for a group of 5-7 girls that they will need to use in a specific trade in order to break even in the shortest time possible. This should include Name of item, quantity needed, units of measure, unit costs and total amount per item

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