



Terms of Reference (TOR)

Technical Consultant(s) for Capacity Building of Women Led Shea Cooperatives

1. Background

The Global Shea Alliance (GSA), in partnership with the Mastercard Foundation, is implementing a 5-year program in collaboration with the International Trade Centre, Light for the World and EmpowHer. The program seeks to improve the livelihoods of financially disadvantaged young women by creating dignified employment and entrepreneurship opportunities within the shea value chain.

As part of the program, GSA is supporting the strengthening and professionalisation of women-led shea cooperatives through targeted capacity-building interventions. To achieve this objective, GSA seeks to engage qualified Technical Consultant(s) to provide training, coaching and mentorship to young women-led cooperatives participating in the Shea Business Empowerment Program (SBEP II). This TOR is adapted from the IKPC engagement framework.

2. Objective

The objective of this assignment is to identify and engage qualified Technical Consultant(s) to deliver practical training, coaching, and mentorship services that will strengthen the organisational, managerial and business capacities of financially disadvantaged young women-led shea cooperatives.

3. Scope of Assignment

The selected consultant(s) will design and deliver training and coaching interventions covering the following thematic areas:

- A. Cooperative Management and Conflict Resolution
- B. Business Coaching and Mentorship
- C. Resource Management

The consultant(s) will be expected to:

- Develop training materials and facilitation guides.
- Deliver participatory and practical training sessions.
- Provide individualised coaching and mentorship support to young women led shea co-operatives
- Provide technical assistance and training support to cooperatives unions and their leadership operating Improved Kernel Processing Centers
- Conduct pre and post training assessments.
- Submit training reports and recommendations.
- Support cooperatives to implement action plans arising from the training.

4. Target Program Participants

The assignment will target financially disadvantaged young women-led shea cooperatives operating within GSA's implementation districts in northern Ghana.

5. Deliverables

The selected consultant(s) shall provide:

- Inception Report detailing methodology, work plan and training approach.
- Training Curriculum and Facilitation Materials.
- Training Delivery Reports for all sessions conducted.
- Coaching and Mentorship Reports.
- Pre and Post Assessment Reports.
- Final Assignment Report, including lessons learned and recommendations.

6. Eligibility Requirements

Interested consultants must demonstrate:

- Proven experience in cooperative development, organisational strengthening, entrepreneurship development, or related fields.
- Experience delivering adult-learning and participatory training programs.
- Knowledge of the shea sector, agribusiness, or rural enterprise development will be an advantage.
- Experience working with women's groups, youth groups, or producer organisations.
- Strong facilitation, coaching, and mentoring skills.
- Relevant academic and professional qualifications.

7. Evaluation Criteria

Applications will be evaluated based on:

- Relevant technical expertise and experience.
- Understanding of the assignment.
- Quality of proposed methodology and work plan.
- Experience working with cooperatives and women's economic empowerment programs with PWD's and IDP's
- Cost-effectiveness of the financial proposal.

8. Application Requirements

Interested consultants should submit:

- Letter of Expression of Interest.
- Technical Proposal outlining understanding of the assignment, methodology, work plan, and approach.
- Financial Proposal.
- Updated Curriculum Vitae (CV).
- Copies of relevant certificates and qualifications.
- Evidence of similar assignments successfully completed.

9. Submission of Applications

Interested consultants should submit their applications to Michael Sakyi, Procurement and Administrative Manager, Global Shea Alliance at msakyi@globalshea.com, no later than 5pm, 29 June 2026. .

Only shortlisted applicants will be contacted for further engagement.