

Call for Proposals:

Project Management Experts

Innovate2PREVENT Technical Expert Contribution

TERMS OF REFERENCE (TOR)

Project Title:	Innovate2PREVENT (PREVENT Circular Innovation Contest)
Client / Organization:	Yunus Environment Hub Philanthropy gGmbH
Location:	Remote/virtual
Duration:	6-14 hours during Q1 2025 (4 hours workshop plus 2 hours preparation, optional: 8 hours for the development of a training manual)
Service delivery:	Conduct training for the participants of the I2P program on foundational and advanced project management to enhance their ability to plan, execute, and manage projects effectively. This training will be adapted to a SME/start-up context and ensure participants are well-prepared to handle complex project environments and deliver successful outcomes in their respective ventures.

Reference Number: YEHP25-0003

1. Background/Client

Yunus Environment Hub (YEH) is a global social business network that creates solutions for the environmental crisis. Co-founded by Nobel Peace Prize Laureate Prof. Muhammad Yunus, YEH supports and develops social business solutions that solve environmental problems in a financially self-sustainable way and with high socio-economic impact.

2. Innovate2PREVENT Programme / PREVENT Circular Innovation Contest

Innovate2PREVENT (I2P) is a programme that inspires and mobilises creative minds from around the globe to develop innovative, inclusive and data-driven circular business approaches. It combines an innovation contest with a business acceleration. It provides a unique opportunity for innovators, environmentalists, and forward thinkers to showcase and advance their innovative solutions contributing to a circular economy in priority countries of the German Development Cooperation while taking just transition principles into account. The programme is promoted by PREVENT Waste Alliance, with funding from GIZ.

3. Scope and Timing

The consultant will be responsible for designing and delivering a training workshop tailored to 15 participants of the I2P programme. The session aims to equip participants with foundational knowledge and practical skills in Project Management and Agile methodologies. The consultant's duties include:

1. Preparation for the Workshop (2 hours)

- Develop a training plan and materials focusing on Project Management and Agile principles.
- Customize the content to meet the specific needs of the I2P programme participants.
- Coordinate with the I2P team to ensure the workshop aligns with participant expectations and programme goals.

2. Workshop Delivery (4 hours)

- Conduct an interactive and engaging 2-hour sprint workshop for 15 participants.
- Employ practical exercises, discussions, and case studies to facilitate learning.
- Provide actionable insights and tools that participants can use to effectively manage and adapt their projects.
- Share workshop materials and any additional resources with participants.

3. **Optional: Development of Training Manual (8 hours):** A useful output would be a comprehensive training manual that is designed to serve as a practical resource for future similar training sessions held internally. It should include detailed instructions, guidelines and tools or templates that enable YEH to conduct similar training programs effectively and independently. The manual must be clear, structured and user-friendly – ensuring its adaptability and usability across various contexts

The assignment is to take place between 15th January 2025 and 31st March 2025.

4. Application

Interested parties are requested to submit an offer (including a technical and financial proposal as well as relevant qualifications and experience with resumes of key personnel involved) to tenders@yunuseh.com by 25.01.2025. The candidates will be ranked by suitability and economic factors.