

## **TERMS OF REFERENCE (TOR)**

### **Program Management for the BIA for Mountains and Islands Program in Latin America**

**Project Title:** BIA for Mountains and Islands Program

**Client / Organization:** Yunus Environment Hub Philanthropy gGmbH

**Location:** Guatemala, Peru or Dominican Republic

**Project Start:** End of May 2023

Project Duration: 4 Months

**Service delivery:** Support the management of the program in Latin America

**Reference Number:** YEHP23-03

We are looking for a 4-months Program Management Consultant who will support us in the management and coordination of the BIA for Mountains and Islands projects in Guatemala, Peru, and Dominican Republic. The successful candidate needs to be based in one of the three countries.

**Yunus Environment Hub (YEH)** is the global social business network creating solutions for the environmental crisis. Co-founded by Nobel Peace Prize Laureate Prof. Muhammad Yunus, YEH supports and develops social business solutions addressing environmental issues in a financially self-sustainable way. Focus areas are solutions for improved waste management & sustainable plastic recycling, circular economy, carbon neutrality, biodiversity, sustainable agriculture, access to clean water and clean energy.

The Mountain Partnership Secretariat of the Food and Agriculture Organization (FAO-MPS) and the United Nations Development Programme (UNDP) Global Environment Facility (GEF) Small Grants Programme (SGP) have launched an initiative Business Incubator and Accelerator (BIA) for Mountains and Islands with the objective to increase the resilience of mountain and island communities through the enhancement of innovative entrepreneurship in different value chains (e.g. agriculture, textiles) by providing grants, technical assistance and capacity development.

**BIA for Mountains and Islands** will be implemented in the following countries: Dominican Republic, Guatemala, Fiji, Kyrgyzstan, Ethiopia, Mongolia, Nepal, Peru, The Philippines and Uganda. This agreement will focus on the Incubation phase of the program, with the aim to provide technical assistance to the beneficiaries to improve business plan and budget to increase the feasibility, sustainability, potential impact, replicability, and economic efficiency of their grant proposal, as well as to define beneficiaries' technical needs and collect baseline data to monitor the social, environmental and economic impact of the investment.

## Scope of work

- Review selected applicants' profiles and proposals.
- Co-develop with project team project implementation templates, presentations and resources and translate them into Spanish.
- Coordinate, plan and host one kick-off session with participants from all 3 countries within 4 weeks after the project kickoff.
- Provide technical assistance through up to 3 one-on-one support sessions to up to 11 participants per country to improve their financial proposal and budget to increase the feasibility, sustainability, potential impact, replicability and economic efficiency of their grant proposal in collaboration with an assistant and local focal points in each country & submit on the BIA portal within 13 weeks after the project kickoff.
- Coordinate 2 country support sessions per country aimed at helping the producer organizations understand their agricultural value chain and define their technical needs and priority follow-up actions for the BIA initiative within 10 weeks after the project kickoff.
- Coordinate the collection of baseline data on social, economic and environmental indicators from all participants & submit on the BIA portal within 13 weeks after the project kickoff.
- Provide recommendations on proposals to be awarded with a grant and rank incubated applicants by country & submit on the BIA portal within 15 weeks after project kickoff.
- Coordinate and oversee the relationship with the local focal point.
- Manage and monitor progress of participants and ensure timely forecasting, planning and reporting.
- Prepare training materials & any other documentation as might be required in the implementation of the program.
- Ensure the beneficiaries co-sign the financial proposal, technical report & the baseline data survey.
- Align with YEH to plan and coordinate kick-off meeting, country sessions, 1-on-1 support sessions and internal team meetings on a weekly, bi-weekly & monthly basis.
- Prepare and participating in the monitoring and evaluation of the program and prepare project reports.
- Development of final narrative report on all the performed activities in the cluster on Week 16 of the program.

Key project timelines are as follows:

No.	Deliverable	Timeline.
1	Review of key information & applicant's profiles.	3 Weeks
2	Kick off & Onboarding.	4 Weeks
3	Planning of exchange sessions ( <i>one-on-one tailored support sessions</i> ) & country sessions – <i>detailed agenda &amp; proposed calendar</i>	4 Weeks
4	Delivery of 3 Individual sessions & 2 country group support sessions.	11 Weeks
5	Identification of technical assistance needs & submission.	12 Weeks
6	Revision of final version of funding proposals & submission.	13 Weeks
7	Collection of baseline indicators data & submission.	13 Weeks
8	Ranking of projects in each country.	16 Weeks
9	Final Report.	16 Weeks

## Qualifications

- Commitment to the vision and core values of YEH as well as to topics of environmental and social sustainability as outlined by the United Nations' SDGs.
- Bachelor's Degree in economics, supply chain management, agriculture or business related fields.
- Min. 5 years of experience in program management related to producer organisations; implementation of capacity building programs and technical assistance provision.
- The candidate should possess a strong background in business plan development, budgeting, and technical assistance delivery. Additionally, the candidate should be adept at collecting and analysing data and have a deep understanding of social, economic, and environmental indicators that impact project success.
- Experience in managing complex projects with multiple stakeholders and possess excellent communication and interpersonal skills. This includes the ability to manage a variety of sessions throughout the program, provide individualised support to each beneficiary, and make informed recommendations regarding project awards based on established criteria.
- Experience and understanding of how making producer organizations investment-ready and unlocking finance is an added value.
- Entrepreneurial mindset and solution-oriented business acumen
- High proficiency in communicating with different stakeholders from different systemic backgrounds.
- Expertise in topics such as circular economy, sustainable innovations are a plus.
- Language requirements: fluent in English and Spanish (spoken and written)

## Application

We are looking forward to receiving your offer including an application describing how you are going to deliver the services, relevant references of past experiences and a financial offer in Euros inclusive of all costs and taxes. You are advised to use this link to generate the forex rates: [Exchange rate \(InforEuro\) \(europa.eu\)](https://www.europa.eu/exchange-rate). Selection will be based on both technical bid and financial offer. Payment will be upon successful delivery of all services, reports and submission of an invoice.

Please send your offer by e-mail to [tenders@yunuseh.com](mailto:tenders@yunuseh.com) latest by 28th May 2023. Questions can be directed to the same email address.