



## **Terms of Reference**

### **TERMS OF REFERENCE FOR NATIONAL CONSULTING FIRM TO PROVIDE BUSINESS MENTORSHIP SERVICES TO BENEFICIARIES WORKING IN WASTE MANAGEMENT AND RECYCLING**

#### **UNDP ZAMBIA**

#### **A. Profile**

<b>Duty Station:</b>	Lusaka and Ndola
<b>Position Title:</b>	Business Mentorship Services for beneficiaries working in waste management and recycling
<b>Duration:</b>	6- 8 weeks
<b>Estimated start date:</b>	August 2021
<b>Funding:</b>	PIP , Romanian Government

#### **B. Background**

The overall goal of this project is to improve waste management and recycling practices in urban and peri-urban settings in Lusaka and Ndola while creating opportunities and employment for women and youth led enterprises. Poor waste management is identified as a major cause of environmental degradation in Zambia, and while national figures do not exist, in Lusaka in 2017, Lusaka City Council estimated that the City of Lusaka generated approximately one million tons of waste annually but that only about 30-40% of that was collected and taken to the dumpsite.

A 2017 study on six of the largest urban centres in Zambia also concluded that only a small proportion of solid waste is disposed at dumpsites, with the remainder being buried or burned both having negative impacts on the environment. Currently, Zambia does not have the capacity to effectively handle this waste, there are no engineered landfills, instead there are informal dumpsites that are frequented by waste pickers, further, recycling is carried out at very low and informal levels.

The complex structure of solid waste management at the policy and governance level, together with the lack of reliable data worsens the situation. Citizens and businesses are not generally aware of the negative impacts improper waste management causes to human health, in addition to soil, air and water pollution; which calls for investment in education and information sharing on waste management and recycling. This initiative is aimed at improving livelihoods for young people, especially young women, through sound waste management and recycling practices in low income communities. It is led by the vision that productive sectors expand income-earning opportunities that are decent and sustainable, especially for youth and women in the poorest areas.

This project will support impactful entrepreneurship and business acceleration opportunities of young people through a socialized model of waste management, targeting urban and peri-urban areas. This will

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include provision of skills development, technical support, assistance and advisory support to access financial education and resources and mentorship to youth-led start-up companies, with a focus on innovative business models that empower people and deliver sustainable solutions.

### **C. Scope of work**

The Scope of Work described below is intended to the Proposer with a general understanding of the expectations for the consultancy. Proposers are encouraged to suggest alternative approaches to this scope based on their professional experience.

More specifically, the consultancy assignment should consist of, but not necessarily be limited to the following main tasks:

- Provide 8 Entrepreneurs selected through an innovation challenge with capacity building in: Business planning, Distribution channel management, Value Chain management, Resources management, profit management, marketing management, marketing strategy, product branding, product development, market access and online presence.
- Conduct five one-hour Mentorship and business guidance sessions for the 8 Entrepreneurs for their businesses to grow. This can be done in group sessions with up to 4 beneficiaries at the same time or individually. Due to Covid 19 restrictions these sessions can be done online, on Zoom or another meeting platform, but the consultant needs to make reasonable efforts to ensure all participants are able to join these sessions by technical support, providing airtime etc.
- Accelerate Entrepreneurs path towards success including targeted advice on revenue growth, employee growth, sourcing outside financing and avoiding pitfalls.
- Capacity build Beneficiaries in business operations (accounting, market research, marketing, legal compliance).
- Provide both remote and live business mentorship to entrepreneurs
- Collect data on specific indicators for entrepreneurs for Monitoring and Evaluation purposes
- Connect beneficiaries to existing opportunities in waste management and recycling (investors, programmes, accelerators, market opportunities, etc.) and partners
- Provide monthly detailed report of mentorship activities

Notice: It is the responsibility of the contracted consulting firm to cater for all logistics the consulting firm will need during the execution of this assignment, but due to Covid19 we understand that many activities and trainings will be done online

### **D. Deliverables and Payment Schedule**

Payments will be made upon certification of the successful completion of deliverables shown below.

#### **Deliverables**

The Consultancy Firm will be responsible for the following:

- Inception report including a clear methodology to be used in business mentorship to Waste Management and Youth Beneficiaries, the understanding of the consultant's TORs, work plan, staff to be hired, costs to be mobilized, timeline, logistics, organization as well as detailed explanation of the evaluation plan for their achievements. To be delivered latest 1 week before the start of the assignment.

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• Mid Line detailed Implementation Report including the list, contact and detailed information of supported beneficiaries, the scope of services provided, challenges faced in implementation and proposed interventions. The midline report will be submitted to UNDP for their comments and approval.

To be delivered latest 3-4 weeks from the launch of the program.

• Final Report: The final report will aggregate the information provided in the monthly reports including a detailed report of the activities implemented during the agreed project timeline. In addition, the report will include the detailed achievements, challenges, lessons learned as well as recommendations.

The Consultancy Firm is required to produce all the deliverables during the contract period.

### Payments

Payments will be made in accordance with the schedule of payment below.

