

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

### **Due Diligence and Investment Experts.**

**Project Title:** DeveloPPP – Development Partnerships with the Private Sector

**Client/Organisation:** Yunus Environment Hub.

**Location:** Nigeria, South Africa.

**Project Duration:** The term and service delivery period will be set out in the contract award notification.

**Working days:** 17 days.

**Service Delivery:** Support the implementation of one DeveloPPP Ventures call for applications in Nigeria and South Africa.

**Reference Number:** YEH24-03

We are looking for Due Diligence and Investment Experts to support the growth phase of local Small and Growing Businesses (SGBs) in Nigeria and South Africa. The successful candidates must be based in the selected country.

**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 Assignment.**

The assignment will revolve around effectively marketing a new funding opportunity within the local and regional startup and investor ecosystem, as well as engaging other relevant stakeholders and multipliers. The experts are also tasked with initial application screening based on predefined criteria, facilitating pitch events for selected startups, and conducting due diligence on final candidates. Post-selection, the experts will aid in the contractual process of the selected SGBs and will collaborate with each SGB to identify their technical assistance needs, coordinating with external providers when necessary. Additionally, the experts will maintain ongoing communication with supported ventures, monitor their progress, and ensure compliance with reporting requirements while also managing and facilitating their ongoing technical assistance needs. This multifaceted role demands both marketing finesse and operational acumen to effectively navigate the complexities of fostering startup growth within the designated ecosystem.

The successful candidates will support the activities of DeveloPPP Ventures in Nigeria and South Africa, by handling one call for applications for both countries starting in the 2nd quarter of 2024 with follow-up activities until 2026.

### **Scope of Work.**

- Review and adjust scoring matrix in the participants pre-selection process by refining the scoring matrix to align with program objectives.
- Identify eligible startups and growing businesses thorough research and evaluation to identify approximately 30 eligible Small and Growing Businesses (SGBs) per country (Nigeria and South Africa).
- Analyze business models, investment plans, financial projections, and risks of identified SGBs to ensure alignment with program objectives.
- Conduct comprehensive evaluation of SGBs by defining critical interview questions for the pre-selection process and subsequent due diligence.
- Execute pitching events or interviews for up to 20 pre-selected companies per country, ensuring effective presentation of SGBs.
- Provide support to SGBs in preparing for pitching events or interviews, including pitch deck refinement and presentation skills enhancement.
- Design suitable formats for involving sector and investor experts in the selection process, ensuring their valuable input.
- Execute pitching events or interviews to select approximately 10 companies per country for due diligence, ensuring efficiency and fairness.

### **Qualifications.**

- Min. 7 years of experience in due diligence, consulting, startup investment, and portfolio management.
- Master's degree in economics, social sciences or other business-related fields.
- The candidate should possess a strong background in business plan development, budgeting, and technical assistance delivery.
- 5 years of experience in development cooperation projects in the field of Private Sector Development in Africa.
- 5 years of experience in managing complex projects with multiple stakeholders and excellent communication and interpersonal skills.
- 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 (spoken and written) and the local languages.

### **Application.**

Your offer should include.

1. Technical description detailing your understanding of the task and how you are going to deliver the services & relevant references. Ensure your technical proposal captures the following details:
  - i. Your full name.

- ii. Address: Postal code, City & Country
  - iii. Date of Birth.
  - iv. Tax ID Number.
  - v. The TOR Reference number.
  - vi. Country you are applying for.
2. A detailed financial offer capturing your day rate. The financial offer should be in Euros and inclusive of all costs and taxes.
  3. Your CV as an attachment to the technical proposal.

Your offer should not exceed 5 pages. Excluding the attachments.

We are looking forward to receiving your offer. You are advised to use this link to generate the forex rates: [Exchange rate \(InforEuro\) \(europa.eu\)](https://europa.eu/exchange-rates/). Selection will be based on both technical bid and financial offer.

Please send your offer by e-mail to [tenders@yunuseh.com](mailto:tenders@yunuseh.com) latest by 7<sup>th</sup> March 2024. Questions can be directed to the same email address. Please note that your offer should be valid for at least 2 months from the date of submission.