

**Request for Short Term Technical Assistance (STTA)**

**Scope of Work**

**AECOM**

**Strengthening Entrepreneurship and Enterprise Development (SEED)**

**Contract No.: AID-263-C-16-00003**

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<b>TITLE:</b>	Organizational Capacity Building Consultant & Trainer
<b>LOCATION:</b>	Cairo, Egypt
<b>SUPERVISOR:</b>	Component A Senior Advisor
<b>Task:</b>	Provide Capacity building to iHub Organization across 4 Universities
<b>Provider:</b>	Short Term Technical Assistance (STTA) - Consultant
<b>Reporting:</b>	The Consultant will report to Component A Senior Advisor
<b>Level of Effort (LoE):</b>	<b>25 days</b>
<b>PERIOD OF PERFORMANCE:</b>	June – Sept 2018

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**Project Description**

USAID’s Strengthening Entrepreneurship and Enterprise Development (SEED) in Egypt project is part of the United States – Government of Egypt Trade and Investment Promotion in Egypt (TIPE) Bilateral Agreement. This Agreement focuses on strengthening the development of micro, small and medium enterprises (MSMEs) and entrepreneurship. More specifically, the purpose of the SEED contract is to increase employment and income of MSMEs and entrepreneurs, especially those owned by women and youth in disadvantaged areas, by: (1) stimulating entrepreneurship and innovation; (2) enhancing formalization of private enterprises; (3) improving financial and non-financial services to MSMEs; (4) integrating MSMEs and entrepreneurs in progressive value chains; and (5) addressing enabling environment policy reform initiatives to facilitate MSME development that is aligned to the Government of Egypt’s (GOE) socio-economic development strategy.

SEED provides technical assistance, capacity building, and training to relevant stakeholders and counterparts in order to support the growth of MSMEs and promote entrepreneurship in Egypt. Stakeholders and counterparts include public sector reform champions, universities, BDS providers, mentors, business associations, investors, financial institutions, public organizations, MSMEs, and entrepreneurs. SEED will collaborate with other development partners (donors) and other USAID contractors to take full advantage of synergistic opportunities in achieving results. Special focus will be given to disadvantaged areas and population groups such as women and youth. Youth is defined for the purpose of this activity as individuals who are between ages of 15 and 29 years old.

**Overall Description of Component A**

Young people and potential entrepreneurs lack access to high-quality education, mentoring, and incubators. Most young entrepreneurs report gaining skills from family or friends, not formal education. Spreading entrepreneurship knowledge and spirit at the University level across Egypt

is vital to strengthening the entrepreneurship eco-system as well as providing skills to young people across Egypt.

The SEED Project will build on prior USAID work to stimulate entrepreneurship among women and youth (A.1) and improve the availability and accessibility of entrepreneurship services (A.2). The project will work through existing youth networks and support coordination to maximize impact. SEED will provide review of the current activities of active Entrepreneurship club across four campuses, help set clear processes with specific metrics and KPIS and help set a sustainability plan for the organization.

### **Assignment Objectives**

USAID SEED's mandate is to provide technical assistance to private & public organizations to develop a well-functioning entrepreneurship ecosystem. This is done through supporting different stakeholders to promote the entrepreneurship culture and skills, innovation, mentorship, and business and financial education, especially among women and youth. In this context, USAID's SEED is seeking a Strategic Management & organizational capacity-building consultant to support "I-Hub" the first of its kind university based-center in Egypt & innovation that acts as an entrepreneurship resource for students across the four main government universities around Egypt: Cairo University, Ain Shams University, and Alexandria University & Minya University.

IHub is a very active organization across 4 government universities that has been implementing wide variety entrepreneurial trainings to young people at various stages of their entrepreneurial journey. Providing them with TA will benefit them in the short-term as well as have long-term impact in helping them create a sustainable model for the future- thus ensuring sustainable entrepreneur education intervention across 4 government universities long after SEEDs project ends.

After understanding the nature of I-HUB's work, activities and services across multiple universities, the consultant will work with I-hub to:

- Further institutionalize its existence as the first multi-university entrepreneurship center,
- Create its organizational structure,
- Create an organizational strategy, Operational manual; & Growth and sustainability strategy.

This will enable I-hub to improve the impact of their activities, reaching the broadest possible number of youth across Egypt as the first entrepreneurship center in governmental universities.

### **Deliverables**

- Overall Organizational Assessment: Revise all I-hub operations, activities, services and offerings & Assess and identify how to improve I-hub organizational performance
- Develop an organizational operating model with clear processes & metrics for all iHub programs
- Make recommendations for a cost effective and efficient organizational structure (including staffing levels and span of control), division of work and workload review

- Develop a clear Operational manual for I-hub
- Evaluate current performance measures & develop recommendations for new performance measures with clear KPIs based on best practices, and provide guidance on how those new measures should be implemented.
- Develop an organizational strategy for achieving the strategic objectives and key results & Sustainability plan for the next 5 years
- Deliver training for iHub staff if needed
- Final Presentation to SEED & USAID displaying the work that has been done and the accomplishments of the assignment

#	Milestones / Deliverables	LoE (days)	Estimated Deadline (cal. days from Contract Sign-off)
1	Action plan and timeline for key milestones and deliverables	2	5
2	Overall Organizational Assessment: Revise all I-hub operations, activities, services and offerings & Assess and identify how to improve I-hub organizational performance	4	20
3	Develop an organizational operating model with clear processes & metrics for all iHub programs	4	60
4	Make recommendations for a cost effective and efficient organizational structure (including staffing levels and span of control), division of work and workload review	2	80
5	Develop a clear Operational manual for I-hub	3	90
6	Evaluate current performance measures & develop recommendations for new performance measures with clear KPIs based on best practices, and provide guidance on how those new measures should be implemented.	3	20
7	Develop an organizational strategy for achieving the strategic objectives and key results & Sustainability plan for the next 5 years	3	90
8	Deliver training for iHub staff if needed	2	100
9	An end of assignment report and presentation to SEED and USAID management with the findings, conclusions and recommended next steps for the various organizations that have done consultancy for.	2	120
	Total	25	120

### Level of Effort

This assignment is expected to take place during the period June–September 2018 including a maximum LOE of **25 working days** for the consultant.

The STTA consultant’s fees are expected to cover the cost of his/her technical expertise. In-country travel and accommodation costs, as applicable, will be covered by the SEED Project in accordance with USAID and AECOM reimbursement policies and procedures.

## **Qualifications**

- Advanced Degree in organizational development, business administration, economics, social sciences, project management or other relevant field required.
- +10 years of active business and organizational development consultancy work experience required.
- Experience in developing and delivering subject related trainings.
- Previous experience in advisory positions and/or capacity development in technical cooperation projects is a plus.
- Strong communication skills and ability to deal with various levels of stakeholders
- Demonstrated analytical and assessment skills of quantitative and qualitative data.
- Strong personal organization, integrity, work ethics, and interpersonal skills.