
TERMS OF REFERENCE (ToR) FOR BUSINESS DEVELOPMENT EXPERT (BDE)

Project: TechSheCan

Implementing Agency: Korean Institute for Development Strategy (KDS)

Duration: 3 Years

Reporting To: Permanent Secretary (MIGEPROF)

I. PROJECT OVERVIEW

The ODA Project to Support Women's Empowerment in Rwanda (2025–2027), titled "TechSheCan", is a bilateral cooperation initiative between the Ministry of Gender Equality and Family (MOGEF) of the Republic of Korea and the Ministry of Gender and Family Promotion (MIGEPROF) of Rwanda. This multi-year project aims to empower young women and girls aged 18–35, particularly school dropouts, teen mothers, and other vulnerable groups, by equipping them with technical and entrepreneurship skills to access decent employment and income generating opportunities, particularly in traditionally male-dominated sectors. It also supports the formation of women-led cooperatives, and facilitates linkages to microfinance and community-based self-employment pathways such as service kiosks. The project aligns with Rwanda's National Strategy for Transformation II (NST2)—the national development framework from 2025 onward—which prioritizes:

- Inclusive, sustainable, and private-sector-led economic growth
- High-quality job creation for youth and women
- Promotion of TVET and digital skills for the future of work
- Gender equality and empowerment of vulnerable groups

The project also supports key national strategies, including the National Skills Development and Employment Promotion Strategy (NSDEPS), which emphasizes demand-driven TVET and inclusive skills development and the National Gender Policy (2021), which calls for the removal of gender-based barriers to economic participation, and promotes affirmative actions in STEM, TVET, and Labor markets.

II. RATIONALE AND CONTEXT

Despite Rwanda's policy advancements, persistent structural barriers limit women's participation in high-quality, non-traditional employment sectors:

- Women represent only 16% of enrols in traditionally male-dominated TVET fields.



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- Girls and women face disproportionate unpaid care burdens and gender stereotypes that limit their participation.
 - Limited access to finance, land, and professional networks hinders women entrepreneurs.

To tackle these challenges, TechSheCan proposes a holistic model by combining technical skills training integrating entrepreneurship, cooperative development, and financial inclusion, TechSheCan addresses these systemic barriers and creates a gender-transformative vocational ecosystem.

III. JOB DESCRIPTION

The Business Development Expert (BDE) will play a critical role in the implementation of the **TechSheCan** project, which aims to empower 700 young and vulnerable girls through skills training in male-dominated trades, entrepreneurship, financial literacy, and gender equality. The BDE will ensure the sustainability of the project by facilitating business development and formation, as well as access to available loan facilities in Rwanda.

Key Responsibilities:

1. Entrepreneurship & Financial Literacy Training

- Support the development and delivery of the training modules on entrepreneurship, financial literacy, and business management for beneficiaries.
- Provide Career guidance and post-training mentorship to ensure practical application of skills.

2. Business group Formation & Business Development

- Guide trainees in forming and registering their businesses to enhance collective business opportunities.
- Assist beneficiaries in developing bankable business plans to access loans.
- Link business groups with financial institutions, markets, and other support services.

3. Revolving Loan Fund Management

- Facilitate access to the project's revolving loan facility for trainees and cooperatives.
- Monitor loan utilization, repayment, and fund sustainability.
- Provide regular follow-up and advisory support to ensure loan repayment and business success.

4. Kiosk Establishment & Operationalization

- Oversee the establishment and operationalization of 20 kiosks across Rwanda.
- Ensure kiosks function as branded front-shops (TechSheCan) offering light services and serving as business hubs.
- Monitor kiosk performance and provide business development support to kiosk operators.

5. Reporting & Coordination

- Submit monthly progress reports to the Permanent Secretary at MIGEPROF, detailing achievements, challenges, and next steps.
- Maintain a digitalized database for Business Development for real-time tracking of trainees, project alumni, loans, and kiosks.
- Organize and Participate in the Steering Committee and Technical Working Group (TWG) meetings to provide updates and recommendations.
- Collaborate with MIGEPROF, MOGEF (Korea), and other stakeholders to ensure project alignment.
- Maintain well-organized and comprehensive records of all meetings, correspondence, deliverables, and field activities.

IV. REQUIRED QUALIFICATIONS & EXPERIENCE

A. Academic Background

- Master's degree in Business Administration, Entrepreneurship, Economics, Development Studies, or a related field.
- Additional certification in microfinance, cooperative management, or project management is an advantage.

B. Work Experience

- Minimum 5 years of experience in business development, entrepreneurship training, or youth/women empowerment programs.
- Proven experience in managing microfinance or loan facilities, including loan disbursement and repayment tracking.
- Experience in business incubation, or SME development in Rwanda.
- Familiarity with Rwanda's financial sector, loan processes, and bankable project development.
- Previous work with government projects, NGOs, or international development programs is desirable.

C. Skills & Competencies

- Strong training and facilitation skills (experience in gender-transformative programs is a plus).
- Excellent financial analysis, business planning, and report-writing abilities.
- Proficiency in monitoring & evaluation (M&E) of business development initiatives.
- Ability to work with youth, vulnerable groups, and government stakeholders.
- A passion for gender-transformative economic development.
- Fluency in English and Kinyarwanda (knowledge of Korean is an added advantage).

V. PERFORMANCE INDICATORS

- Number of trainees receiving entrepreneurship & financial literacy training.



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- Number of trainees who have successfully completed the short-term training program and industrial attachment placements.
 - Number of employment and business groups, start ups formed and operationalized.
 - Loan uptake and repayment rates from the existing revolving funds.
 - Number of kiosks established and operational.
 - Monthly and quarterly reports submitted on time.

VI. APPLICATION REQUIREMENTS

Interested candidates should submit:

1. A detailed CV highlighting relevant experience.
2. A cover letter explaining suitability for the role.
3. Copies of academic and professional certificates.
4. At least two professional references.

In Summary

- 1- The Business Development Expert will be instrumental in ensuring the sustainability and success of the TechSheCan project by equipping young women with business skills, facilitating access to finance, and fostering women employment and businesses growth. The ideal candidate will have a strong background in entrepreneurship, microfinance, and youth empowerment, with a passion for gender-transformative economic development.
- 2- The contract duration for the Business Development Expert position is one year, running from October 2025 to September 2026. The contract is renewable within the overall project timeline, subject to performance and evolving project needs.