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ANNEX 1 TERMS OF REFERENCE INDIVIDUAL CONSULTANT (IC)

A. POST DETAILS

Post Title:	National Junior Business Trainer and Incubator– Full Time
Agency/ Project Name:	Innovation Ecosystem for Youth Entrepreneurship (Knua Juventude Fila-Liman)
Period of Assignment/ Services:	90 working days
Country of Assignment:	Dili, Timor-Leste
Starting Date	September 2018

B. PROJECT DESCRIPTION:

The “*Building an Innovation Ecosystem for Youth Entrepreneurship in Timor-Leste*” initiative combines a solution-oriented initiative with innovation and service delivery to transform Timorese young people particularly those who are **unemployed and are economically inactive** in to ‘change makers’ or social entrepreneurs creating jobs/livelihoods towards achieving economic transformation.

The project involves strategic partnerships with private sectors, government authorities, local leaders and community, civil societies and relevant institutions. It will operate in the One Stop Shop in the capital city of Dili.

The National Business Incubation Trainer will support the achievement of the following project outcomes and outputs:

- CPD Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded
- Output 1.1: National/municipal systems and institutions enabled to provide a wide range of methods and tools to stimulate creativity, guide discussions, moderate collaboration, as well as develop, prototype, and experiment solutions for the ‘unmet human needs’ in the community benefiting ‘people and planet’.
- Output 1.2: Improved skills and knowledge on innovation and entrepreneurship among Timorese young people to become “Change Makers” in the community
- Output 1.3: Young people with knowledge and expertise creates ventures that spawn new products and services in local industry such as fishing, agriculture, tourism, waste recycling, and thereby create jobs and livelihoods in the community.



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C. OBJECTIVE OF THE ASSIGNMENT/SCOPE OF SERVICE

Overall, the National Junior Business Trainer and Incubator will support Business Incubation Specialist to create and implement a strategy to establish and successfully grow the business incubation programme of KJFL – Dili and two youth centres in municipalities, aimed at supporting the growth of entrepreneurs (individual and organizations) in agriculture, tourism, and environmental sectors.

In close coordination with KJFL Manager and UNDP Programme Manager, the consultant will support regular activities to consolidate and develop a comprehensive programme of business incubation to be offered to KJFL's supported youth/entrepreneurs in Dili and municipalities. These services should include, but not limited to technical and professional entrepreneurial development programmes, including needs assessment of each entrepreneurs, business mentoring and coaching, personal development, networking and connecting, business advisory, access to markets/trade, customized technical assistance, access to facilities, investments readiness, and marketing.

Specific responsibility will include:

- Provide pre-incubation services including train and facilitate social business camp to introduce the concept of social business and innovation and identify potential entrepreneurs aimed at building a credible pipeline of social businesses for KJFLs incubation services;
- Directly work with incubatees to support their performance and growth to the point where they need to hire employees to continue operating and growing. This includes business idea analysis, business model/strategy/plan development, marketing, basic legal advice (business registration, tax payment, employment/labour law), accounting and financial management, information on financial opportunities i.e. loans, grant, etc.
- Identify mentors and build network of mentors and experts.
- Organize and facilitate exchange or knowledge and ideas, networking, presentation and matchmaking events, workshops and seminars, and promotional events.
- Organize Social Business Challenge/competition for both 'star-ups and 'scale-up' business in Dili and municipalities.
- In consultation with experts, design selection and graduation of entrepreneurs applying for business incubation programme;



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D. EXPECTED OUTPUTS AND DELIVERABLES

