

# Terms of Reference for Consultant to Deliver Capacity Need Assessment using Scope Insight

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## 1.0. Background

Partner Africa is a not-for-profit social enterprise and a pioneer in the field of ethical and socially responsible business practice. It provides ethical audits, training, trade development projects and consultancy services for a range of global clients including international brands and retailers. Based in Kenya, Partner Africa is leading a consortium of TruTrade and Sauti East Africa in the implementation of a two-year project dubbed “*TMEA Women in Trade Programme in Kenya*” (WiT) funded by DANIDA, through Trade-Mark East Africa (TMEA). The project seeks to increase the number of women participating in cross-border trade and export within the agricultural sector in Kenya by eliminating the barriers of entry to trade for women-owned and women-led Micro, Small and Medium Enterprises (MSMEs). The project collaborates with a number of MSMEs and seeks to enhance their capacity through building their business skills in different need areas and facilitating linkages to both trade and financial opportunities. These MSMEs will therefore be positioned to increase trade volumes and value traded both in the local and export markets. Based on their levels of business growth, and according to the project classification, they have been categorized into Level 1, Level 2 and Level 3. This Scope Insight capacity assessment targets Level 2 SMEs which are considered small and with an average annual turnover of between KES 20-50 million per annum.

## 1.1. Scope of Work

The successful consultant will undertake a business capacity assessment on two (2) SMEs: one in Kirinyanga and another in Uasin Gishu Counties using Scope Insight Pro SME Business Assessment methodology. This activity will involve:

1. Organizing and agreeing with the SMEs on the day and time of the assessment,
2. Carrying out capacity assessment using scope insight methodology, and
3. Submitting to Partner Africa an end of assessment summary report highlighting key recommendations.

## 1.2. Expected Deliverables

Based on the Scope Insight scoring, the consultant will review key issues of internal business operations, internal management, financial management, sustainability, external risks, supply chain management and market aspects of the SME, and submit the following:

- Detailed report on each SME generated from Scope Insight Business Assessment online.
- Recommendation notes highlighting key capacity gaps and suggest relevant intervention to address the gaps.

## 2.0. Duration and Estimated TIMELINES

This assignment is to be completed in 3 days. The estimated timeline is as follows:

Task/Deliverable	Deadline
Selection and Contracting of Consultant	6 <sup>th</sup> to 16 <sup>th</sup> of Dec 2020
Scope Assessment on the 2 SMEs	16 <sup>th</sup> & 18 <sup>th</sup> December 2020
Delivery of Report and Feedback	22 <sup>nd</sup> December 2020

## 3.0. Qualification and Experience of Consultant

The consultant is required to meet the following criteria:

- Assessors that have undergone SCOPE Insight training and certification
- At least 3 years' experience working in the area of capacity assessment using Scope Insight Business Assessment tools on large and medium SMEs,
- Knowledge of food and agriculture sector in Kenya is preferred,
- Have good report writing and communications skills, and
- Demonstrate a proven track-record for delivery of assignments on time

## 4.0. Application process and Deadline

Interested and qualified consultants to submit their application to [wit@partnerafrica.org](mailto:wit@partnerafrica.org) with the subject: **Proposal for the delivery of Scope Insight Business Assessment**. Deadline for proposal submission is **6<sup>th</sup> December 2020 at 5.00PM**. Your proposal should be maximum 8 pages inclusive of annexes and include the following;

- CV clearly indicating relevant experiences in similar assignment,
- A clear breakdown of the budget including the proposed daily fee of the expert

- A clear timeline outlining deliveries with milestones.
- Proof of Scope Insight training and certification
- A brief overview of the key staff that would be involved in the project and their relevant experience and expertise
- Any policies regarding safeguarding, research ethics and code of conduct for firm applicants.