

Terms of Reference – Consultancy Contract

1. ASSIGNMENT SUMMARY

Title of assignment	Climate Finance and Carbon Offset Expert
Location of assignment	Zambia
Initiative	Carbon Market Development Initiative
Reports to	Deputy CEO
Anticipated start date	August 2022
Duration of contract	6 months with potential to expand into an employment contract

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

Prospero is in the process of developing a new Climate Finance Business Unit/Sector under the PEPZ2 project. As such, we have developed a Climate Finance/Carbon Offset Market Development strategy designed to integrate with our core sectors, 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 for a local consultant to lead initial implementation of this strategy and build important technical and business foundations for this new focus area. Additionally, this consultant will work closely with a specialist climate finance and carbon project advisory firm (which is currently under a tender process).

This is an excellent career opportunity for an experienced climate finance expert to be involved in establishing a new unit within Prospero as well as work closely with a high-capacity firm to expand organisational strategy and capacity to deliver on our climate finance objectives.

Zambian nationals highly encouraged to apply.

4. OBJECTIVE(S) OF THE ASSIGNMENT

The primary objective of the assignment is:

- Develop technical capacity and strategic foundations of a new climate finance sector and business unit at Prospero
- Meaningfully contribute to the delivery of several ongoing climate finance activities and projects
- Ensure that external consultants' expertise and capacity in climate finance is captured, absorbed and transferred across the wider Prospero team
- Enhance our core sector work through increased integration of climate finance opportunities and strategies

5. SCOPE OF WORK

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

- Lead implementation of Prospero's climate finance strategy
- Develop and draft subsequent phases of Prospero's climate finance/carbon offset strategy
- Develop Prospero's network and capacity for technical and financial value addition to wider climate finance/carbon project stakeholders in Zambia and beyond
- General capacity building for Prospero's wider team on climate finance and carbon projects, as well as supporting Prospero sector leads to integrate climate finance opportunities within their sectors and wider strategies

- Generate climate finance business opportunities for Prospero, and work on deal/proposal development
- Increased Prospero understanding and network of climate finance and carbon project financiers/investors/funders
- Contribute to M&E efforts around capturing and measuring climate-related indicators
- Additional, related activities as required

In conjunction with the to-be-selected advisory firm, the consultant will be required to carry out the following:

- Support the development and delivery of two (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
- Support development and delivery of 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
- Support the identification of 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
- 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

6. PROFILE OF THE SERVICE PROVIDER

6.1 REQUIRED/DESIRABLE EXPERIENCE

- Demonstrated experience in provision of climate finance/carbon project consultancy services for a range of clients
- Demonstrated experience in designing, developing and assessing carbon offset projects
- Experience with organisational capacity building around climate finance
- Knowledge of 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 and/or implementation
- Experience with development of new business lines desirable

6.2 REQUIRED/DESIRABLE QUALIFICATIONS

- Requisite education or experience in lieu

- Significant familiarity with the climate finance and carbon offset market in Zambia
- Extensive knowledge, networks, and relationships in the climate finance sector
- Familiarity with Zambian government carbon policies and regulatory frameworks, including the Forest Carbon Stock SI and ongoing developments
- Demonstrated leadership qualities preferred
- Dynamic, entrepreneurial and creative disposition preferred
- A strong blend of technical, business and management skills preferred

7. PROPOSAL SUBMISSION GUIDELINES

Please submit the following items to procurement@prospero.co.zm to by 9 August 2022 at 12:00 noon (CAT) with “**Climate Finance/Carbon Consultant**” in the email subject line:

- a letter of interest outlining your interest and the value that you will bring to the role
- an up-to-date CV
- your proposed daily/monthly rate, excluding WHT

8. APPLICABLE TAXES

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/