

TERMS OF REFERENCE (TOR)

Implementation 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: 45 days.

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

Reference Number: YEH24-04

We are looking for project implementation 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 Small and Growing Businesses 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 developePPP 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.

- Maintain ongoing communication with contracted SGBs to clarify reporting requirements and provide guidance on reporting activities.
- Oversee the timely reporting, monitoring, and coordination of portfolio companies, ensuring bi-annual progress reports and financial statements are submitted according to schedule.
- Evaluate reports from SGBs to ensure completeness of required information, assess milestone achievements, and verify the plausibility of business planning outlined in the reports.
- Compile a final program report with collected feedback from participants, conducting an overall analysis of the program using businesses social/environmental impact data alongside financial return data.
- Provide customer-oriented guidance for businesses interested in applying to the program, responding to inquiries and ensuring clarity on program requirements.
- Document the application process and assist SGBs in submitting full applications successfully.
- Perform sound due diligence on approximately 10 SGBs per country selected and coordinating the process efficiently and ensuring adherence to established criteria and timelines.

Qualifications.

- Min. 5 years of experience in due diligence, consulting, startup investor readiness, 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.
- Experience in development cooperation projects in the field of Private Sector Development in Africa.
- 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://www.eurostat.europa.eu/en/indicators/exchange-rates). Selection will be based on both technical bid and financial offer.

Please send your offer by e-mail to tenders@yunuseh.com latest by 7th 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.