Deliverables/ Outputs	Percentage	Target Due Dates	Review and Approvals Required
Submission and acceptance of the inception report	20%	1 week after signature	Approval by UNDP
Submission of midline report detailing innovator attendance and content covered.	40%	3-4 weeks from the launch of the program	Approval by UNDP
Final report	40%	Within one week of the end of the four months	Approval by UNDP

## E. Evaluation Criteria

The evaluation will be made by desk review. The desk review will be performed against a set of criteria indicated in the table below as “Technical Evaluation”.

Criteria	Criteria Description	Score
<i>Minimum criteria to be eligible for the consultancy</i>		<b>70</b>
<b>Company profile and relevant Experience</b>	<b>Company Experience:</b> <ul style="list-style-type: none"> <li>Proven tracking record in developing business incubation programs and providing business mentorship programs</li> <li>Experience in working with Government entities, CSOs and other development stakeholders in Zambia</li> <li>Have a strong knowledge of Business Incubation centres ecosystem in Zambia</li> <li>Have knowledge of Zambian business environment</li> </ul>	<b>25</b>

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Criteria	Criteria Description	Score
	<ul style="list-style-type: none"> <li>Experience in supporting young entrepreneurs through Financing Entrepreneurs, Mentoring Entrepreneurs, Marketing and Branding, Intellectual Property Protection and Commercialization, Business Expertise, Policy and Regulatory Analysis.</li> <li>Proven local youth owned businesses understanding</li> </ul>	
<b>Relevance of Education/ Degree and Years of Relevant Experience</b>	<b>Key Personnel:</b> <ul style="list-style-type: none"> <li><b>1. Team Leader</b></li> <li>Minimum MA / MSc. in Finance, MBA, Marketing, Economics, Business or related studies</li> <li>Minimum of 5 years' experience working in business incubation/ Business mentorship</li> <li>Proven record in implementing and coordinating complex projects with public, private and international organizations.</li> <li>Experience in working with Government entities, CSOs and other development stakeholders, with experience in Africa and Zambia an advantage.</li> <li>Having completed at least two similar related assignment</li> <li>Fluency in English.</li> <li>Computer literacy, and experience with editing and presenting reports, especially for communicating development results.</li> </ul>	10
	<b>2. Mentors</b> <ul style="list-style-type: none"> <li>Minimum BA/ BSc. in Economics, Accounting, Environment and Natural Resource Management, Energy, Finance, Business Administration, Management and related studies</li> <li>Minimum of 2 years in business mentorship or working with business incubators/accelerator programmes with a strong knowledge of business development principles,</li> <li>Understanding the challenges faced by Zambian young start-ups. Knowledge of Waste Management is an added advantage.</li> <li>Proven analytical and data skills.</li> <li>Experience in supporting youth owned businesses in managing finances, funds mobilization through business mentorship both physically and virtually.</li> <li>Experience in working with Government entities, CSOs and other development stakeholders</li> <li>Fluency in English Computer literacy, and experience with editing and presenting reports, especially for communicating development results.</li> </ul>	5

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Criteria	Criteria Description	Score
<b>Technical Proposal (quality of methodology)</b>	<ul style="list-style-type: none"> <li>• Interpretation of the Terms of References</li> <li>• The quality of the proposed methodology including business development and acceleration topics and a monitoring and evaluation framework</li> <li>• The quality of interactive activities proposed</li> <li>• The creative addition to the methodology to make it more feasible to implement</li> </ul>	30
<b><i>Additional Technical Qualifications</i></b>		<b>30</b>
<b>ICT and other skills</b>	<ul style="list-style-type: none"> <li>• Experience delivering training in virtual mode using a wide range of tools and methods to ensure participation of trainees.</li> </ul>	20
<b>Country Context</b>	<ul style="list-style-type: none"> <li>• Prior experience in Zambia in waste management or another country in the region will be an added advantage</li> </ul>	10
<b>Score Total</b>		<b>100</b>

Applicants who scored at least 70% in the technical evaluation will be eligible for the assessment of their financial evaluation. Samples of reports written by the considered firms will be requested. Please note that financial evaluation will account for 30% of the weighed score as indicated in the table below.

Evaluation Method	Score	Comments
<b>Technical</b>	70%	70% as part of the overall grading of 100%
<b>Financial</b>	30%	The lowest offer will be awarded 30% while the other offers will be weighed against the lowest offer
<b>Overall</b>	100%	Only firms qualifying for the minimum criteria will be eligible for the additional technical qualifications. Then a firm scoring of at least 70% will have their financial offer assessed and cumulated to the technical evaluation score. The firm having the highest combined score will be awarded the consultancy.

## **F. Documentation required**

The firm should submit the following documentation.

1. Technical proposal that includes the following documents;
  - I. Submission letter using the template provided by UNDP
  - II. Company profile indicating all past experience from similar projects as well at least three (3) professional references.

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- III. The consulting firm should have legal entity (registration from respective government authority, VAT, TAX license etc.) for working in Zambia
- IV. Methodology that describes the way both capacity building and will be undertaken in terms of staff, costs, logistics, time etc.
- V. Implementation timeline
- VI. CVs of Consultants that will be undertaking the assignment

2. Financial Proposal that indicates the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided

**G. Approval Authority**

Approval

This TOR is approved by:

Signature: Lyapa Manza Date: 29-Jul-2021

Name: Lyapa Manza

Designation: Programme Coordinator