

# Terms of References- Service Contract

## 1. ASSIGNMENT SUMMARY

<b>Title of assignment</b>	Business Development Consultant
<b>Location of assignment</b>	Lusaka (With Travel around Zambia)
<b>Department</b>	Investment Services
<b>Initiative</b>	Alternative to Charcoal Growth TA Programme
<b>Reports to</b>	Growth TA Programme Manager
<b>Anticipated start date</b>	April 1st 2023
<b>Duration of contract</b>	23 days spread over 10 months

## 2. ABOUT PROSPERO

Prospero Limited supports private sector development and facilitates impact investment, transitioning growth-stage businesses across Zambia into viable recipients for impact capital. We focus on companies that will have an impact on the development of Zambia.

### OUR KEY SERVICES INCLUDE:

- Strengthening innovative, inclusive and environmentally sustainable business models (e.g., designing and developing climate-smart solutions with agribusinesses and renewable energy solutions for rural entrepreneurship hubs in remote locations)
- Enterprise-led market development in key sectors of the Zambian economy (e.g., facilitating development and coordination of market-led value chains)
- Identifying and building capacity of high-growth potential businesses
- Developing innovative and impactful financing mechanisms
- Investment facilitation services (e.g., SME investment readiness preparation and investor linkages).

We rely on a combination of the resources, experience, and expertise of external service providers to support our interventions and some services are procured with service providers being contracted according to specific delivery needs. Prospero is therefore seeking independent consultant to provide consultancy services in Business Development for the cohort companies under the Alternative to Charcoal Programme.

### 3. CONTEET OF THE ASSIGNMENT

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

The consultant will be responsible for supporting the delivery and implementation of A2C Programme through identifying market opportunities, providing strategic advice on financial modeling, investment transactions & facilitation, developing plans and forecasting growth projections.

The Business Development consultant will work closely with the Growth TA Manager and Associate, M&E Associate and Financial Management consultant among others to ensure the smooth running of all Business Development activities within the A2C TA growth programme teams and respond effectively to any issues, changes in context and/or or events that require changes.

### 4. OBJECTIVE OF THE ASSIGNMENT

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**The primary objective of the assignment is to:**

- To provide business development support to the A2C ten cohort companies with various needs.

### 5. SCOPE OF WORK

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Under the supervision of the Growth TA Manager, the following are some of the key specific activities that will be carried out by the Business Development Consultant:

#### **A2C Growth TA Programme Strategy and Delivery**

- To provide training and coaching to A2C cohort companies in the following areas:
  - Business Planning
  - Marketing: Sales modeling and strategy
  - Investment facilitation and transactions
- To reviewing the cohort companies' HR policies and advising on improvements.
- To ensuring adhering gender equity and incorporation of best practices
- To identify and work closely with other consultants, as necessary, to support the implementation of interventions.
- Undertake market research for low and high-capacity companies.
- Provide support to companies with developing budgets, workplans and implementation.

- Identify gaps in companies' capacity that would benefit from extra support and develop appropriate solutions. i.e., the development of sales and marketing strategies.
- Work with M&E, TA Growth Manager and Associate to ensure all regular reporting for the initiative by any intervention partners is completed and submitted accurately and on time.

## 6. DELIVERABLES

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The deliverables from this assignment and the due dates for submission are:

Deliverables	Due date
Progress Reports	Quarterly

## 7. PROFILE OF THE SERVICE PROVIDER

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Required/desirable experience

### Education

The ideal candidate will have a bachelor's degree in project management, business administration or related field or equivalent professional qualification.

### Experience

The ideal candidate will have 4-5 years' experience in training, coaching and mentoring SMEs in business development, sales, market research and business planning preferably in the renewable energy sector.

### Job Competencies

- Strong ability with Microsoft Office software (especially Word, Excel, and PowerPoint)
- Demonstrated innovative thinking and problem-solving skills
- Strong networking and interpersonal skills
- Effective communication (written and spoken) skills
- Proven ability to support project completion according to outlined scope, budget, and timeline.
- Ability to independently strategize and develop detailed strategies/work plans/budgets to achieve objectives.
- Commercial-based thinking focused on adding value.
- Track record of managing donor / client relationships

## 8. REPORTING REQUIREMENTS

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The reporting requirements associated with this assignment and the timing for submissions are:

Report	Due for submission
Quarterly	Every Quarter

## 9. PROPOSAL SUBMISSION GUIDELINES

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Candidates must submit the following documents in response to this call for applications:

1. Motivational / Cover letter
2. A copy of the CV
3. Academic certificates
4. A summary of their track record in providing similar trainings and business support

Applications should be emailed to:

Document Submission email address	<a href="mailto:procurement@prospero.co.zm">procurement@prospero.co.zm</a> and copy <a href="mailto:recruitment@prospero.co.zm">recruitment@prospero.co.zm</a> (Please indicate the position title as the subject of the email)
Document Deadline for submission	March 31st 2023