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**Terms of Reference**

**Recruitment of a firm for Business Development and Acceleration Services**

1. **Profile**

|  |  |
| --- | --- |
| Duty Station: | Lusaka (Zambia) with travels possible travel to Solwezi, Mongu and Kitwe |
| Position Title: | Business Development and Acceleration Service Consultancy |
| Duration: | 4-6 Weeks (between July and September 2021) |
| Estimated start date: | Immediate |
| Funding: | PIP |

1. **Background**

The United Nations Development Programme (UNDP) is implementing 91 Accelerator Lab (AccLab) initiatives in 115 countries and territories to test and scale new solutions to global challenges like climate change and soaring inequality. The Accelerator Lab aims to create the fastest learning network on development solutions by identifying and scaling up local solutions that will accelerate progress towards the Sustainable Development Goals (SDGs) and the Agenda 2030. Leveraging on a wide section of partnerships drawn from private sector, Civil Society Organisations (CSOs), Faith Based Organisations (FBOs), government ministries, community level structures, Research, academia and the public at large, the AccLab will explore the capacities, knowledge and resources available to accelerate the rate of achieving the SDGs in Zambia. This is not only expected to be achieved through local home-grown initiatives that reflect the specific context of communities in the country but also build on locally motivated solutions with high potential deliver the anticipated impact.

Following the inaugural National Innovation Initiative(NII) in 2020 in collaboration with National Technological Business Centre(NTBC) and the Zambia Information Technology Agency (ZICTA), under which 50 innovations participated in the National Innovation Fair, from which 20 innovations were selected based on their novelty, commercial viability and social impact. This year, UNDP launches the Climate Change and Energy Experimentation Programme leveraging on its existing projects in the areas of climate change and energy to support the 2020 NII finalist ideas and prototypes by testing their products and improving their product design and models. It is expected to help develop the commercial viability of the innovations. The experimentation will be implemented in partnership with the academia, research organizations and private business development institutions.

This consultancy will support impactful entrepreneurship and business acceleration opportunities for Innovators and Start-ups implementing different ideas or developing prototypes into Minimum Viable Products (MVPs). The key activities will include assessing the viability of the proposed ideas or prototype, provision of business skills development, technical support, mentorship, and advisory support on how to access financial and other resources with a focus on innovative business models that empower people and deliver sustainable solutions.

1. **Scope of work**

The Scope of Work described below is intended to give the Proposer general understanding of the expectations for the consultancy. Proposers are encouraged to suggest alternative approaches to this scope based on their professional experience. The consultancy assignment should consist of, but not necessarily be limited to the following main tasks:

1. Access the business viability of each Innovation
2. Design and implement an Acceleration programme targeted on revenue growth, employee growth, sourcing outside financing and avoiding pitfalls
3. Conduct remote and live business mentorship one-hour mentorship sessions for the 12 Innovators to help grow their businesses. 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 providing technical support, and airtime.
4. . Provide 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.
5. Build capacity of Innovators in business operations (accounting, market research, marketing, legal compliance).
6. Collect data on specific indicators for Beneficiaries for Monitoring and Evaluation purposes.

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.

1. **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 development and mentorship to the Innovators, 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. The report will be delivered latest 1 week before the start of the assignment.

• Detailed Implementation Reports including the list, contact and detailed information of supported Innovators, the scope of services provided, challenges faced during implementation, proposed interventions and links to the Zoom or other online recordings. The reports will be submitted to UNDP for their comments and approval. The reports will be delivered latest 1 week after the execution of an activity.

• 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.

|  |  |  |
| --- | --- | --- |
| ***D*eliverables** | **Expected Due Date[[1]](#footnote-1)** | **Percentage of payment** |
| Submission and acceptance of the inception report detailing the methodology and a work plan. | 31 July 21 | 40% |
| Submission and acceptance of the activity implementation reports | 31 July 21 | 30% |
| Submission and acceptance of the final report | 30 September 21 | 30% |

1. **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** |
| --- | --- | --- |
| ***Minimum criteria to be eligible for the consultancy*** | | ***70*** |
| **Company profile and relevant Experience** | **Company Experience**:   * Proven tracking record in developing business incubation programs and providing business mentorship programs * Experience in working with Government entities, CSOs and other development stakeholders in Zambia * Have a strong knowledge of Business Incubation ecosystem in Zambia * Have knowledge of Zambian business environment * Experience in supporting young entrepreneurs through Financing Entrepreneurs, Mentoring Entrepreneurs, Marketing and Branding, Intellectual Property Protection and Commercialization, Business Expertise, Policy and Regulatory Analysis; * Proven local youth owned businesses understanding | 20 |
| **Relevance of Education/ Degree and Years of Relevant Experience** | **Key Personnel:**  **1. Business Trainer**   * Minimum MA / MSc. In Finance (MBA), Accounting, Marketing, Economics, Business or related studies. * Minimum of 5 years’ experience working in business incubation/ Business mentorship. * Proven record in implementing and coordinating complex projects with public, private and international organizations. * Experience in working with Government entities, CSOs and other development stakeholders, with experience in Africa and Zambia an advantage. * Having completed at least two similar related assignment * Fluency in English. * Computer literacy, and experience with editing and presenting reports, especially for communicating development results.   **2. Mentors**   * Minimum a bachelor’s in Economics, Accounting, Environment and Natural Resource Management, Energy, Finance, Business Administration, Management and related studies * Minimum of 2 years in business mentorship or working with business incubators/accelerator programmes with a strong knowledge of business development principles, * Understanding the challenges faced by Zambian young start-ups. Knowledge of Climate change and Energy is an added advantage. * Proven analytical and data skills. * Experience in supporting youth owned businesses in managing finances, funds mobilization through business mentorship both physically and virtually. * Experience in working with Government entities, CSOs and other development stakeholders * Fluency in English * Computer literacy, and experience with editing and presenting reports, especially for communicating development results. | 15 |
| **Technical Proposal (quality of methodology)** | * Interpretation of the Terms of References * The quality of the proposed methodology including business development and acceleration topics and a monitoring and evaluation framework * The quality of interactive activities proposed * The creative addition to the methodology to make it more feasible to implement | 30 |
| **Language** | * Strong oral and written communication skills, including full command of written and spoken English is required. | 5 |
| ***Additional Technical Qualifications*** | | ***30*** |
| **ICT and other skills** | * Experience to work with multidisciplinary teams, and deliver quality reports within the given time; * Excellent business development, negotiation, analytical, research, presentation and communication skills; * Excellent PC user skills: word processing, spreadsheets, databases and web-based research. | 20 |
| **Country Context** | * Prior experience in Zambia or another country in the region will be an asset. | 10 |
| **Score Total** | | **100** |

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** |
| --- | --- | --- |
| **Technical** | 70% | 70% as part of the overall grading of 100% |
| **Financial** | 30% | The lowest offer will be awarded 30% while the other offers will be weighed against the lowest offer |
| **Overall** | 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. |

1. **Documentation required**

The firm should submit the following documentation.

* 1. Offeror’s Letter to UNDP confirming interest and availability
  2. The profile of the firm
  3. CVs of Consultants that will be undertaking the assignment
  4. Technical proposal on how the assignment will be delivered including the methodology to be used.
  5. Financial Proposal

1. After the signature of the contract. The due dates might change depending on the dates of the signature of the contract. [↑](#footnote-ref-1)