



COMESA FEDERATION OF NATIONAL ASSOCIATIONS OF WOMEN IN BUSINESS

Regional Enterprise Competitiveness and Access to Markets Program (RECAMP)

GUIDELINE For ADVISORY WORKSHOP

June 2021

Prepared by - COMFWB Secretariat, Lilongwe, Malawi

1. Introduction

The COMESA Federation of National Associations of Women in Business (COMFWB) has partnered with COMESA Secretariate and other COMESA institutions in the implementation of the Regional Enterprise Competitiveness and Access to Markets Programme (RECAMP).

The **overall objective** of the programme is to contribute to the deepening of understanding the regional economic integration in the COMESA region through enhancing the competitiveness of the private sector organizations. The **specific objective** is to increase role of women in private sector participation in the sustainable regional and global value chains by increasing access to markets and improving quality of products, business management and harmonized regional business climate.

COMFWB is implementing **Activity 1.1.3.2** *“Provide technical assistance and advisory services for at least 500 SMEs (of which at least 30% should be women and/or youth led SMEs), to overcome preidentified barriers to internationalization and value-addition in the targeted value chains”*

In order to implement this activity successfully, this guideline has been prepared for planning and convening the capacity building workshops in the member states. this activity is costly and time-consuming endeavor. Therefore, it is of paramount importance that the activity meets or exceeds its desired objective of communicating the information presented to the selected target group.

2. OBJECTIVE OF THE ACTIVITY

COMFWB Chapters will be guided as they convene the workshops aimed at building the capacity of the women entrepreneurs in the COMESA region on access to markets to overcome the existing barriers to internationalization and value addition.

3. Preparation and Convening of the Workshop

3.1 Preparation for the Workshop

- a. Fill in the Application Form and send to COMFWB Secretariat
- b. Develop the program for the workshop
- c. Determine the training modules to be covered in the workshop
- d. Select 30 participants from the membership in different economic sectors who are ready for value addition and Trade (ex. Agriculture, leather, mining, trading, technology, etc)
- e. Secure venue for the workshop including arranging for refreshments
- f. Contact the relevant Government Ministries to officiate the workshop
- g. Determine the budget for the event within the approved project funds
- h. Invite Media entities for visibility and document event for reporting

3.2 Selection of the Facilitator

The success of the workshop depends upon the quality of the facilitators. Thus, it is important to consider the following characteristics when selecting the facilitators:

- a. Facilitator should possess an in-depth knowledge of the module to be delivered
- b. Ability to convey knowledge to a large audience
- c. Unbiased and non-partisan (do not invite speakers that are aligned with a particular cause / group)
- d. The facilitators should be paid 20% upon signing of the contract and 80% upon submitting the workshop report
- e. Facilitator should have prior experience delivering messages to women
- f. Provide the Facilitator a one-time contract signed by the Chapter Chair

* Women facilitators should be encouraged to apply.

3.3 Training sessions

- a. Training session on marketing and branding of goods and services.
- b. Training session on Financial literacy and access to finance
- c. Training session on e-commerce and utilization of the women connect platform (50MAWSP)
- d. Training on meeting regional and international market standards, testing and certification requirements.
- e. Building capacity of women to enhance their connectivity to global production networks.
- f. Undertake the assessment of awareness before and after the training modules
- g. Undertake the evaluation of the workshop

3.4 Release and Utilization of Resources

- a. Submission of the Application form and approval
- b. Upon approval, COMFWB Secretariat will transfer workshop funds to the Chapters
- c. Chapters will release resources as per the implementation process
- d. Chairs are responsible to oversee proper implementation of the workshop and submit all reports and supporting documentation

4.0 Payment for DSA/Out of pocket allowance and transport refund

Payment for DSA/Out of pocket allowance, transport refund, facilitation fees and coordination fees shall be supported by:

- a. National ID and attendance register
- b. dully signed cash acknowledgement form
- c. Contract shall be issued to the facilitator before being engaged in which terms and conditions will be specified.

4.1 Payment for Conference Facilities

Payment for conference packages such as Conference Room hire, Refreshments, and lunch shall be supported by:

- a. Invoice
- b. Receipts
- c. Daily signed off bills from the venue

4.2 Payment for Fuel, Transport and Communication

Payment for fuel, transport and communication shall be supported by:

- a. authentic receipts

4.3 Payment for Promotional Materials

Payment for promotional material shall be supported by:

- a. Three (3) quotations
- b. Invoice
- c. Receipt
- d. Delivery Note

4.4 Payment for Courier

Payment for courier shall be supported by a ***Receipt*** from the courier company.

