



Consultancy: Consultancy for Training of Trainers (ToT) on Business Skills

Timeline: November 2025



This assignment is perfect for someone looking to apply their experience and Knowledge within an organisation that is focused on helping to deliver 8 of the Sustainable Development Goals: (1) No Poverty; (2) Zero Hunger; (3) Quality Education; (5) Gender Equality; (12) Responsible Consumption and Production; (13) Climate Action; (15) Life on Land; and (17) Partnerships for the Goals.

We live in a world where the demand for multiple land uses constantly rises and climate change places additional stress on the sustainable use of natural resources. While solutions to issues such as hunger and poverty are now within our reach, how we act today will make a big difference to how we live tomorrow.

Background

Agribusiness skilling is a critical pathway to enhancing agricultural incomes and resilience, especially for smallholder farmers, including women and youth. While production is important, farmers and agricultural entrepreneurs often struggle to translate yields into sustained income due to limited business knowledge in areas such as business planning, financial management, market analysis and access, value addition, and customer relations. Building strong business capacities, therefore, would enable farmers to increase profitability.

CABI, under its global PlantwisePlus (PW+) programme, has been training women, men, and youth in agribusiness skills to help them start, manage, and expand enterprises in agricultural service provision. These efforts have supported job creation, income growth and strengthened local agricultural systems by providing essential services to farming communities.

To build on this progress and ensure sustainability, CABI now seeks to strengthen in-house and partner capacity for business training. This will be done through a Training of Trainers (ToT) programme designed to equip a cadre of trainers with high-quality content, participatory methodologies, and practical tools. The ToT will also support the development of standardized training materials that can be adapted and applied across different contexts.

Objectives of the Consultancy

The specific objectives of the consultancy are to:

- Train trainers to enable them to deliver agribusiness skills training to men, women, and youth in agriculture - using standardized, interactive materials.
- Provide trainers with tools to assess knowledge before and after training.
- Develop standardized training materials on agribusiness training for local enterprises
- Generate evidence-based feedback and recommendations through reporting for continuous improvement.

Scope

The consultant will be expected to:

1. Deliver Training of Trainers Workshop in Nairobi - Facilitate an intensive, interactive 3-day workshop to strengthen the knowledge, skills, and facilitation

By sharing knowledge and science, CABI tackles global issues like poverty, hunger, education, equality, sustainability, climate change and biodiversity. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting natural habitats from invasive species, and improving access to scientific knowledge.

CABI is an international, inter-governmental, not-for-profit organization that improves people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our approach involves putting information, skills and tools into people's hands. CABI's 49 Member Countries guide and influence our work which is delivered by scientific staff based in our global network of centres.

CABI is committed to making a difference, playing its part in creating a brighter, more equitable and sustainable future.

You can learn more at: www.cabi.org

capacity of selected trainers in agribusiness. The sessions should be interactive, learner-centred, with opportunities for peer-to-peer learning and practical application.

2. **Develop Standardized Training Materials** - Prepare a comprehensive training package comprising PowerPoint slides, worksheets, exercises, facilitator notes, case studies, and assessment tools. In creating the content, the facilitator may draw on the existing CABI Entrepreneurship in Agribusiness course on CABI Academy as a reference, but the materials must be customized and contextualized to reflect local learning needs, cultural dynamics, and agribusiness realities. The materials should be practical, participatory, and adaptable to diverse audiences and contexts. This package will serve as the foundation for a standardized Training Guide that trainers can consistently use to train agribusinesses.
3. **Design and Administer Assessments** – Develop a pre- and post-training assessment tools to measure knowledge acquisition and skill development of trainees. Conduct the assessments during the workshop and provide an analysis of the results to demonstrate learning outcomes and inform future improvements.

Expected Outputs / Deliverables

The consultant will be expected to deliver the following:

1. Inception report specifying the scope of content, delivery approach and timelines
2. A 3-day Training of Trainers Workshop in Nairobi.
3. Standardized Training Package (PPT slides, worksheets, exercises, facilitator guide, case studies).
4. Pre- and Post-Training Assessment Tools and summary of results.
5. Comprehensive Training Report including:
 - Overview of training process and methodology
 - Participant performance and feedback
 - Key lessons learned, strategic insights and recommendations

Qualifications of the Consultant

We are looking for consultants with the following qualifications and experience:

- At least an MSc in Business Management, Entrepreneurship, Economics, Agribusiness or a related field
- Proven expertise in business training, entrepreneurship, and capacity building.
- Demonstrated experience in developing training curricula.
- Experience in conducting Training of Trainers programs.
- Excellent analytical, report-writing, facilitation and communication skills.

Timeline

The consultancy will run for 15 days in November 2025.

Reporting

The consultant will work closely with the project managers.

Submission of Proposal

Interested consultants are invited to submit by 24th October 2025:

1. A brief technical proposal outlining methodology and work plan.
2. A financial proposal with a breakdown of costs.
3. CV highlighting relevant experience and references

Submission Process

Interested consultants should upload their technical and financial proposals to the CABI contractors work suit platform using the link below

For existing contractors who are yet to update their profiles <https://cabi.worksuite.com/invite/58edd5c5e4e14b44b49c4933f786d18b/>.

For new contractors who should first create an account into the system and also update their profiles. <https://cabi.worksuite.com/invite/d48e3ba552a6484eb3d2759f4aec5b38/>.

For any queries/clarification/challenges in uploading the proposal, please write to procurement-africa@cabi.org

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