**Terms of Reference (ToR) for** **Providers to Support Biodigester Enterprises with business development services.**

Call for Business Advisory Service.

1. **INTRODUCTION**

SNV Netherlands Development Organization is a not-for-profit international development organization that applies practical know-how to make a lasting difference in the lives of people living in poverty. We use our extensive and long-term in-country presence to apply and adapt our top-notch expertise in agriculture, energy, and WASH to local contexts. SNV has over 1,300 staff in more than 25 countries in Asia, Africa, and Latin America.

Our global team of local and international advisors works with local partners to equip communities, businesses, and organizations with the tools, knowledge, and connections they need to increase their incomes and gain access to basic services. We support people to access and develop the capabilities, services and opportunities needed to live a healthy, productive, and fulfilling life, while sustainably using the natural resources they depend on. More specifically, our work includes advisory services, evidence-based advocacy, and implementation at scale.

SNV seeks to continuously develop and strengthen partnerships with organizations and initiatives that help build local capacity and empower communities to break the cycle of poverty. For more information on SNV's operations, visit our website: [www.snvworld.org](http://www.snvworld.org/)

1. **THE AFRICA BIODIGESTER COMPONENT (ABC) PROJECT – UGANDA**

The Africa Biodigester Component (ABC) Project is an energy and agriculture integrated programme in Uganda implemented by SNV Netherlands Development Organization (SNV) as lead implementer in collaboration with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH as consortium partner and Biogas Solutions Uganda Limited as the National Implementer

The ABC – Ug project seeks to achieve a sustainable, stable, and growing market for biodigesters that significantly contribute to achieving national sustainable agricultural production, energy access and climate targets, by following a market-based approach to triggering demand, promoting the supply of high-quality technology and services, and improving the enabling environment.

ABC project is working with the Energy Enterprise Coach (EEC) a flagship initiative that offers the services and expertise in business development services to support professionalization of Biodigester SMEs working in the clean energy sector in Africa and foster their growth and development. EEC delivers business development support interventions tailored to the enterprise’s stage of growth (either early, growth or advanced).

ABC Biodigester Enterprises applied for EEC needs-based training and support. However only a small number qualified and were selected for training. Some of the gaps that contributed to failure of most BEs to qualify for this training opportunity included informal businesses, poor book keeping and financial management skills, non-tax compliance, lack of business plans, low sales, poor sales & marketing skills to mention.

In order to cover these and more business skill gaps, he SNV - ABC project wishes to engage the service of a consultant to provided business development support to 14 biodigester companies..

1. **OBJECTIVES**
2. The Business Development support aims at building the business management skills and institutional capacity of the BEs to participate in future EEC trainings, bid for and qualify for tenders and benefit from other business growth opportunities.

**Specific objectives**

* To conduct a needs assessment for Business Development support for 14 BEs.
* To assess the various business models currently in use by the BEs and recommend the most appropriate models that will position the BEs to increase their share in the Biodigester market.
* Develop a training and coaching package that will follow establishment of each BEs actual needs informed by the needs assessment.
* To support BEs develop bankable business plans.
* To develop and roll out a business development and support package for the Biodigester enterprises.

Desired outcome-:

* Supported BEs undertake at least 5 self-paced E-learning based modules provided by ABC’ BDS implementer.
* Number of BEs to qualify to join EEC mentorship training class.
* Increased sales and marketing of biodigester technologies across regions.
* Increased partnership management and operational efficiency for BEs

1. **SCOPE OF WORK AND DELIVERABLES**

* This BDS Consultancy will cover a needs assessment, provision of training and coaching services to 14 BEs in the areas of; Business formalization, Financial management, Access to finance, Access to markets, sales and marketing, Supply-chain management, Taxation (Tax planning and compliance for BEs)and business plan development
* In hands-on interactive workshops, the consultant will support biodigester enterprises to work with peers on key topics highlighted above.

The consultant will facilitate the biodigester enterprises using easy-to-use practical tools to dig deeper into their business models and pave the way for growth.