5.0 General provisions

COMFWB Chapter Treasurer/Accountant or a finance officer will be responsible for management of the imprest funds.

- a. Funds will only be disbursed in COMFWB Chapter account.
- b. Receipts that are not authentic will not be accepted and the imprest holder will reimburse funds equivalent to the amount on the invalid receipts.
- c. Final imprest will be sent upon submission of all reports & supporting documents.

5.1 Documents Submission to COMFWB Regional Secretariat

- a. Submit the end of workshop report which details the whole process of convening the workshop including the pre and post training survey, Workshop Evaluation from participants, facilitators' report, recommendations, etc.
- b. All supporting documents from 4.0 - 4.4 including facilitator's contract, attendances, service receipts, copies of the evaluation questionnaire, facilitator's payment receipts, slip for imprest received from bank, and others.

6.0 Time Frame for Project Implementation

The RECAMP project has two phases and includes 20 member states. The first phase starts June 3rd, 2021 and ends July 30th, 2021. All chapters participating in Phase one implementation will be following the table below.

RECAMP Phase 1: Member States include: Comoros, DR Congo, Eritrea, Eswatini, Madagascar, Rwanda, Seychelles, Sudan, Tunisia, Uganda and Zambia.

No.	Activity Description	Timeframe
1	Orientation session	3 rd June 2021
2	Application forms submission	7 th June
3	Facilitator engagement	14 th June
4	Training of Trainers	16 th June
5	Convening of workshop	17 th June to 9 th July
6	Submission of Final report	15 th July
7	Close of Phase 1 session	30 th July

Annex 4: COMFWB RECAMP Application Form



COMESA Federation of National Associations of Women in Business

RECAMP APPLICATION FORM

Information of Applicant Chapter

Chapter Name: _____ Application Date: _____

Chairperson: _____

Address: _____
Street Address Apartment/Unit #

City Country P.O. Box, if applicable

Phone: _____ Email: _____

Coordination Information

Coordinator Name: _____ WhatsApp #: _____

Coordinator e-mail: _____

Venue: _____ City: _____

Training Dates: _____

Chapter Banking Information

Bank Name: _____ Branch Name: _____ Country: _____

Account Name: _____ Account Number: _____

Swift Code: _____ Other Remarks: _____

Treasurer Name: _____ WhatsApp #: _____

Treasurer e-mail: _____

Disclaimer and Signature

I confirm that the National COMFWB Chapter will **use** all the resources for the purposes intended to undertake the activity as stated in the implementation **Guideline** for the Project.

Chair Name: _____ Signature: _____ Date: _____

COMFWB FACILITATOR Contract

Address of Facilitator

Date:

Dear Mr/Ms.....

FACILITATION CONTRACT BETWEEN COMESA FEDERATION OF WOMEN IN BUSINESS (COMFWB) NATIONAL CHAPTER AND RECAMP Facilitator

On behalf of the Board of the COMESA Federation of Women in Business (COMFWB) Chapter, I am pleased to offer you a Facilitator Contract for the provision of Training Facilitation on services delivered for the Regional Enterprise Competitiveness and Access to Markets Program (RECAMP) subject to the terms and conditions embodied in this contract.

1. Status

You shall be considered as a facilitator as the materials to be delivered will be provided to you from the Program's office in the COMFWB Secretariat whose terms and conditions are embodied in this contract. COMFWB Staff Rules and Regulations shall not apply to you except where it has been expressly provided for in this contract.

2. Duty Station

Facilitator's place of abode unless expressly provided for in a written letter of instruction signed by the Executive Director/CEO/Chair of COMFWB National Chapter.

3. Effective Date and Duration of Contract

The contract shall enter into force on the date of signature and shall continue for a period of 1 (one) month.

