

## Projects to Support Entrepreneurs and Small Businesses

We are inviting companies, institutions, or training centers to submit their quotations for delivering the training services as described below:

### 1. Project Overview

This project aims to empower refugee and host community affected by the recent earthquake by providing comprehensive entrepreneurship training, in-depth Entrepreneurship training, and business grant support. The program is divided into two phases:

1. **Phase 1 - Entrepreneurship Training:** Basic entrepreneurship skills and specialized courses for 200 participants.
2. **Phase 2 - in-depth Entrepreneurship training:** Intensive training and incubation support for 100 selected participants.

### 2. Training Goals Overview

#### Phase 1 - Entrepreneurship Training (200 Rightsholders)

- **Duration:** 2 days (16 hours)/ Lunch time 1 hour.
- **Locations:**
  - Gaziantep, centre (Şehitkamil/ Şahinbey)
  - Nurdağı, Gaziantep
  - İslahiye, Gaziantep
  - Hassa, Hatay
  - Kırıkhan, Hatay
- **Participants:** 25 rightsholders per round, totaling 8 rounds. There will be breaks between rounds, as they will not run consecutively.

This phase will provide the following training:

- Traditional Entrepreneurship Training:
  - Basic Concepts in Entrepreneurship
  - Seeing Enterprise Opportunities and Creating Ideas
  - Feasibility Analysis
  - Business Models, Customers, Value Proposals, and Sources of Income
  - Economy, Industry, Competition, and Customer Analysis
  - Legal Infrastructure
  - Ethical Foundations of the Initiative

- Marketing Principles and Management
- Preparation of a business model canvas for each participant must be prepared at the end of training.

**Note: At the beginning of each training round, IR Türkiye staff will provide a project introduction and an overview of IR Türkiye, with an estimated duration of 30 minutes.**

**Phase 2 – in-depth Entrepreneurship training (100 Entrepreneurs)**

- **Duration:** 5 days (40 hours)/ Lunch time 1 hour.
- **Locations**
  - Gaziantep, centre (Şehitkamil/ Şahinbey)
  - Nurdağı, Gaziantep
  - İslahiye, Gaziantep
  - Hassa, Hatay
  - Kırıkhan, Hatay
- **Participants:** A maximum of 25 rightsholders per round, with a total of 6 rounds, reaching a cumulative total of 100 rightsholders. The rounds will include breaks in between and will not run consecutively.
- This phase will provide the following training:
- Topics covered: Market access, e-commerce, financial management, digital marketing, and social media management.
- Access to funding opportunities.
- Legal and financial aspects of doing business in Türkiye.
- Business plan development
- Financial plan development
- Logistics plan development
- Presentation and pitching skills.

**Note: At the beginning of each training round, IR Türkiye staff will provide a project introduction and an overview of IR Türkiye, with an estimated duration of 30 minutes.**

The training provider will be responsible for arranging and preparing training facilities and all necessary office supplies for the training sessions, ensuring accommodations for trainees during the training period, and confirming that the training venues are appropriate for the number of attendees. A training facility will be made available in each of the following locations: Gaziantep, centre (Şehitkamil/Şahinbey) , Nurdağı, Gaziantep , İslahiye, Gaziantep , Hassa, Hatay and Kırıkhan, Hatay

### 1-Training Package

#### First Phase of Training:

- **Duration:** 2 days for each group of trainees (25 trainees per group)
- **Locations:** Gaziantep, Nurdağı, İslahiye, Kırıkhan, Hassa
- **Total Number of Trainees:** 200 Rightsholders
- **Rounds:** 8 training rounds (16 training days in total)
- **Time framework:** Between January and April (The expected time)
- **Grantt chart for training phase 1 and 2**

Training will be provided as follows:

- **Gaziantep:** 4 rounds (8 days) for 100 rightsholders
- **İslahiye:** 1 round (2 days) for 25 rightsholders
- **Nurdağı:** 1 round (2 days) for 25 rightsholders
- **Kırıkhan:** 1 round (2 days) for 25 rightsholders
- **Hassa :** 1 round (2 days) for 25 rightsholders