* Address risks associated with financing BEs by financial institutions
* Advise BEs on Gender Mainstreaming to create awareness and have them incorporate gender in their businesses.

**The consultancy will have the following deliverables.**

* Conduct a needs assessment in the inception phase, with an inception Report outlining in detail the activities to be undertaken by the consultant including the methodology and approach to obtain the intended results, and an implementation plan including timelines for all activities. Inception report should be submitted within 10 working days after the start of the contract.
* Agreed training curriculum for the 3 day- BEs trainings plus a pre-training and post-training questionnaire.
* Conduct five (5) group workshops each with three-day trainings over 4 months, with follow-up tasks after each workshop and support to undertake self-paced business and leadership trainings.
* A short training report prepared and shared after completing the 2 pieces of training highlighting key areas to focus on in the 2-day tailored support visit to the BEs.

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* Documentation of up to five (5) BDS workshops
* In-depth feedback to BEs on business plans with financials/ investment proposals. All documents will be developed by enterprises and reviewed by the consultant.
* A detailed report profiling each of the 14 BEs submitted to ABC – UG.
* Final consultancy report

1. **TIMEFRAME**

The consultant will be contracted for the duration of four months 1st August 2023 – 30th November 2023. An indicative timeline is given below.

|  |
| --- |
| **Activity** |
| **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Call for and submission of proposals |  |  |  |  |  |  |  |
| Evaluation and contracting of best bidders |  |  |  |  |  |  |  |
| Implementation Programme |  |  |  |  |  |  |  |

1. **QUALIFICATIONS**

The applicants shall possess the following minimum qualifications as mentioned in the Technical Assessment Grid.

**TECHNICAL ASSESSMENT**

|  |  |
| --- | --- |
| Capabilities and Expertise | Maximum Score |
| Extensive expertise in providing business advisory services to renewable energy growth-oriented SMEs in Uganda | 20 |
| Documented experience in offering Business Advisory Service/support to renewable energy enterprises in Uganda to obtain growth-focused debt – capital (Attach evidence of similar past engagements). Share atleast 3 references for similar assignments conducted complete with contact details. | 20 |
| Detailed Workplan: a detailed workplan falling within the proposed assignment’s timeframe | 10 |
| Experience in facilitating interactive and participatory workshops | 10 |
| Demonstrated experience in dealing with and supporting renewable energy enterprises. Experience in dealing with Biogas enterprise is an added advantage. | 10 |
| Financial Proposal clear budget matching deliverables as detailed. | 20 |
| TOTAL | 100 |

**Administrative Requirements**

* Legal registration documents to operate in Uganda including certificate of registration/ incorporation and articles of association.
* Valid trading licence
* Tax clearance certificate addressed to SNV.
* C.V’s/profiles of proposed persons.
* Individual applicants can submit their detailed CVs showing education and professional background

**Submission Requirements**

* Technical proposal that includes firm’s registration documents, CVs of key personnel to be deployed, evidence of past work with International Organisations , delivery timelines, and a clear delivery methodology.
* A financial Proposal comprised of a fixed amount based on the number of working days required to deliver the required services as per the defined deliverables.

The above should be sent to the following email address [ugandatenders@snv.org](mailto:ugandatenders@snv.org) with “proposal for ABC Business Development consultancy for BEs” in the subject line. Proposals should be received by **7th July 2023**.

**Tender disclaimer.**

*SNV reserves the right to either accept or reject any or all proposals submitted. SNV can stop this procurement at any time without need to give explanation or can extend the deadline for submission once it sees it fit. In case you do not hear from SNV within 3 weeks of closure of the proposal receipt date, consider yourself unsuccessful.**SNV also reserves the right to reject and cancel the call-in case any illegal, corrupt, coercive, or collusive practices are noticed. Late proposals will be rejected*. *Please note that viewing, downloading or otherwise using the TOR constitutes acceptance on your part of all the above noted statements and conditions.*