



## Advertisement

<b>Position:</b>	Business Skills Consultant/Trainer
<b>Location:</b>	Tehran, Iran (with travel to field offices where RI operates when required by supervisor)
<b>Duration:</b>	End of December 2021 (with possible extension)
<b>Reports to:</b>	Livelihood Advisor
<b>About RI:</b>	Relief International is a leading nonprofit organization working in 18 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

**Position Summary:** This consultancy assignment is part of RI's livelihoods projects in Iran aimed to provide comprehensive training, for Afghan refugees and immigrants, on life and business skills such as communication, goal setting, negotiation skills, financial literacy, marketing assessment, business planning, business value chains, marketing, branding, innovative designing . The assignment aims to assist Afghans, especially women, youth, and persons with disabilities (PWDs) to establish self-reliant and sustainable livelihoods, improving and/or generating income and strengthening their capacities to network, cooperate and share experience and expertise on livelihoods activities with peer groups.

**Objectives:** The objectives of the assignment are three-fold: (i) to train Afghan refugees and migrants on entrepreneurship, business and life skills. The training is expected to provide the required skills, knowledge and capacity to start-up or expand business activities as well as ability to convey their knowledge and skills to a wider group amongst their community. (ii) to support RI on the selection of eligible business plans and on allocation of cash / in-kind support or business related training. (iii) to provide support to assist eligible existing small businesses run by or employing refugees or migrants through cash/ in-kind support, training and technical support, recording video tutorial, linkage to private sector).

### **Position Responsibilities and Duties:**

The consultancy assignment includes the below duties and responsibilities:

- Conduct tailor-made training for eligible small businesses run by or employing refugees or migrants
- Develop and modify the training modules and relevant documents (incl. pre and post-tests, evaluation forms, etc.) if required with a focus on team work
- Provide support for recording video tutorial in collaboration with Relief International
- Deliver training on needs and entitlements that affect refugee livelihoods.
- Provide training modules and materials adopted to current evolving situation, including modules of running businesses in pandemic and fragile settings.
- Conduct tailor-made training of trainers (ToT) program for RI selected trainees.
- Participate as committee member for selecting program participants eligible for receiving cash and/or in-kind livelihoods support
- Deliver interactive and comprehensive training on various entrepreneurship related skills including: negotiation skills, critical thinking, financial literacy, business value chains, self confidence in starting business, marketing, innovative designing. Training will be conducted in RI selected locations and/or as per the conditions may be conducted online.

- In collaboration with Relief International, provide BST training video recording to present to RI beneficiaries.
- Provide counseling on developing new businesses workshops (according to beneficiary interest, skills, existing demand, markets, and business feasibility), linkages to relevant business sectors and networks for trainees, demand and private sector, regulations and enabling environment.
- Introduce trainees to successful methods and networks for collecting information on potential markets and private sectors. Additionally, develop and share methods that facilitate linkages amongst newly initiated businesses and potential markets as well as train and support beneficiaries to make business start-up/expansion/self-employed activities feasible and profitable.
- Monitor and provide regular reports on each business skills training and counseling activities
- Support to promote a business marketing website

#### **Qualifications and experience**

- Advanced University Degree in entrepreneurship, marketing, and other livelihoods -related field of studies.
- Minimum five years of experience in designing and delivering training workshops on entrepreneurship and other livelihoods skills, enterprise development, capacity building, mentorship.
- Exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping colleagues informed
- Works collaboratively with livelihoods team to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise
- International experience/working with international organizations is an asset
- Excellent writing skills, time management skills and resourcefulness with strong attention to detail;
- Ability to think critically and creatively;
- Fluency in both Farsi and English writing and speaking is essential.

#### **RI Values:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

#### **We value:**

- *Inclusiveness*
- *Transparency and accountability*
- *Agility and innovation*
- *Collaboration*
- *Sustainability*

If you are interested in this job, please email your cover letter and CV and RI application form in English to [tehran@ri.org](mailto:tehran@ri.org) and mention the **Job Title** in the subject line.

Applications close on: **19<sup>th</sup> May 2021**

Only short-listed candidates will be contacted for interview.