NO.	Deliverables/Outputs	Estimated Duration	Target Due Dates	Review & Approvals Required
1	Incubation programme application and screening/assessment: <ul style="list-style-type: none"> - Incubation programme application form and eligibility criteria (finalized/completed) - At least 10 or more applications received and assessed for incubation - All data and documents related to business incubation properly recorded/filed (Application, business idea/plan/strategy, etc) 	18 Days	October 2018	
2	Incubation services provided <ul style="list-style-type: none"> - 10 or all existing pipelines business ideas assessed - Business plan developed - Social business showcase/pitching session organized 	18 days	November 2018	Project Manager and CO Programme Manager
3	<ul style="list-style-type: none"> • Business networking/matching event organized to build a network of mentors and experts (report submitted, business to business partnership established, mentor/meets relationship established), etc. • Social business/innovation challenges conducted to identify potential new entrepreneurs. 	18 days	December 2018	
4	Information and knowledge sharing: <ul style="list-style-type: none"> - Information sharing on basic legal and regulatory framework related to business registration - Workshop/seminar on topics related to KJFL's thematic areas tourism, agriculture, and environment. 	18 days	January 2019	
5	The following pre-incubation activities: <ul style="list-style-type: none"> - Social Business and/or innovation camp conducted in Dili and municipalities (Activity report submitted, and data posted on Social Media). 	18 Days	By February 2019	



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	- Potential entrepreneurs identified and a list of credible pipelines of social businesses for KJFL's incubation services recorded.			
Total number of days		90 days		

E. INSTITUTIONAL ARRANGEMENTS

The selected consultant will work under Project Manager for the Knua Juventude Fila-Liman and UNDP Programme Manager for Sustainable Development. The consultant should use his/her own computer/laptop for the assignment, the office will provide access to internet to facilitate communication. Other logistical costs (local transport, communication, logging, etc. must be included as part of the financial proposal of the consultant).

F. DURATION OF ASSIGNMENT

The assignment will be for a period of **90 effective working days** between September 2018 to February 2019 in Timor-Leste.

The consultant must be available for regular meetings with the programme unit and other meeting with the Project and Programmes Manager as well as line partners for consultation and discussion purposes. Arrangement for such visits will be coordinated by the consultant with the project team based on project work plan/schedule.

G. DUTY STATION

Dili, Timor-Leste with travel to other municipalities.

H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

Education:

- University degree or high school diploma with experienced in providing business training and incubation to youth.

Professional Experience:

- At least 1 year of working experiences in youth empowerment related to entrepreneurship development particularly in providing training and various incubation services.
- Knowledge on business registration procedures and requirements, Timor-Leste labour law, and other related rules/regulation.
- Previous experience with United Nations/INGO youth innovation and entrepreneurship programme would be an advantage.



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Language Requirements:

- Fluently in spoken and written English and Tetun;

Other Competencies:

- Excellent interpersonal and networking skills, including the ability to liaise effectively at project management levels;
- Ability to communicate and function effectively in an international, multicultural environment;
- Ability to work effectively in a team.

I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Lump Sum Amount

The financial proposal must be expressed in the form of a lump sum all-inclusive cost linked to deliverables specified in TOR Section C, supported by a breakdown of costs as per the template provided.

If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Schedule of payments

1. **October** : 20% of payment upon completion of deliverables #1
2. **November** : 20% of payment upon completion of deliverables #2
3. **December** : 20% of payment upon completion of deliverables #3
4. **January** : 20% of payment upon completion of deliverables #4
5. **February** : 20% of payment upon completion of deliverables #5

J. RECOMMENDED PRESENTATION OF OFFER

Individual consultants interested in the assignment must submit the following documents to demonstrate their qualification:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.



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K. CRITERIA FOR SELECTION OF THE BEST OFFER

The candidates will be evaluated based on the following methodology:

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%. Only candidates obtaining a minimum of 56 points of the technical criteria will be considered for the financial evaluation.

Technical Criteria	Maximum obtainable points	Weight Percentage
Education:		
University degree or high school diploma with work experience in providing business training and incubation to youth.	15	15%
Years of Experience and Knowledge of Sector:		
At least 1 year of working experiences in youth empowerment related to entrepreneurship development particularly in providing training and various incubation services.	15	15%
Knowledge on business registration procedures and requirements, Timor-Leste labour law, and other related rules/regulation.	10	20%
Previous experience with United Nations/INGO youth innovation and entrepreneurship programme would be an advantage.	10	10%
Experienced in working with various stakeholder and mentors in the field.	10%	10%
Fluency in English and Tetun required.	10%	10%
Total technical score	70	70%
Financial: 30%	30	30%
Final Score	100	100%

L. APPROVAL

This TOR is approved by:

Signature

Name and Designation

Felisberta M. da Silva

Date of Signing

24-09-2018