*Note: The number of trainees at each location is approximate and may vary between locations depending on the acceptance results. However, the number of training rounds (8 rounds) and the total number of trainees (200 trainees) at each location will remain fixed.*

#### Second Phase of Training:

- **Duration:** 5 days for each group of trainees (25 trainees per group)
- **Locations:** Gaziantep, Nurdağı, İslahiye, Kırıkhan, Hassa
- **Total Number of Trainees:** 100 Rightsholders
- **Rounds:** 6 training rounds (30 training days in total)
- **Time Frame:** Expected between February and July

Training will be provided as follows:

- **Gaziantep:** 2 rounds (10 days) for 50 rightsholders
- **Islahiye:** 1 round (5 days) for 13 rightsholders
- **Nurdağı:** 1 round (5 days) for 12 rightsholders
- **Kırıkhan:** 1 round (5 days) for 13 rightsholders
- **Hassa:** 1 round (5 days) for 12 rightsholders

*Note: The number of trainees in the second phase at each location is approximate and may vary between locations depending on the acceptance results from the first phase. However, the number of training rounds (6 rounds) and the total number of trainees (100 trainees) at each location will remain fixed.*

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## **2-Training Hall Requirements:**

- The capacity should accommodate 25 to 35 participants per session.
  - Necessary office stationary (e.g., pens, notebooks but all Islamic Relief Türkiye branded) must be provided. hotel branded stationary or others are not allowed.
  - Chairs, tables, electrical outlets, projectors, and other equipment should be available and functional at any time.
  - The supplier should ensure that all materials and technical equipment are ready, available and functional for use during training sessions.
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## **3-Trainer Requirements:**

- The provider should supply highly qualified trainers, supported by an assistant to organize classes.
  - Trainers should meet the following qualifications:
    - At least two years of experience in the field of training
    - A university degree, preferably related to the training area
    - A TOT (Training of Trainers) certificate in the same training topic
    - A track record of delivering over 2000 training hours
  - The trainer's CV must be submitted with the offer.
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## **4- Supplier Responsibilities**

- Ensure the training venue is accessible by public transportation.

- Provide Islamic Relief branded stationery (including notebooks, pens, a set of sticker, and a 64 GB flash memory containing training materials) for each trainee.
- The service provider must provide stationery for the training hall as 1 flip chart paper bundle for each training day - A set of whiteboard pens in all colors for each training day - sticky notes, gummy/ dough tag for each training day)
- Ensure the availability of high-speed internet for trainees and trainers.
- Provide meals for trainees, with a budget of 250 TL per trainee per day.
- The supplier must provide beverages during the trainer-specified breaks, with a minimum of two breaks per session. The drinks should include hot beverages (such as tea, herbal tea and coffee,), along with sugar, petit fours, and bottled water.
- After each session, collect evaluations from trainees and provide pre-and post-tests.
- Submit a comprehensive report at the end of each training.
- Translation Services: Provide translation services as needed between Arabic and Turkish, considering that 80% of the beneficiaries are Syrian and 20% are Turkish.

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## **5-Deliverables**

- Pre-approved training materials
- Pre- and post-training profiles for each participant
- Detailed reports on each session, including statistics and trainee feedback
- Certification for participants who meet attendance and performance criteria
- Final report on challenges, ideas, and trainee participation, along with recommendations

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## **6-Ethical Considerations**

- Ensure trainee and trainer safety
- Participation must be voluntary, and confidentiality must be maintained
- Respect international human rights standards

- Islamic Relief personnel will monitor training sessions at all stages and have the right to make adjustments based on their observations.

Islamic Relief visibility must be maintained at all times. The training hall should display banners, and all stationery items, including pens and notebooks, should be branded with Islamic Relief Türkiye's logo. Additionally, any presentation materials (e.g., PowerPoint slides) or other items used during training should feature Islamic Relief Türkiye branding.

## **7. Media Coverage (Optional)**

**Phase 1: Entrepreneurship Training:** Produce two case studies, capture thirty high-quality photos, and record 30 minutes of raw video footage covering the training sessions from start to finish at each location.

**Phase 2: in-depth Entrepreneurship training:** Similarly, produce two case studies, capture thirty high-quality photos, and record 30 minutes of raw video footage covering the training sessions from start to finish at each location.