TERMS OF REFERENCE

REVIEW OF THE DISTRICT BUSINESS SOLUTION CENTRE AND PROMOTING WOMEN IN BUSINESS AND INVESTMENT IN KENYA PROJECTS

1) GENERAL BACKGROUND

The Government of Kenya through the Ministry of Trade and supported by UNDP has been implementing two projects aimed at building the capacity of entrepreneurs since 2007-2008. The two projects are District Business Solution Centres and Promoting Women in Business and Investment.

The District Business Solution Centres (DBSCs) are designed to provide a Judicious Mix of Business Development Services to Micro and Small Enterprises targeting Youth and Women in the District and lower levels. The Ministry of Trade and Kenya Industrial Estates (KIE) have partnered in establishing the District Business Solution Centres (DBSCs) which are now operational in Siaya, Bungoma, Murang’a, Bondo, Meru South, Garissa, Nakuru, Kitale, Kisumu and Eldoret. The DBSCs are premised on the understanding that unemployment is prevalent among youth and women and that there is underdevelopment at the district and lower levels. It was intended that by establishing DBSCs at the District level, they would enhance the delivery of Business Development Services to the Micro and Small Enterprises (MSEs).

Promoting Women in Business and Investment in Kenya (PWBIK) on the other hand focuses on capacity building of medium and large scale women enterprises and graduating small women enterprises in Kenya. The main project objective is to promote medium and large enterprises, an inherently missing middle category in the Kenya’s economy to enable them improve their productivity, market access and competitiveness in national, regional and global markets.

Overall objective

The overall objective of this consultancy is to undertake a review on the operations and viability/sustainability of the two projects and establish benchmarks, identify operational and performance gaps and recommend specific interventions to increase efficiency.

3) SCOPE OF WORK

- Review the Project Initiation Documents and determine how well they have been implemented.
- Identify gaps
- Provide the way forward for the remaining project life and sustainability thereafter based on best practice.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The review will be for a period of four weeks (both at the duty station in Nairobi and a possibility of travel within Kenya)
5) Output

a) An inception report
b) A draft report at midpoint of the assignment for discussion with stakeholders.
c) A full detailed report of the findings both the soft and hard copies

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the National Programme Coordinator who is the Director of Internal Trade at the Ministry of Trade

8) PROFILE OF CONSULTANT

Qualifications:
The consultant should be a post graduate degree holder in business, economics or any other business related field with a minimum of eight (8) years experience in business development services, entrepreneurship development and related areas. He/she should have distinctive experience in working with the private sector on issues of business and strategy development in East Africa. Additionally, the consultant shall field experience related to issues of economic development, entrepreneurship development, trade expansion and facilitation projects. Prior management/involvement in similar projects will be an added advantage.

Competencies:
- Excellent relationship management, communication and analytic skills
- The ability to understand and provide critical analysis of business models
- Ability to maintain a high degree of sensitivity to the changing environment where activities are carried out;
- Proficiency in standard computer software (word-processing, excel, databases, power point and internet).

Language
Excellent knowledge of English, including good writing skills

9) REVIEW TIME REQUIRED

Four weeks

ADDITIONAL INFORMATION
Local travel: The consultant may be expected to travel to project sites UNDP Terms and conditions of professional services will apply.