4. Deliverables

- a. Awareness raised on regional trade and access to financial opportunities
- b. 30 women entrepreneurs upskilled on specific business matters- signed attendance sheet submitted
- c. Pre and post training assessment undertaken- documents to be submitted
- d. Submit an end of Training report indicating impact and areas for improvement
- e. Submit an invoice for payment

5. Duties

Under the direct supervision of the Chairperson/ and Chief executive officer of COMFWB national chapter, and subject to written instructions from the Chairperson /Executive Director/CEO of COMFWB, you shall provide the following services:

- a. Participate in the training of trainers' session to be conducted by Regional consultant
- b. Undertake a training session on internalization of women owned businesses

- c. To upskill women entrepreneurs on how they can involve to find out the COMESA services in order to improve their businesses in aligning for international Trade
- d. Facilitate a training session on Financial literacy and access to finance
- e. Enable participants to brainstorm innovative business ideas for the new normal
- f. Undertake the pre and post assessment on awareness of the specific training materials
- g. Prepare an impact report of knowledge absorption using participants' responses

6. Payment

For the services rendered in this contract, COMFWB will pay an all-inclusive fixed fees of **US\$1,000.00 (One Thousand United State Dollars)**, 20% paid upon signing of the contract and 80% upon submission of all deliverables; including an invoice.

7. Leave

There shall be no leave under this contract.

8. Per Diem Allowance and Travel

Facilitation payment includes all fees necessary to deliver the **three-days** training workshop. COMFWB will not be responsible for any additional payments for this assignment.

9. Insurance

COMFWB shall accept no responsibility in respect of any life, health, accident, travel and other insurance which you may consider desirable.

10. Rights and Obligations

Your rights and obligations shall be strictly limited to the terms and conditions of this contract.

Intellectual property rights and all other rights of whatsoever nature in any material produced under the provisions of this contract shall be vested exclusively in COMFWB.

You shall not communicate to any person or any other entity any unpublished information made known to you by COMFWB in the course of performing your obligations under the terms and conditions of this Contract, except upon prior written authorization from the Executive Director of COMFWB Secretariat/National Chair.

11. Tax Liability

You will be responsible for any taxes that may be levied on the monies received under this Contract.

12. Liability to Loss or Damage to Personal Property

COMFWB shall not, during the period of the contract, be responsible for any loss of or damage to personal property.

13. Expenses in Home Country

COMFWB shall not be responsible for any expenses in the home country incidental to travel, including expenditure for your passport, vaccinations and other miscellaneous items.

14. Termination

Either party may terminate this contract at any time by giving the other party two weeks' notice in writing of the intention to do so. In the event of such termination by yourself, you shall be compensated for the actual amount of work performed to the satisfaction of COMFWB in accordance with the terms and conditions of this contract.

15. Survival of Obligations

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Such termination shall not discharge any party from obligations and liabilities that accrued during the operation of the contract.

16. Governing Law

This Agreement shall be governed and interpreted in accordance with UNIDROIT Principles of International Commercial Contracts 2011; developed by the International Institute for the Unification of Private Law, as may be amended from time to time.

16. Dispute Settlement

You and COMFWB shall endeavor to resolve amicably through a process of negotiation any conflict as a result of the implementation of this Contract. In the event the parties fail to reach an amicable settlement within 30 days of the notice of the dispute, either party may submit the dispute to the COMESA Court of Justice for arbitration.

Such dispute shall be referred to arbitration at the request of a party upon written notice to that effect (a “Notice of Arbitration”) and be finally determined in accordance with the Arbitration Rules of the COMESA Court of Justice as amended from time to time (the “Rules”). Each party agrees that any decision or award in any arbitration made by the COMESA Court of Justice pursuant to this sub-clause shall be final and binding and hereby waives any right of appeal or recourse to any court of law.

17. Amendment Clause

Any amendment to this contract shall be mutually agreed upon by both parties in writing.

18. Privileges and Immunity

Nothing in or related to this Contract is intended to be or should be construed as a waiver of the privileges and immunities of COMFWB or its officers or employees, express or implied, which privileges and immunities are hereby specifically reserved as set forth in the COMESA Treaty, the COMFWB Charter, related legal instruments on immunities and privileges and international law.

19. Sub-Contracting and Assignment

The contract cannot be assigned or handed over to someone else or subcontracted without the written permission of the Executive Director/CEO of COMFWB.

20. Acceptance

If you accept this offer, please sign and return a copy of this contract to the undersigned.

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Chair Name/Signature
Executive Director/ CEO / Chairperson
COMFWB

I, do hereby accept the framework consultancy contract dated, 2021 offered to me in accordance with the terms and conditions mentioned above.

Signature..... Date.....
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