TERMS OF REFERENCE
RISE Technical Assistance Manager

1 Overview of the Assignment

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<th>Project:</th>
<th>RISE (Regional Investment Support for Entrepreneurs)</th>
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<td>About:</td>
<td>RISE Technical Assistance (TA) Manager</td>
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<td>Type of Contract:</td>
<td>Consultant</td>
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<td>Duration:</td>
<td>May 2020 - May 2021</td>
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<td>Location:</td>
<td>Phnom Penh office</td>
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2 Background

2.1 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 36 countries with 110 programmes with more than 1,400 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 4 thematic areas: Skills, Enterprises, Finance and Environment. 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. In Cambodia Swisscontact operates in two working areas – enterprise promotion and skills development – always acting through private sector development. Building on the wider organisation’s regional and global experience, Swisscontact strives to support local areas of focus, including agricultural innovation, tourism, impact investment, and renewable energy. Swisscontact currently implements the SDC-funded Skills Development Programme (SDP), leads the implementation of the Senior Expert Corps (SEC), Mekong Inclusive Growth and Innovation Programme (MIGIP) in destination management in the tourism sector and technology commercialisation in the agriculture sector, USAID-funded Regional Investment Support for Entrepreneurs (RISE), and Cambodian Horticulture Advancing Incomes and Nutrition (CHAIN) project as a consortium partner.

2.2 Regional Investment Support for Entrepreneurs (RISE)
The RISE platform has been designed to provide TA services to high impact enterprises to help them achieve scale. The RISE platform aims to create impact for the base of the pyramid through aiding small and medium enterprises (SMEs) with high potential for positive social, environmental, and economic impact. RISE is funded by USAID and is implemented by Swisscontact. RISE operates within six ASEAN countries: Cambodia, Indonesia, Laos PDR, Myanmar, the Philippines, and Vietnam. Its priority sectors include agriculture, digital platforms, energy, health, and water

\[1\] RISE will first begin work in Cambodia, Indonesia, the Philippines, and Vietnam. In later years it plans to add Laos PDR and Myanmar.
and sanitation and its investor partners include Alterfin, Damson Capital, Elevate, Insitor, Manila Angel Investors Network, Nexus for Development, Phitrust Asia and UBERIS Capital.

Currently RISE provides pre- and post-investment TA for high impact enterprises through a pool of vetted consultants. The pre-investment TA is designed to support SMEs as they work to become investment ready and assist investors in building pipeline of investees. The post-investment TA provides business support to companies that receive investment funds. This business support is meant to help mitigate risks for investors and support more resilient growth for high impact enterprises. It is also meant to help SMEs move from one round of funding to the next more successfully. RISE can access full-cost, specialized consultancies as well as pro- and low-bono options such as the EY Ripples program, the Senior Expert Corps (SEC) from Switzerland, Cross Fields, Rippleworks, and Credit Suisse Virtual Volunteers.

The RISE platform is flexible and innovative as it integrates services in a “one-stop shop" and operates through an enterprise repayment model. RISE’s partial cost recovery for TA services is sequenced to match the cash flow needs of enterprises with which it works, as SMEs are often cash constrained during the times when they most need TA services. RISE is designed to be a platform through which additional donors can channel funds to support high impact entrepreneurs and investors. This creates flexibility in programming and allows RISE to take on new intervention areas as strategic market needs are identified, and funds become available.

3 Assignment

3.1 Overview

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 fluid, evolving work environment. Experience in business, start-ups, social enterprises, or accelerators and incubators would be advantageous, particularly within the agriculture, energy, water, and environment sectors.

3.2 Objectives

The Manager will manage technical assistance (TA) delivery, including the relationships with investors, entrepreneurs, consultants, and other strategic partners, and track key performance indicators (KPIs) of TA recipients and partners, produce report writing, and other tasks.

