

## Draft Terms of Reference for BDS Fund Proposals

### Terms of References

#### **1. Background of the applicant company**

This section must address the genesis of the proposal. It must give the full background of the proposed project, explaining the problems that need to be addressed, as perceived by the Grant Applicant. The Consultant may state his/her observation of the enterprise, its management, operational and/or financial status or systems (if he/she feels that these have some impact on the problem that the technical assistance is being sought to address).

Highlight the growth trajectory of the client and how the problem for which the company requires technical assistance to address makes it impossible to continue on that glide path

#### **2. Objectives of the assignment**

The Consultant is expected to address the overall objective of the project for which the proposal is being prepared. This should involve a realistic review of the environmental constraints and opportunities, including if necessary, the positioning of the project within the framework of the objectives of the BDS Fund, etc.

#### **3. Terms of reference**

Address specifically what the consultant is expected to do

#### **4. Approach and methodology**

Describe in detail the activities to be undertaken under the proposed assignment with detailed work plan describing who is to do what, within what timeframe (person-days) and sequenced in a work schedule. The work schedule will also describe the time the assignment will take to be completed and the various milestones of completion that can be monitored by the Grant Applicant and by the BDS Fund management team.

#### **5. Deliverables**

State in what form the deliverables for the assignment will be in:

- Interim and progress reports if required by the client,
- Final Assignment Report, and/or
- Workshops or training programmes

**6. Expected impact of consulting assignment**

These must be measurable, e.g. Increase in revenue by X% by a certain time in the near future (usually within 6 to 18 months upon completion of the assignment), increase in new markets, decrease in overhead expenses, etc. The objectives of the assignment will determine what area of impact to discuss. Please see Question 25 of the companies application form for examples.

**7. Financial proposal**

This must correspond with the work schedule, proposed expertise, etc.

Activity	Person(s)	Expertise	Man-days	Rate/day	Cost
Eg..					
Design training materials	Ama Doe	Lead trainer	1	200	200
	Kofi Adam	Financial management	3	150	450
	John Sey	Marketing	0.5	150	75
					<b>725</b>
Deliver Training	Ama Doe		10	200	2000
	John Sey		10	150	1500
	etc				

**Reimbursables**

	Item	Unit	Rate	No.	Total
1	Per diem allowances	Day	-----	--	-----
2	Transportation costs	-----	-----	--	-----
	Sub-total				-----