NATIONAL CONSULTANT

Terms of Reference

Trade for Sustainable Development Programme: Green Finance Consultant

Project Title: Trade for Sustainable Development Hubs

Assignment title: Green Finance Consultant, T4SD Hub Kenya

Duty station: Home-based (Kenya), with possibility of travel

Duration: approximately 20 work days

Expected start date: June 2020

Expected end date: November 2020

Background

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization supporting the internationalization of SMEs. Its joint mandate combines a focus on expanding trade opportunities with the aim of fostering sustainable development.

The Trade for Sustainable Development (T4SD) Programme is seeking a Green Finance Consultant to provide support in successful implementation of its project ‘Trade for Sustainable Development Hub in Kenya’.

The T4SD Hubs provide integrated solutions to SMEs in the implementation of green business practices. Hosted jointly by the Kenya Climate Innovation Centre (KCIC) and Strathmore University Business School (SBS) in Nairobi, and launched officially in April 2019, the Hub will act as a one-stop shop for SMEs to build sustainable business strategies to access green finance and international markets for sustainable products. Alongside Kenya, the Hubs are also being implemented in Ghana, Peru, Vietnam, Laos and Nepal.

In 2019, the T4SD Hub Kenya pilots an SME climate resilience coaching programme that aims to implement better climate-induced risk management of the coached SMEs. In 2020, the Hub will pilot a coaching programme on the application of voluntary sustainability standards for SMEs. The coaching programme results in development of a tailored issue-specific sustainable business strategy for each participating SME, followed by access to green finance training for the targeted set of SMEs. Each hub workplan currently spans 2019-2020, and is likely to continue in 2021. After that, the local hosts are expected to carry on with most of the above-referenced activities to ensure long-term sustainability.

Description of Duties/Responsibilities

The Kenya-based Consultant will work under the direct guidance of the T4SD Programme Officer – the Kenya Country Desk Officer (Sustainable and Inclusive Value Chains section, ITC HQ) and will undertake the following duties:

Support ITC’s project set-up in relation to Access to Finance for SMEs

- Outline of the conditions for Kenyan SMEs to obtain finance from international investors (e.g., implications of national regulations, unwritten rules of financiers) based on local regulations, real success stories, or other evidence
Advise on the definition of selection criteria for SMEs from the horticulture/tea/coffee sector in Kenya to take part in the Hub project (Access to finance component), so that they could be eligible for external financing

In conjunction with the Hub Lead Consultant, interview SMEs with a need for external financing which took part in the Climate Resilience and VSS coaching programmes, understand the issues they are facing with access to finance and potentially connect them directly with suitable financial providers

Present the outcomes of the Report at 1-2 workshops (organized by ITC)

**Update and expand the Report on access to (green) finance for Kenyan SMEs:**

- Review the existing baseline study ‘Green Finance for Kenyan SMEs’, ITC 2018, which the new Report will build on.
- Identify and contact finance providers in Kenya (and internationally) to conduct interviews on their green finance offering for SMEs. Stakeholders include:
  - Local and international commercial banks
  - Development banks and development finance institutions
  - Investment funds and impact investors
  - Other relevant stakeholders (e.g. government institutions, agencies and associations providing subsidies for financing, development agencies with relevant multi-year programmes, etc.)

The candidate is expected to carry out these interviews, based on work templates provided by ITC. The candidate needs to identify, establish contacts and schedule interviews with related institutions.

- Conduct desktop research to prepare interviews and complement information obtained
- Prepare a report, which should entail:
  - Overview of the documents that SMEs need to submit to potential financiers, so that they can apply for financing
  - Overview on the concrete (green) financing offering by financial providers directly targeted at Kenyan SMEs that cover environmental and climate related projects, specifying relevant sectors. In case some banks do not offer dedicated green finance products, other suitable products for SMEs to access finance should also be covered.
  - Profiles of the related offerings by finance stakeholders targeted at SMEs need to include information on:
    - Name of institution and contact information of focal point
    - Name of financial product
    - Type of finance product (e.g. equity, loan)
    - Target sector
    - SME target group
    - Currency
    - Amount
    - Interest rates
    - Maturity
    - Collateral requirements
    - Required materials to apply for finance
    - Etc.
  - Focus on financing offering for the following sector (indicative, not exhaustive): horticulture, agro-processing, cut flowers, tea, coffee, textiles & apparel, etc.

ITC will provide an outline of the report and type of information to be provided in the profile.

- Document the interviews conducted and their related content in a separate document
- Create a list of the contacts of the interviewees (xls, format provided by ITC)

**Expected Outputs and Timelines**

- Deliverable 1: List of relevant financial stakeholders with respective contact persons created, updated outline of the Report submitted (end June 2020)
- Deliverable 2: Interviews conducted + first draft of the updated Report delivered (end July 2020)
Deliverable 3: Advanced draft of the updated Report delivered, advise on SME selection criteria and Hub’s SME needs provided (end September 2020)

Deliverable 4: Final report delivered and presented at workshop (if applicable), contact list completed and delivered, advisory functions completed (mid November 2020)

**Travel**
No

**Skills**

- Competent user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and the development of online surveys
- Attention to detail
- Ability to work independently and to solve problems
- Flexibility and ability to work under pressure and tight deadlines
- Excellent communications skills, both oral and written
- Excellent communication, diplomatic, presentation skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity

**Education**

- Undergraduate degree (BA/BSC or other)
- Advanced degree (MA/MSc or other)
- Post-graduate degree (PhD or other)
- Secondary school
- Other

Indicate the field of studies:

in finance, economics, international relations, business administration, geography, corporate sustainability, or related field.

**Experience required (number of years in which area)**

At least 5 years of experience working in finance and banking sector, company associations or with companies in relation to finance (required). Specific experience with ‘green’ financing would be considered a plus.

**Language**: Fluency in English required, knowledge of Kiswahili is an asset.

**Contact**

Prospective candidates are invited to submit their application by sending their CV (maximum 5 pages) and a brief cover letter explaining their fit for the consultancy to Ms. Petra Walterova, Programme Officer, T4SD (walterova@intracen.org), by 14 May 2020. Only shortlisted candidates will be contacted for an online interview.