

SELECTION OF CONSULTANTS

REQUEST FOR PROPOSALS

RFP No: KCIC/2023/137

Call for Mentors: A Productive Use of Solar Energy Pilot Program in Uganda and Tanzania.

Client: Kenya Climate Innovation Center

Country: Kenya

Issued on: 27th March 2023

Terms of Reference

Call for Mentors: A Productive Use of Solar Energy Pilot Program in Uganda and Tanzania.

1. Background Information

The Kenya Climate Innovation Center (KCIC) is a social impact organization operating in the climate space, committed to supporting micro and small enterprises and driven by innovation. Kenya Climate Innovation Center (KCIC) was launched in September 2012 by the World Bank through the infoDev initiative in partnership with Danida and UK Aid. The KCIC provides incubation, capacity building services and financing to entrepreneurs and new ventures that are developing innovative solutions in renewable energy and energy efficiency, water management, agribusiness, waste management and commercial forestry to address climate change challenges.

KCIC has transitioned towards becoming a market leader in sustainable development, incorporating more pillars within our Programmes and expanding beyond Nairobi. Therefore, KCIC has grown to include investments by Kenya Climate Ventures, the roll out of the GreenBiz and AgriBiz Programmes, KCIC Consulting, Center for Governance and Sustainability and Special Projects Unit.

The Kenya Climate Innovation Center (KCIC) and The Charles Stewart Mott Foundation have partnered to implement the Productive Use of Solar Energy Pilot Program in Kenya, Uganda, Tanzania for the next 2 years until **December 2024**.

The program seeks to promote productive use of solar energy which is anchored on three pillars namely:

- To maximize the economic and social benefits that access to solar energy can catalyze.
- To facilitate the achievement of the Sustainable Development Goals where access to clean and renewable energy services is a key pillar.
- To improve the economic sustainability of rural electrification projects and renewable energy markets

The main goal of the program will be to address emerging barriers that hinder various new initiatives to stimulate productive use of solar energy and integrate it into existing and new business models in horticulture and fisheries/aquaculture. This

goal will be achieved through the following objectives;

- Promoting the productive use of solar energy solutions within rural economies; Horticulture in Tanzania and Fisheries/aquaculture in Uganda
- Increasing awareness and uptake of off-grid solar PUE technologies that are available in the pilot countries.
- Equitably supporting Solar energy and PUE enterprises with increased access to financial resources for scaling productive use of solar energy solutions.

The enterprises supported in the program will receive business and technical advisory, financing to enterprises that meet the program criteria, mentorship, and networking opportunities to support them in scaling their businesses.

KCIC is seeking highly motivated and experienced individuals who will support the delivery of the pilot program to fill the position of Program Mentors in Uganda and Tanzania.

2.0 Role of the mentors

The mentors will serve as advisors to the entrepreneurs participating in the productive Use of Energy (PUE) pilot programme. Each mentor will support 10 enterprises for a period of 18 months. He/she will act as a liaison between 10 mentees and will coordinate communication and discussion between them and KCIC.

This engagement aims to assist KCIC implement the program through hand holding enterprises on technical and business Advisory.

3.0 Objectives of the Mentorship

The mentorship programme is envisioned to impact, among others:

- a) The financial performance and economic outcomes of the enterprises:

The mentorship ultimately aims to enhance the mentees' ability and business skills in order to create stronger businesses that perform better financially, jobs creation and wealth generation for the Kenyan, Tanzania, and Uganda economy.

b) The business owners / managers:

The mentorship will work with the top management within the company, owners or managers who are responsible for setting the overall direction, ambitions, and targets for the business. Improving the overall strategic business planning ability of mentees is the most important outcome of the mentoring process. It will also help owners / managers with their ability to:

- Undertake detailed business planning.
- Better understand their competitive position and their potential client/customer base.
- Constant improvement of the company's functions.
- Improve their financial management and forecasting; and
- Manage growth aligned to the company's objectives.

What motivated owners–managers are towards achieving growth, as well as how psychologically resilient they are, is important to the overall fortunes of a business. Mentoring does indeed improve mentees' confidence in managing their businesses.

c) The mentee businesses

Business mentoring is a relationship between the mentor and business's owner / manager. In turn, this sets in motion wider changes to the business. In particular, optimizing the company structure could be a strong outcome of the mentoring programme. Mentors will help businesses to increase the pace at which they innovate by shortening the lead times for both developing new products and services and introducing new ways of working or identifying cost savings in addition to improving the entrepreneur's ability to identify new revenue streams.

It could also improve the company's ability to sell, to improve their marketing strategy and their USP and brand.

d) Company's access to external resources

The programme will significantly improve the market knowledge, contacts and relationships that mentees have by mentors potentially facilitating better access to potential clients, investors, and customers.

e) Company's ability to deal with challenges

Growth in small firms is a discontinuous process, typically characterized by short-lived growth spurts followed by sluggish periods or even decline. The Mentorship Programme helps businesses to be prepared in tackling these types of challenges e.g., experiencing slowdown in revenue growth, losing clients/customers, pursuing too many different options at once, amongst others. More positively, for every single business challenge that mentees will identify as being characteristic of their company, the mentees' opinion on how mentoring helps to tackle these challenges is expected to increase at the end of the mentoring when compared to the beginning.

f) Entrepreneurs' social skills

Most entrepreneurs are never taught social skills like proper listening, accurate self-expression, negotiation, social adaptability, public speaking, storytelling in marketing and running family-owned enterprises. KCIC is keen on holistically improving entrepreneur's businesses and other factors affecting their performance at work.

g) Technical skills

The programme will improve the technical skill of the entrepreneurs through offering technical advisory, ensuring the enterprises provide the right PUE solutions for their business needs.

