

Terms of Reference

Overview of the Assignment

Title of assignment:	RISE Team Leader (Part-time)
Objectives:	Provide leadership and project management for USAID RISE project
Start date:	Mid-June 2021
End date:	End of December 2021 ¹
Location:	Phnom Penh, Cambodia preferred but remote support is possible (RISE is based in Phnom Penh, but also operates in Indonesia, the Philippines, and Vietnam)
Level of Effort	Part-time
Type of contract:	Service contract

1 Background

1.1 Swisscontact

Swisscontact - the Swiss Foundation for Technical Cooperation is an independent, non-profit foundation based in Zürich, founded in 1959 by leading figures from the Swiss private sector and Swiss universities. It is exclusively involved in international development, active in more than 38 countries with 120 programmes with more than 1,000 staff members. At the heart of all Swisscontact's work stand the private sector and its crucial role for achieving more inclusive economic growth. Swisscontact approaches this through 8 working areas: Initial Vocational Education and Training, Labour Market Insertion, Upskilling and Reskilling, Sustainable Agriculture, Trade, Green Cities, Tourism and Entrepreneurial Ecosystem. Swisscontact has been present throughout South-East Asia for more than 30 years. Swisscontact has been operating in Cambodia since 2013, establishing its office in the country in April 2016.

1.2 USAID Regional Investment Support for Entrepreneurs (RISE)

Swisscontact manages the USAID funded [RISE platform](#). RISE aims to increase the growth rates, resiliency, and social impact of small and growing businesses in Southeast Asia, specifically in Cambodia, Indonesia, the Philippines, and Vietnam. Priority sectors include agriculture, digital solutions, energy, health, and water and sanitation. RISE has established a multi-investor, multi-sector technical assistance platform that can support impact businesses that are trying to secure investments

¹ RISE is currently scheduled to end 30 September 2021. However, a no-cost extension has been requested; therefore, candidates need to be free to support the project through December 2021.

Funded by



Implemented by



or have raised funds recently and need additional non-financial support for successful and sustainable growth. RISE aims to create impact for the base of the pyramid by providing inclusive and sustainable accessible non-financial support to social impact companies with high potential for positive social, economic, and environmental, and economic impact.

2 Assignment

2.1 Overview

USAID RISE is halfway through its fourth year. The current Team Leader (TL) is moving into a new position and therefore a new TL is needed to lead the team through its final months of operation and capitalization. Simultaneously, the current team is working on fundraising for an expansion phase of RISE, “RISE 2.0”. This creates a window of opportunity for a successful TL to move into a full-time Team Leader position for a second phase of RISE. These fundraising efforts are led by the Swisscontact Cambodia Country Director, freeing the TL to focus almost entirely on project management.

Although RISE is a development project, it functions like a lean start-up, so the candidate must be strong in various skill sets and be comfortable with a fluid, evolving work environment. Experience in business, start-ups, social enterprises, or accelerators and incubators would be advantageous, particularly within the agriculture, digital solutions, energy, health, and water and sanitation sectors.

2.2 Objectives

The TL will provide leadership and project management for USAID RISE. Key objectives include:

- Lead RISE Team as it implements the Year 4 Work Plan effectively, adapting and adjusting as needed, with a productive team spirit and delivery of high-quality results – meeting targets on time and within budget.
- Communicate effectively (1) internally with RISE, Swisscontact Cambodia, and Swisscontact Global; (2) externally with RISE partners, both formal and informal; and (3) bilaterally with RISE’s donor, USAID.
- Backstop key areas technical areas of the project, including technical assistance (TA) delivery, refinement of TA products, and production of learning resources.
- Produce and support production of all necessary reports, capitalization, and communication materials for internal and external stakeholders.
- Support fundraising efforts, as needed.

3 Scope of Work

The Team Leader performs the following tasks:

3.1 Project management:

- Provide overall strategic direction and leadership in support of the RISE project and its fourth-year objectives.
- Lead team as it implements the Year 4 Work Plan, adapting and adjusting as needed.
- Ensure delivery of high-quality results, meeting targets on time and within budget.

- Provide management and support for daily project operations related to technical assistance; monitoring, evaluation, and learning (MEL); communications; and capitalization.
- Organize, prepare, and support, including facilitation as needed, team meetings, including weekly check-in, monthly progress review, and quarterly strategic review and planning.
- Assures that the team is well prepared for all external and internal reviews.
- Maintains and monitor structures and instruments for planning, implementation, and MEL.
- Manage relationships with internal and external stakeholders, including formal and informal partners such as investors, intermediaries, consultants, entrepreneurs, and other donors.
- Liaise with donor, USAID, and ensure that project implementation aligns with RISE's Cooperative Agreement with USAID.

