TERMS OF REFERENCE
RISE Program Manager Consultant to Support the Implementation of the Regional Investment Support for Entrepreneurs (RISE)

1. Overview of the Assignment

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<th>Project:</th>
<th>Regional Investment Support for Entrepreneurs (RISE)</th>
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<td>About:</td>
<td>RISE Program Manager</td>
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<td>Duration:</td>
<td>Mid-April 2019 (negotiable)-April 2020</td>
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<td>Location(s):</td>
<td>Phnom Penh</td>
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2. 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; a) Skills, b) Enterprises, c) Finance, and d) Environment. Swisscontact has been present throughout South-East Asia for more than 30 years.

Swisscontact has been operating in Cambodia since 2014, establishing its office in the country in April 2016. In Cambodia, Swisscontact operates in two working areas – skills development, enterprise promotion– 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.

3. Regional Investment Support for Entrepreneurs (RISE)

Swisscontact Cambodia implements the Regional Investment Support for Entrepreneurs (RISE) Project, funded by USAID. Currently RISE includes a Technical Assistance (TA) Facility to support entrepreneurs whose businesses generate positive
social and environmental impact. Entrepreneurs connected to social impact investor partners – which currently includes Alterfin, Insitor, Nexus for Development, PhiTrust Asia, and UBERIS Capital – can access pre- and post-investment business development support (BDS) services through RISE. The TA Facility is a multi-investor and multi-donor facility; it is a one-stop shop where entrepreneurs can access various forms of support through a pool of vetted consultants. The support service is based on a repayable grant model that allows entrepreneurs to access TA when they need it but pay for it as their business grows and/or receives investments. RISE operates in six ASEAN countries: Cambodia, Indonesia, Laos, Myanmar, the Philippines, and Vietnam. Priority sectors include agriculture, energy, and water and sanitation.

4. Assignment and Objectives

4.1 Assignment

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. The Manager will manage BDS/TA delivery, including the relationships with investors, entrepreneurs, consultants, and other strategic partners.

4.2 Objective

The Manager will 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 BDS/TA delivery. The Manager will support these efforts. The Manager will help develop, execute, refine, and retest business strategies for RISE. The role will require significant managerial, analytical, and communication skills. It will require excellent people, process, relationship, and fiscal management capabilities. Experience in business, start-ups, social enterprises, or accelerators and incubators would be advantageous, particularly within the agriculture, energy, water, and environment sectors.

5. Scope of Work

Task 1: Partnership building

- Build and manage partnership with relevant stakeholders such as incubators and accelerators, banks, MFIs, venture capital firms, and other NGOs in the region.

Task 2: TA Provision

- Manage and monitor service delivery to ensure BDS/TA is used and delivered as envisaged, and that the quality of service is high;
- Contribute to the development of a pool of BDS/TA providers in the region to provide general and specialist TA to SMEs;
- Generate TA delivery report and track key performance indicators of BDS/TA recipients;
- Pilot digital platform pilots related to regional BDS/TA services.

Task 3: Report and Communication
• Support production or RISE communication and marketing materials such as Facebook posts, website articles, and case studies;
• Contribute to the conceptual development of fundraising concept notes and grant proposals and write sections for such documents as needed;
• Support engagement with the program sponsor (USAID), including regular contributions to donor reporting;
• Perform other duties as required by Swisscontact.

6. Deliverables

• Develop and manage 3-5 partnership with investors and intermediaries such as incubators and business networks.
• Find and recruit 10+ consultancies to join pool of RISE BDS/TA providers
• Manage 3-5 SMEs to monitor service delivery to ensure BDS/TA is used and delivered as envisaged, and that the quality of service is high
• Generate TA delivery report of 3-5 SMEs and track key performance indicators of BDS/TA recipients;
• Manage Pilot digital platform pilots related to regional BDS/TA services
• Contributions to generate report and communication materials, including donor reporting, fundraising documents such as concept notes and Grant proposals, and marketing materials such as newsletters, website content, communication documents, and Facebook.

7. Duration and timing of assignment

The Manager is expected to start from mid-April 2019 (negotiable). The Manager’s remuneration will be based on Swisscontact standards as specified in a separate contract.