

Terms of Reference: SME Export Readiness Support

1. ASSIGNMENT SUMMARY

Title of Assignment	Technical advisor for SME export readiness support
Location of assignment	Zambia
Sector	Food and Agriculture/ Sustainable Industries
Initiative	Pipeline Development
Reports to	Pipeline Development Initiative Lead
Anticipated Start Date	October 1st, 2023
Duration of Contract	February 15th, 2023

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).

2. CONTEXT OF THE ASSIGNMENT

The specific context for this assignment is:

Prospero's Food and Agriculture and Sustainable Industries sectors has thus far focused on improving the competitiveness of locally produced products to end consumer markets in Zambia. However, there are increasing export opportunities, both regionally and globally, for Zambian value products such as macadamia, fresh fruits and vegetables, value added nutritious products. In addition, to effectively export SMEs require efficient cold chain solutions to adhere to export standards.



Additionally, private sector companies in Zambia have limited opportunities to access commercial investment due to their limited growth potential. Companies require capacity to be able to develop export supply chains and markets to grow their business and be able to attract more investment into their business.

Prospero is therefore looking for a service provider who will be able to provide advisory services to SMEs in the food and agriculture and sustainable industries sectors to become export ready to be able to attract further commercial investment.

3. OBJECTIVE(S) OF THE ASSIGNMENT

The primary objectives of the assignment are:

- To assess the feasibility for Prospero's 3 agri-businesses to supply export markets regionally and globally in macadamia, fruits and vegetables, value added nutritious products.
- To develop an export strategy for identified markets, depending on the outcome of the feasibility assessment for 3 agri-businesses.
- To provide coaching to the 2 agri-businesses to implement the export strategy.
- To assess the feasibility for cold chain development for 1 partner to service export orientated SMEs and support development and implementation of the model.
- Review and update the export strategy of one Zambian handicraft supplier and support them to identify and access additional export markets.

4. SCOPE OF WORK

To achieve these objectives, the technical advisor will be responsible for:

- Conducting an assessment with three of Prospero's partners to:
 - o Assess the needs of the business to become export ready in terms of capital, capacity, compliance, connections/networks and recommend interventions that will address these needs.
 - o Identify possible export markets for the three Prospero partners and their requirements for entry.
- Develop an export strategy for the three businesses with a step-by-step implementation plan.
- Develop a coaching plan to support the implementation of the export strategy with two of the businesses.

- Conduct a cold chain feasibility assessment with one business and develop a cold chain model with step-by-step implementation and coaching plan.
- Conduct a quick assessment of the current export strategy for the handicraft supplier and identify new export market linkages and develop a coaching plan to support access to these new markets.

5. DELIVERABLES

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

Deliverables	Due date
Assessment report on export readiness gaps (3) and cold chain feasibility (1) for 4 businesses	November 1 st 2023
Export strategy developed (3) and/or updated (1) for 4 businesses 1 cold chain model developed	December 15 th 2023
Coaching plans implemented with 3 businesses	February 15 th 2024

6. PROFILE OF THE SERVICE PROVIDER

6.1 REQUIRED/DESIRABLE EXPERIENCE

To achieve these objectives, the technical advisor should have a combination of academic qualifications and technical expertise relevant to the role. We expect candidates to have:

- an advanced university degree and/or relevant industry experience that demonstrates technical expertise, understanding of the food and agriculture, cold chain, and artisanal handicrafts sector and the specific products mentioned above and significant experience of working in the regional and international export sector in Zambia.
- strong relationships and network in the food and agriculture, cold chain, artisanal handicrafts sector regionally and globally.
- experience in international food safety standards, export protocols, organic certifications, and international market preferences.
- experience coaching and/or mentoring Micro, Small, and Medium Enterprises.

6.2 REQUIRED/DESIRABLE ATTRIBUTES

To achieve these objectives, the technical advisor will have the following desirable attributes:

- Ability to develop detailed strategies/work plans to achieve initiative objectives.

- Innovative thinking and problem-solving skills.
- Networking and interpersonal skills.
- Effective communication (written and spoken) skills.
- Attention to detail and focus on quality and timely delivery.

7. REPORTING REQUIREMENTS

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

Report	Due for submission
Assessment report submitted	November 1 st 2023
Export strategies submitted	December 15 th 2022
Monthly progress reports on coaching and mentoring	End of each month from December to February 2023

8. PROPOSAL SUBMISSION GUIDELINES

Please submit the following via email to procurement@prospero.co.zm by **September 28th, 2023**:

- Technical proposal
- Financial proposal

In the email subject line, please indicate: Technical advisor for SME export readiness support.

Only shortlisted candidates will be contacted.