

Terms of References- Service Contract

1. ASSIGNMENT SUMMARY

Title of assignment	Financial Management Consultant
Location of assignment	Lusaka (With Travel around Zambia)
Department	Investment Services
Initiative	Alternative to Charcoal Growth TA Programme
Reports to	Growth TA Programme Manager
Anticipated start date	1 st April 2023
Duration of contract	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 an independent consultant to provide consultancy services in Financial Management for cohort companies under the Alternative to Charcoal Programme.

3. CONTEET OF THE ASSIGNMENT

The specific context for this assignment is:

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

The Financial Management consultant will work closely with the Growth TA Manager and Associate, M&E Associate and Business Development consultant among others to ensure the smooth running of all Financial Management activities within the TA growth programme.

4. OBJECTIVE OF THE ASSIGNMENT

The primary objective of the assignment is to:

- To provide financial management support to A2C ten cohort companies with various needs.

5. SCOPE OF WORK

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

- The Financial Management Consultant will support the A2C high and low-capacity cohort companies as follows:
 - Review the financial position and performance of each company and the adequacy of their financial resource to implement their growth strategy.
 - Review the appropriateness of the cohort companies' capital and financing strategies.
 - Review the adequacy of the cohort companies' financial management systems to support the companies' scale up plans.
 - To assist companies to develop appropriate financial management systems.
 - To assist companies, develop appropriate capital and financing strategies.
 - To work closely with the BDS consultant and A2 C manager and other consultants on the project to provide holistic support for the cohort companies.

6. DELIVERABLES

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

Deliverables	Due date
Monthly Progress Reports	Monthly

7. PROFILE OF THE SERVICE PROVIDER

Required/desirable experience

Education

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

Experience

The ideal candidate will have 5-6 years' experience in training, coaching and mentoring SMEs in accounting, financial management and financial analysis.

Job Competencies

- Strong knowledge in financial management and analysis, experience working in the renewable energy sector in Zambia is desirable
- In-depth knowledge of financial reporting standards, tax regulations and industry legislation.
- Strong ability with Microsoft Office software (especially Word, Excel, and PowerPoint).
- Demonstrated innovative thinking and problem-solving skills.
- Effective communication (written and spoken) skills.
- Proven ability to support project completion according to outlined scope, budget, and timeline.
- Ability to independently strategise and develop detailed strategies/work plans/budgets to achieve objectives.
- Ability to review data and make financial decisions.
- Commercial-based thinking focused on adding value.

Track record of managing donor / client relationships

8. REPORTING REQUIREMENTS

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

Report	Due for submission
Quarterly Progress Reports	Every Quarter

9. PROPOSAL SUBMISSION GUIDELINES

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	procurement@prospero.co.zm and copy recruitment@prospero.co.zm (Please indicate the position title as the subject of the email)
Document Deadline for submission	March 31st 2023