3.2 Technical Backstopping

- Keep abreast of recent developments in the entrepreneurial ecosystem, blended finance, impact investment, gender lens investing, technical assistance and the broader development environment in the region.
- Provide technical feedback to TA Team, MEL Team, and Communications Team as they manager interventions and produce resources for internal and external use.
- Provide technical inputs for fundraising efforts, including pitch decks, concept notes, and proposals.

3.3 Financial Management and Procurement

- Cooperate with Director of Business Administration, Country Director, and Finance Team to perform budget projections, expenditure review, burn rate management, and financial reporting.
- Support external auditing and implementation of audit recommendations.
- Review and approve payment and procurement requests.
- Ensure compliance with internal and external financial management and procurement requirements.

3.4 Training, Coaching, and Team Dynamic

- Facilitate internal and external training opportunities for all team members.
- Provide one-on-one on-the-job coaching and mentoring support to each team member.
- Ensure that team spirit and energy is positive and productive, that there is a good sense of team and collaboration among all team members.

4 Deliverables

The RISE TL will deliver the following over the course of this assignment:

- Deliverables included within the current Year 4 Work Plan – or agreed changes to that plan – including MEL, Communications, and Capitalization products.

- Bi-weekly progress updates and planning meetings with Swisscontact Cambodia Country Director and USAID AOR and Activity Manager.
- Donor progress reports, including annual report and bi-weekly updates.
- Donor financial reports (in the form of support for Swisscontact Cambodia's Finance Team), including quarterly projections, semi-annual report, and quarterly reimbursements.
- Team meetings, including weekly check-in, monthly progress and planning, and quarterly strategic review.
- Tracked management of current partnership and acquisition of new partners – formal and informal – within the RISE client relationship management (CRM) system.
- Tracked performance of team members and annual review (December).
- On-time approval for procurements, payments, and team HRIS submissions.
- Other ad hoc tasks assigned to TLs by Swisscontact as part of project or country program operations.

5 Level of Effort

This is a part-time position where the total level of effort will be roughly 80 days spread across 6.5 months, based on workload and budget utilization. On a monthly basis, projected level of effort will be agreed with supervisor, Swisscontact Cambodia Country Director.

6 Timeline

This assignment will start in mid-June, allowing for overlap and orientation with the current Team Leader. RISE is currently scheduled to end 30 September 2021. However, a no-cost extension has been requested; therefore, candidates need to be free to support the project through December 2021.

7 Supervision and Collaboration

The TL reports to Swisscontact Cambodia's Country Director, Rajiv Pradhan, and liaises with the USAID RISE AOR and Activity Manager.

The TL supervises the following RISE Team members: Lead TA Manager (who managed two other TA Managers), MEL Program Associate, and Fundraising Program Associate.

The TL collaborates with other support teams within Swisscontact Cambodia such as Administration, Communications, Finance, and Human Resources.

8 Remuneration

The TL's remuneration will be based on Swisscontact standards as specified in a separate contract. Administratively and financially, this will be a consultancy contract; however, the TL will be treated as a full member of the team. The pay scale for this position is subject to negotiation based on relevant experience, Swisscontact standards, and budget limitations.

Swisscontact will provide the TL with a workspace and will assist with travel if needed and allowable (given public health concerns).

9 Required Skills

- Experience in program/project management/leadership, especially market systems development, private sector development, SME development, innovative finance, and/or other relevant areas.
- At least 10 years of professional experience in relevant fields and at least 3 years of project management experience. Experience with technical assistance for SMEs, blended finance, impact investing, and entrepreneurial ecosystem building is a plus.
- Strong English communication skills – verbal and written.
- Ability to coach and build capacity of others.
- Excellent skills in managing multi-cultural teams and working in a cross-cultural, virtual environment.
- Experience in working in Southeast Asia strongly preferred.
- Ideal candidate is based in Cambodia. If not Cambodia, other Southeast Asian countries – particularly RISE target countries – are preferred. If candidate is not based in Southeast Asia, s/he should have experience working in the region and reside in a time zone that is convenient for virtual collaboration.

10 Application

We especially encourage applications from women.

Please provide a CV (no more than 4 pages) and cover letter (no more than 1 page) in English to the email address below. Please include “USAID RISE Team Leader” in the subject line of your email application. The deadline for applications is **17 May 2021**, but Swisscontact may begin taking interviews on a rolling basis, prior to the deadline.

Swisscontact reserves the right to contact only applicants that have been selected for interview.

Application(s) should be directed to:

Recruitment, Swisscontact

E-mail: recruitment.cambodia@swisscontact.org

Swisscontact website: www.swisscontact.org

RISE website: www.rise-platform.org