

# Terms of Reference – Consultancy Contract

## 1. ASSIGNMENT SUMMARY

<b>Title of assignment</b>	Technical Assistance for Implementation Support of Prospero’s Climate Finance/Carbon Offset Market Development Strategy
<b>Location of assignment</b>	Zambia
<b>Initiative</b>	Carbon Market Development Initiative
<b>Reports to</b>	Deputy CEO
<b>Anticipated start date</b>	August 2022
<b>Duration of contract</b>	February 2023

## 2. ABOUT PROSPERO

Prospero is an independent not-for-profit organisation implementing the second phase of the UKaid-funded Private Enterprise Programme Zambia (PEPZ II). The programme is designed to incentivise investment in innovation that will change the way that market systems work and create new growth opportunities for MSMEs. PEPZ II is focused on the following high-growth potential sectors:

- **Food & Agriculture:** To increase the competitiveness and value of Zambian food products in end consumer markets.
- **Manufacturing & Mining Services:** To increase the sustainable and inclusive economic impact of mining in Zambia.
- **Tourism & Biotrade:** To Increase value creation and inclusive economic benefit from Zambia’s non-extractive natural assets.
- **Investment Services:** To increase MSME access to appropriate financial services by strengthening the Zambian finance and investment ecosystem
- **Business Services:** To increase MSME access to appropriate non-financial business services to stimulate innovation, market access and growth.

We partner with private sector businesses, government agencies and business organisations to support the design and implementation of initiatives that promote innovation (new products, services or business models), investment and job creation. We work at the intersection of market systems development and the impact investment ecosystem, recognizing that enterprise growth at scale requires access to substantial and sustainable sources of commercial finance.

## 3. CONTEXT OF THE ASSIGNMENT

**The specific context for this assignment is:**

Prospero has developed a Climate Finance/Carbon Offset Market Development strategy designed to support SMEs’ ability to capitalise on climate finance opportunities, expand private-sector driven climate change mitigation and – more broadly – increase climate change resilience for large numbers

of MSMEs and vulnerable target groups. Through this Terms of Reference, Prospero is looking to procure specialist technical assistance to support implementation of this strategy.

#### **4. OBJECTIVE(S) OF THE ASSIGNMENT**

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The primary objective of the assignment is:

- Increased public awareness in Zambia of what carbon markets are, how they work, and a greater understanding of the types of potential projects that could be relevant for the Zambian market
- Increased number of jointly-identified Zambian SMEs/organisations with increased capacity for carbon project development and implementation through delivery of a short-term, pre-incubator-type programme and associated technical assistance facility
- Significantly increased carbon project implementation capacity/impact for 1 or 2 co-identified SMEs' through a customised technical assistance facility
- Enhanced Prospero technical capacity on climate finance and carbon markets, and improved integration of climate finance opportunities across Prospero sectors and approaches
- Increased Prospero understanding and network of climate finance and carbon project financiers/investors/funders

#### **5. SCOPE OF WORK**

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In line with the above objective, the expert will be required to carry out the following:

- Develop and deliver 2 public presentations (in-person and virtual) designed to enhance the Zambian public's awareness of carbon markets and how they work to improve general understanding and interest in carbon market opportunities in Zambia
- Develop and deliver a carbon offset project pre-incubator programme to a jointly-identified group of approximately 10 SMEs/organisations in early stages of carbon project development and/implementation. This incubator should be inclusive of general information on carbon project development, best practices, etc., and be delivered in a workshop-style format over the course of 2-3 sessions. Selected attendees should then have subsequent access to several hours of customised TA, on a demand basis, to refine their concepts, projects, or implementation plans as required
- Jointly identify 1-2 SMEs/organisations appropriate to receive more intensive carbon project development/implementation support and provide a customised TA package to them to increase the scale/speed/impact of their project
- Provide on-job training for Prospero's carbon expert and general capacity building for Prospero's wider team, as well as supporting Prospero sector leads to integrate climate finance opportunities within their sectors
- Support Prospero with potential TA to regulators around best practices, policy development, SME engagement, etc. for inclusive and business-friendly development of carbon market regulations
- Support in drafting/refining subsequent phases of Prospero's climate finance/carbon offset strategy

- Note: we anticipate this consultancy assignment to run from August-Feb 2023 and be on a part-time basis with significant in-country presence

## 6. PROFILE OF THE SERVICE PROVIDER

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### 6.1 REQUIRED/DESIRABLE EXPERIENCE

- Demonstrated experience in provision of carbon project advisory services for a range of clients, including governments and private sector
- Demonstrated experience in designing, developing and assessing carbon offset projects
- Experience with organisational capacity building around climate finance
- Experience with carbon policy & regulatory frameworks, including jurisdictional approaches and industry trends
- Wide experience with implementing climate finance and carbon projects, including REDD+
- Experience with climate finance strategy development

### 6.2 REQUIRED/DESIRABLE QUALIFICATIONS

- Requisite education or experience in lieu
- Familiarity with the carbon offset market in Zambia and/or region
- Extensive knowledge, networks, and relationships in the climate finance sector
- General awareness of Zambian government carbon policies and regulatory frameworks, including the Forest Carbon Stock SI

## 7. PROPOSAL SUBMISSION GUIDELINES

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Please submit the following to [procurement@prospero.co.zm](mailto:procurement@prospero.co.zm) by 9 August 2022 at 12:00 noon (CAT) with “Carbon Technical Assistance” in the email subject line:

- a proposal of no longer than 5 pages outlining your approach to successful delivery of this assignment
  - we are open to suggestions (and aligned budget submissions) on how to enhance or strengthen this TOR in line with our general scope of work and desired goals
- CVs of proposed team
- a budget inclusive of daily fees, any reimbursable expenses and any relevant taxes.
- proposals will be reviewed and negotiated based on the strategic value for Prospero, strategic value-add of the proposed consultants, strength of value-for-money factors and technical approaches.

## 8. APPLICABLE TAXES

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Prospero is in full compliance with the tax laws of the Republic of Zambia and will make any necessary deductions for withholding taxes (WHT) or any other applicable taxes when making any payment to an independent consultant or contractor. Guidance on applicable deductions and rates can be obtained on the Zambia Revenue Authority (ZRA) website - [www.zra.org.zm/](http://www.zra.org.zm/)