

Nepal Agribusiness Innovation Centre (NABIC)

Terms of Reference (ToR)

Consultancy Position - SME Business Development Expert

1. About NABIC

Nepal Agribusiness Innovation Centre Nepal (NABIC) is an innovative venture established with the objective of nurturing and accelerating new and existing **growth-oriented** agribusinesses. NABIC provides holistic business services to support growth of agribusinesses by providing business incubation and acceleration services. The Project for Agricultural Commercialization and Trade (PACT) under the Ministry of Agricultural Development/ Government of Nepal (with support from the World Bank and its InfoDev program) is seed funding NABIC' establishment and operations for an initial period of 18 months. However, being a "company not distributing profits" and not a typical development project, NABIC's work will continue beyond July 2018 when the current agreement with PACT expires.

NABIC is promoted and managed by a consortium headed by Practical Action Consulting (PAC), UK. PAC is the consulting arm of leading UK based INGO - Practical Action. The other promoter of NABIC is Kathmandu University School of Management (KUSOM).

NABIC's services will assist the establishment and growth of agribusinesses, especially those focused on post-harvest activities, processing and packaging. The service portfolio of NABIC includes:

- Advisory and mentoring services
- Business and management consulting
- Marketing
- Facilitation of investments and finance
- Access to office facilities and management services
- Technology transfer
- Information and networking.

NABIC operates with a lean management approach and adopts a matrix structure. Services will be provided through the following channels:

- Core NABIC staff
- Faculty of KUSOM
- Mentoring by leading successful entrepreneurs and senior business management professionals
- Consultants and experts
- Specialized organizations in Nepal and abroad.

2. Position purpose/ assignment objectives

The primary purpose of this position is to provide selected support services to NABIC clients. Specific objectives include:

- orient potential NABIC clients on the organization and its services;
- provide extensive business counselling to NABIC clients;
- provide intensive mentoring and business advisory services to NABIC clients enrolled in its Intensive Incubation Program;
- support growth and competitiveness of NABIC agribusiness clients;
- undertake activities to generate revenue of NABIC.

3. Duties and responsibilities

Duties and responsibilities will include, but not be limited to:

Business Orientation

- I. identify potential clients;
- II. orient clients on NABIC and its service offerings through group workshops or individually;
- III. arrange for post-orientation follow-up activities for client conversion.

Extensive Business Counselling

- I. identify business counselling clients referring to NABIC client data base;
- II. conduct counselling sessions to identify opportunities and constraints faced by NABIC agribusiness clients;
- III. record details of counselling sessions and agreed follow-up actions;
- IV. conduct follow-up counselling sessions;
- V. where applicable, convert counselled clients to Intensive Incubation clients;
- VI. coordinate with NABIC and clients to ensure that there is adequate follow—up on jointly agreed action areas;
- VII. implement group capacity-building in close cooperation with NABIC team;
- VIII. identify and ensure taking up of additional consulting business opportunities for generating additional revenue for NABIC;

Intensive Business Incubation

- IX. counsel and mentor clients in Intensive Incubation;
- X. work with clients to develop individual enterprise growth plans;
- XI. support clients to implement enterprise growth plans;
- XII. if required, support NABIC clients to raise debt and equity financing;
- XIII. keep track of progress of clients to assess impact of NABIC support;
- XIV. identify and ensure taking up of additional consulting business opportunities for generating revenue for NABIC;

4. Qualifications, experience & skills

- Bachelor's degree in Business Management, Business Studies, Entrepreneurship, Economics, or similar field; Master's degree preferred.
- Minimum of 5 years of experience in a relevant role working with or advising SMEs, preferably in a SME support organisation/project, consultancy, advisory or financial institution context.
- Good understanding of financing issues from perspective of SME development;
- Excellent written and verbal communications skills in both English and Nepali languages.
- Credibility to offer advisory and consulting to NABIC clients.
- Technologically savvy.

5. Outputs/ deliverables

- Will be specified at the time of contracting.

6. Contract/ time lines

- Will be specified at the time of contracting.

7. Application

Please apply through email by sending a cover letter and updated CV with "SME Expert" in subject line to:

careers@nabic.com.np with cc to hr.nabic@gmail.com

Last date of application: 27th August, 2017.

Please note that only short-listed applicants will be contacted.

Version: 15th August 2017