

Terms of Reference:

Khyber Medical University's Business Incubation Center (BIC-ORIC)

Project Statement:

Designing and running curriculum for Khyber Medical University Business Incubation Center.

Description of the Assignment:

Creation of Curriculum centered towards engaging and building the potential incubatees at BIC's (ORIC) of KMU Refer below to the requested services /expected deliverables:

Expected Deliverables:

1. Designing the curriculum for the incubatees of BIC (ORIC) of KMU (Khyber Medical University
2. Conducting curriculum research through data driven insights.
3. Providing curriculum design and development consultancy to the BIC managing body
4. Conducting workshops on the designed modules.
5. Getting feedback from the incubatees after each session.
6. Arranging trainers for the workshops.
7. Arranging one to one mentorship sessions for the incubatees of BIC KMU.
8. Arranging mentors for the mentorship sessions.
9. Arranging logistics for the trainers and mentors.
10. Assigning weekly Key Performance Indicators (KPIs) to the incubatees.
11. Evaluation of incubatees at the end of curriculum.
12. Post curriculum follow-up meetings with the BIC management for future assistance.
13. Submitting post event evaluation report to BIC's ORIC management.
14. Providing expertise for the execution of Startup Cup for startup selection purpose.
15. Conducting of Ideas cup Conference by end of September 2018.

General Competency and Eligibility:

We will accept proposals from companies that:

- are registered by the SECP Pakistan hailing from Peshawar,
- The experienced team possesses project management skills;
- Connected with the entrepreneurial community based out of the Silicon valley
- Should be familiar and acquainted with a pool of local, national and international trainers and mentors;
- Possesses a sound understanding of curriculum design and development;
- Works on soft skills and interpersonal skills
- Maintains close ties/collaboration with local, national and international ecosystem players;
- Possess excellent English speaking/writing skills;
- Has experience and possesses the ability to facilitate workshops and dialogues;
- Maintain strong working relationships with local, national and international incubators/accelerators or eco-system enablers;
- Should be familiar with and active in promoting international entrepreneurship
- Should have the ability to integrate different experiences, methodologies, and approaches of curriculum design.

Functional Competencies:

The core team should possess strong leadership, communication and interpersonal skills; Has great organizational skills. Possesses a strong command over oral and written communication skills - use of simple and clear language; Demonstrates the ability to work together in a team (strong task management and team leading competencies); ; Demonstrated cultural sensitiveness and sound judgment; Ability to assess the effectiveness and sustainability of programme structure and implementation modalities; Possesses a strong understanding of key elements of results-based programme management; Maintains strong report writing skills.

General Professional Experience:

Profile per team expert(s) or expertise required: duration of equivalent experience should be at at the least of a year or a few years in the relevant field. The team members should possess a minimum of an undergraduate degree.

Past work experience should reflect relevance to entrepreneurship. Fluency in English and Urdu both written and spoken is mandatory.

Location and Duration:

The project would start from 15 August 2018 Foreseen finishing period or duration of the project is 15 December 2018. The location of the project is Khyber Medical University's (KMU) BIC (ORIC)

Timetable(s): Within a 4 month consultancy period, the consultant based in Khyber Pakhtunkhwa is expected to complete the above-mentioned deliverables (as stated in this document of TORS).

Terms of Payment:

25% of the payment would be made at the time when the project is awarded to the consultancy and 25% of the payment would be made at the mid of the project completion. The remaining half would be made right after the completion of the project.

Organizations that meet the stated qualifications are requested to submit their details on the given address.