The Manager will also help develop, execute, refine, and retest business strategies for RISE. As RISE generates successful cases, it will seek to leverage that success to raise funds and scale up TA delivery. The Manager will support these efforts. The role will require significant managerial, analytical, and communication skills. It will require excellent people, process, relationship, and fiscal management capabilities.

4 Scope of Work

The Scope of Work for this assignment includes the following tasks:

**Task 1: Partnership management and building**
- Build and manage partnership with relevant stakeholders such as incubators and accelerators, banks, MFIs, investors, advisory firms, strategic partners, and other NGOs in the region;
- Track key performance indicators (KPIs) of partners; and
• Relationship-building with the broader ecosystem of impact funds, small medium enterprises (SMEs), ecosystem players, TA providers, and strategic partners.

**Task 2: Technical assistance (TA) provision**

• Conduct TA diagnostic for SMEs to select the type and level of TA required;
• Manage and monitor services delivery to ensure TA is used and delivered as envisaged, and that the quality of service is high;
• Contribute to the development of a pool of TA providers in the region to provide general and specialist TA to SMEs;
• Generate TA delivery report and track KPIs of TA recipients; and
• Manage financial leadership and coordination, including management and collection of repayable grants to ensure the fiscal sustainability of RISE Platform and reporting and administrative progress of activity implement.

**Task 3: Report and Communication**

• Support production or RISE communication and marketing materials such as Facebook posts, website articles, case studies, and newsletter articles;
• Contribute to produce the project learning documents;
• Support engagement with the program sponsor (USAID), including regular contributions to donor report writing;
• Contribute to the conceptual development of fundraising concept notes and grant proposals and write sections for such documents as needed; and
• Perform other duties as required by Swisscontact.

### 5 Deliverables

• Manage 3-5 current partners, including investors, banks and MFIs, and strategic partners;
• Build 3-5 new partners, including investors, intermediaries such as incubators, strategic partners, banks and MFIs, and advisory firms;
• Find and recruit 10+ consultancies to join pool of RISE TA providers;
• Manage 4-7 SMEs to monitor service delivery to ensure TA is used and delivered as envisaged, and that the quality of service is high;
• Generate TA delivery report of 4-7 SMEs and track KPIs of TA recipients;
• Contribute to produce communication documents and marketing materials such as newsletters, website content, case studies, Facebook post, and other; and
• Contribute to generate report, including donor reporting, project learning document, and fundraising documents such as concept notes and grant proposals.

### 6 Timeline

The Manager is expected to start from beginning May 2020 (negotiable). The Manager’s remuneration will be based on Swisscontact standards as specified in a separate contract.
7 Required Skills

- Minimum Bachelor’s degree in business administration or another relevant subject;
- At least 5 years’ experience working in a manager role (favorable if within the context of SME development, business management, TA provision or a related field);
- Experience working in the entrepreneurial ecosystem and has good knowledge of ecosystem actors – experience participating in a start-up a plus;
- Experience managing and coordinating stakeholders across the public and private sector, and other local/regional stakeholders, in an inclusive development context would be preferred;
- Ability to work independently with motivation for delivering program activities to a high standard;
- Good team player – functions well in a multi-cultural, multi-country team;
- Comfortable with adaptive management, innovation, and “outside of the box” thinking;
- Good relationship management skills and ability to generate a network of clients and TA providers across the impact investment ecosystem;
- Advanced English fluency in any of the following languages is also favorable (Khmer, Vietnamese, Burmese, Bahasa Indonesia, Tagalog, or Phasa Lao);
- Computer literacy especially on Microsoft Word, Power Point and Excel; and
- Commitment to the sustainable and inclusive economic development of Southeast Asia.

8 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 above. Please quote the reference number on the subject line of your application. Swisscontact reserves the right to contact only applicants that have been selected for interview. The deadline for applications is 06 May 2020. Swisscontact may begin taking interviews on a rolling basis, prior to the deadline.

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Application(s) should be directed to:
Recruitment, Swisscontact
E-mail: recruitment.cambodia@swisscontact.org
www.swisscontact.org