



Terms of Reference (TOR): Art of Hosting and Community Sensitization Training for MakerSpaces

- [Impact Hub Harare](#)
- Expires 28 Oct 2024
- [Harare](#)

Locations: Chiredzi and Tsholotsho

1. Background

As part of the Digital Skills \$ Youth project, Impact Hub Harare is developing MakerSpaces in rural areas like Chiredzi and Tsholotsho. These spaces aim to equip rural youth, particularly young women, with digital skills, access to technology, and mentorship in entrepreneurship, with a special focus on sustainable agriculture and value-added production.

To ensure the success of the MakerSpaces and the active participation of local communities, Art of Hosting and Community Sensitization Training will be provided to youth participants and key stakeholders. The Art of Hosting is a participatory leadership approach that focuses on fostering meaningful dialogue, collaboration, and engagement. This training will also incorporate a community sensitization component, enabling participants to effectively engage their communities in MakerSpace activities, ensuring inclusivity and shared ownership of the initiative.

2. Objectives

The primary objectives of the Art of Hosting and Community Sensitization Training are to:

1. 2. 3. Empower rural youth and women to take leadership roles in their communities by providing them with facilitation skills that can be applied to agricultural, entrepreneurial, and social development initiatives.

Develop collaborative leadership skills among participants, enabling them to host and facilitate meaningful conversations and group processes in their communities.

Equip participants with the knowledge and tools to effectively engage their communities in the MakerSpace project, ensuring local ownership and sustained involvement.

4. 5. Foster collaboration and dialogue between rural youth, community leaders, local organizations, and other stakeholders in Chiredzi and Tsholotsho, ensuring that the

MakerSpace model aligns with community needs.

Create awareness and understanding of the digital skills, entrepreneurship opportunities, and value-added production available through the MakerSpaces, ensuring active community participation.

3. Scope of Work

The Art of Hosting and Community Sensitization training will be a 2-day event in both Chiredzi and Tsholotsho, targeting key community members, youth leaders, local organizations, and MakerSpace participants. The training will involve the following components:

1. Art of Hosting Methodologies:

- World Café: A process for hosting conversations that matter, encouraging dialogue among participants about MakerSpace's vision and purpose.
- Open Space Technology: Facilitating community-driven discussions on topics of interest related to digital skills, entrepreneurship, and value-added agriculture.
- Circle Practice: Promoting equal participation, mutual respect, and inclusive dialogue among participants.
- ProAction Café: Helping participants co-create and refine ideas for MakerSpace initiatives and community-driven projects.

2. Community Sensitization:

- Community engagement strategies: Training participants on how to communicate the benefits of MakerSpace to their communities, ensuring buy-in and continued engagement.
- Inclusion and participation: Techniques to ensure marginalized groups, including young women, people with disabilities, and vulnerable households, are included in MakerSpace activities.
- Developing local champions: Identifying and training key individuals to be advocates and ambassadors for the MakerSpace within their communities.

3. Practical Application:

- Hands-on sessions where participants apply the Art of Hosting techniques in mock community sensitization events, ensuring they can confidently lead discussions and facilitate collaboration.

4. Post-Training Support:

- After the training, Impact Hub will provide ongoing mentorship and coaching, helping participants apply their new skills in community settings.
- A toolkit for participants, which includes facilitation guidelines, community engagement best practices, and resources for leading effective conversations around digital skills and entrepreneurship.

Key Deliverables

The facilitator(s) will be responsible for delivering the following:

1. Pre-training preparations:

- A comprehensive training agenda detailing the methodologies to be used and the flow of the sessions.
- Training materials, handouts, and facilitation tools for participants.

2. Delivery of the Training:

- Facilitation of a 2 day Art of Hosting and Community Sensitization workshop in Chiredzi and Tsholotsho.
- Use of participatory methods to ensure active engagement and practical

learning for all participants.

3. Post-training report:

o A detailed report summarizes the training outcomes, participant feedback, and recommendations for follow-up activities.

4. Follow-up support:

o Provide ongoing guidance and mentorship as participants begin to implement their learning in real-world community engagements.

5. Target Participants

The training will involve 40-60 participants from each location, including Women leaders and young women entrepreneurs, especially those interested in value-added agricultural production.

6. Methodology

The training will be designed using participatory and experiential learning techniques. These include:

- Interactive dialogues using Art of Hosting methodologies such as World Café and Open Space.
- Group work and peer learning, where participants collaborate to design community sensitization strategies.
- Role-playing and simulations offer participants a chance to practice their facilitation skills in real-world scenarios.
- Case studies and examples to provide context and inspiration.

7. Duration and Location

The training will take place over 2 days in Chiredzi and Tsholotsho, respectively. Specific dates will be determined in coordination with Impact Hub Harare and local stakeholders.

Qualifications and Experience

8. Budget and Payment Terms

The detailed budget for the training will be developed in consultation with Impact Hub Harare and will cover:

- Facilitation fees for the trainers.
- Training materials and logistics.
- Accommodation and travel costs for facilitators if required.

Payment terms will be agreed upon before the training, with standard disbursements such as:

- 30% upon contract signing.
- 50% upon completion of the training.
- 20% upon submission of the final report and toolkit.

9. Expected Outcomes and Impact

The Art of Hosting and Community Sensitization Training is expected to have the following impacts:

1. 2. 3. Increased confidence among rural youth, particularly young women, to take leadership roles in their communities.

Stronger community involvement in the MakerSpace initiative, ensuring greater local ownership and sustainability.

A well-informed and engaged community that actively supports and participates in MakerSpace activities, leading to improved livelihoods and entrepreneurship opportunities for rural youth.

How to Apply

10. Application Process

Interested facilitators or organizations are invited to submit the following by 28 October 2024:

- Expression of Interest, detailing their understanding of the TOR and proposed approach to the training.
- Facilitator's Curriculum Vitae (CV) and experience in delivering similar training.
- Training proposal (no more than 3 pages) outlining the key methodologies, timeline, and approach.
- Financial proposal with a breakdown of costs.
- References from at least two organizations where similar work has been conducted.

11. Bid submission requirements

The technical and financial proposals will be sent in a sealed envelope or electronically clearly marked "Makerspace Training: Art of Hosting and Community Sensitization Training for MakerSpaces (Chikombedzi) (Tsholotsho)" and addressed to:

The Purchasing Committee

Impact Hub Harare

194 Baines Avenue

HARARE

OR

Email: procurement.harare@impacthub.net