

**SCOPE OF WORK SME Inclusive Human Resource Management Capacity Building**

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| **Title: Assignment:** | Consultant, SME Inclusive Human Resource Management Capacity Building |
| **Project:** | USAID/Zambia Enterprise Development and Growth Enhanced (EDGE) Activity |
| **Location:** | Lusaka, Eastern and Central Provinces of Zambia |
| **Dates:** | 07/25/23 – 10/31/23 |
| **Duration:** | Up to 45 days (maximum billable days) |
| **Supervisor:** | Tidzitwa Zulu, Director of Social Inclusion and Innovation |

**Project Background:**

The purpose of USAID’s Enterprise Development and Growth Enhanced (EDGE) Activity is to increase the profitability for agricultural SMEs by addressing their key investment constraints on access to finance, limited business management skills and technology, and access to markets. USAID’s EDGE Activity is built on investments to date designed to ease constraints for agricultural SMEs to access financial services and build competitiveness for SMEs’ products, using a facilitation approach, working through partnerships to achieve EDGE’s goal of creating jobs and increasing the profitability of agricultural SMEs.

The EDGE facilitation approach moves away from providing direct project assistance and input subsidies, instead working with the private sector, market actors, government institutions, communities, Feed the Future partners, and others to drive lasting systemic changes that create sustainable impact at scale.

**Assignment Objectives:**

The main objective of the consulting assignment is to build the capacities of selected EGDE SMEs in Inclusive Human Resource (HR) Management. This includes reviewing policies and practices related to hiring, benefits, career development, contracts, leave and work schedules, promotion, and others depending on the needs of each SME. The consultant will also build SMEs capacities in designing and managing inclusive internship/apprentice programs which grow the pipeline of young professionals, especially young women.

**Job Summary:**

The consultant will begin by assessing an approximated 15 selected SMEs’ current capacities in inclusive HR management including number of staff supporting these functions and their roles, policies, and procedures, and how these matches to the nature of the business and best practices. The target SMEs are considered large enterprises in the agricultural sector with the potential to employ more than 50 employees (full-time and part-time), operational in more than one district and are quite if not more formalized. They operate in at least one of the EDGE approved value chains (Poultry, Aquaculture, Animal Feed, Horticulture, Groundnuts, and Honey) along varying nodes of the value chains. Successful completion of this assignment will result in the Activity identifying at least 3 SMEs to build inclusive business cases related to inclusive HR management.

**Anticipated Tasks and Level of Effort:**

Up to 45 working days are authorized under this SOW, including travel days.

*•* Assessment Methodology and Inception Meeting: Prepare draft methodology for SME capacity assessment and present it as well as the timeline for conducting the assessments to the EDGE team.

* Assessment: Conduct assessments of chosen SMEs including capacities in inclusive HR management related to staffing, roles and responsibilities, policies and procedures, management capacity for career development, and developing and implementing internship programs.

*•* Report and Action Plan: Prepare reports of SMEs’ current capacity and present solutions to building this capacity, including a timeline for the consultant to provide the support.

*•* Train and Mentor: Provide training and mentoring to SMEs based on the approved capacity building plans.

* Final Report: Prepare and submit final report on progress of SMEs’ capacity plans and recommended next steps.

**Deliverables and Payment Schedule (Fixed Price):**

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| Deliverable 1: Draft Assessment methodology and inception meeting (includes introductory workshop and SME Needs Assessment) | 20% of total LOE + associated ODCs |
| Deliverable 2: Assessment Report, Work Plan Development and Capacity Building Plans for each SME; Training and Mentoring of SMEs | 20% of total LOE + associated ODCs |
| Deliverable 3: Final Report and SME HR Plans, Policies and other documentation | 60% of total LOE + associated ODCs |

**Supervision and Coordination of Work:**

The consultant will report to the Director of Social Inclusion and Innovation. The Director of Social Inclusion and Innovation will be responsible for review and approval of all deliverables related to the assignment.

**Qualifications:**

* Bachelor’s degree in human resources, business management, gender, or other relevant degree. Masters preferred.
* At least 5 years' experience building the capacity of private sector companies. Work with SMEs preferred.
* Experience leading and analyzing organizational capacity assessments.
* Excellent communication skills, including the ability to communicate with private sector actors.
* Fluency in spoken and written English
* Willingness to travel to the Activity’s zone of influence (Lusaka, Central and Eastern Province)