**TOR for Development of Café Polytechnic**

**Purpose of Assignment**

*Background:*

Youth hub at Polytechnic is created as a drop-in center for young people to come in and chat with our staffs to seek information on career opportunities, prepare their resume, application, prepare for job interviews and seek guidance for any other support that they require.

There is a small café in the hub to provide coffee and snacks for people who use the space. There will be 8 laptops on the work benches at the hub to use to browse and prepare their application.

This café is to be leased out for a period of 1 year, targeted for young entrepreneurs. A nominal fee will be taken from the entrepreneur, which will be paid to government.

**Scope of Services**

The following tasks will need to be undertaken by the entrepreneur:

1. Provision of food & beverages (including coffee) at a reasonable rate
2. Hiring and training of F&B staff (locals only, preferably young people).
3. Create a vibrant, open and safe environment where young people feel welcomed, and feel free to create and engage and use this space.
4. Develop a culture within the hub which encourages open dialogue, seeking assistance, and health promoting behaviors (such as no smoking within the premises).

**Interested candidates should submit the following:**

1. An updated CV of the entrepreneur(s) and documents related to Business registration
2. Portfolio, showcasing previous work – if applicable
3. A proposal which should include the following:

* Plan by the applicant to make the café a safe and vibrant space for young people
* Menu that will be served at the café (beverages and snacks), including final pricing in MVR
* Training plan (for how your employees are trained)
* Marketing plan to reach out to youth who might need the services provided at the hub
* Timeline to open the café’

**Evaluation Criteria**

* Proposed menu and prices – 50 points
* Creativity in using the space – 35 points
  + Plan by the applicant to make space youth friendly, vibrant, etc. – 25 points
  + Marketing plan – 10 points
* Timeline- 5 points
* Training plan – 10 points