4.0 Expectations

The Program Mentors are expected to:

- Provide guidance and business advisory support to 10 mentees.
- Keep the clients in communication with each other, facilitate dialogue and cross-fertilize ideas between them, while enabling an ambiance of open communication and trust between participants
- Respond timely to requests from mentees and have at least 3 separate physical and 5 virtual meetings with them.
- Coordinate one bootcamp session.
- Transmit their knowledge and experience to mentees in order to help them develop strategies for taking action on climate change.

- Encourage participants to have ongoing commitment to aims and goals of the projects.
- Provide feedback to the project coordinator on the process and activities of their mentees.
- Offer advisory on the technical aspects by ensuring the entrepreneurs provide the right Energy power supply, expandability/forecasting, compliance, and the right PUE appliance/equipment specifications for their business needs.

5.0 Scope of Work

I The Program Mentor

Phase 1 – Inception meeting and Gap validation

During this phase, the mentor shall undertake the following activities:

Inception Meeting – The mentor will participate in a coordination meeting with KCIC to be briefed on the program design.

Gap Validation - The mentor will be part of a gap validation session together with KCIC staff. From this gap validation session, the mentor will prepare gap analysis briefs and a baseline report for every client which will be used as a guide throughout the mentorship programme. The reports will consist of both quantitative and qualitative data to be used when evaluating the success of the program.

Work Plan development - the mentor will use the information from the gap analysis briefs to prepare an implementation plan and deliverables which will be used as a roadmap to action the gaps noted.

Phase 2 – Execution

The following activities shall be executed during this phase:

- 8 mentorship sessions (4 sessions per year)- 3 physical and 5 virtual

Phase 3 – Monitoring and Evaluation

KCIC shall be responsible for the monitoring and evaluation activities of the Pilot Program. The monitoring and evaluation activities will include but not limited to:

- Meetings – The mentor shall ensure that regular meetings are held with KCIC to review the progress of the Mentorship and, where necessary, take corrective action to keep the Mentorship aligned to its overall Program goals and objectives.
- Journals – The mentor shall ensure that journals are signed at the end of every mentoring session.
- Reports – The mentor shall, at a minimum, submit to KCIC an inception report, monthly progress reports, in addition to a comprehensive final report at the end of the 1st Year of the pilot program.
- The mentor shall develop relevant case studies for each enterprise on onboarding the program. These case studies will be documented to profile the pilot program's success in terms of effectiveness and efficiency of the pilot program and how it impacted on the mentees' businesses.
- Baseline data taken during mentorship inception and at the end of the Pilot program on an annual basis.

II. KCIC

- KCIC shall select clients to receive mentorship.
- KCIC shall work closely with the clients to enlist their active participation in the mentorship.
- KCIC shall, where applicable, work with the mentor to ensure corrective action is taken to resolve challenges that arise during the mentorship.
- KCIC shall provide backstopping for the mentorship program.

6.0 Expected Deliverables and Output

By the end of the mentorship, the following outputs should be delivered to the satisfaction of KCIC:

Phase i (Two months from the inception meeting)

- An inception report detailing minutes, methodology, scopes of works and milestones over period.

- Baseline report for each client detailing the validated gaps and type of mentorship support that shall be provided to address the gaps.
- Work plan for the 18-month implementation period including time estimates required for all the stages of the work.

Phase ii

- Meeting and training journals
- progress reports

Phase iii

- End term mentorship report
- Annual end line report for each client detailing the type of mentorship provided to each client, benefits derived, challenges faced, and to include clear recommendations and action plan for each recommendation.
- Comprehensive mentorship sessions report
- All other deliverables and reports specified in the monitoring and evaluation Scope of Works; Journals, inception reports, Case studies report and baseline data.

7.0 Qualifications and Specialized knowledge

The mentors will be selected based on the following.

- Bachelor's degree in Energy, Engineering, or any other related field
- A minimum of 5 years' experience offering business mentorship, technical assistance and advisory to enterprises in the renewable energy sector in their respective countries
- Have Knowledge of renewable energy technologies and an interest in environmental sustainability.
- Demonstrate ability to understand the East Africa early-stage entrepreneurial ecosystem.
- High level of written and oral communication skills in both English and Kiswahili
- Experience with renewable energy sector (Solar technologies) in their respective countries
- Strong business acumen and problem-solving capabilities.

8.0 Duration and timelines

The mentorship is expected to run for a period of 18 months.

9.0 Reporting Arrangements

The consultancy will be carried out under the broad guidance and direction of the PUE Pilot Program Manager or anyone else that might be assigned that role.

10.0 Application Deadline and Submission Details

The deadline for submission of proposal is on **Monday 17th April 2023** at **5:00pm**. The submission should be in two separate zip folders clearly marked technical and financial. They should be submitted to the official email: procurement@kenyacic.org.

Any proposal received after the deadline will not be opened, and no amendments to the technical or financial proposals will be accepted after the deadline. Proposals submitted contrary to the instructions given above will not be accepted by KCIC.

All inquiries relating to the TOR shall be communicated in written form to the above-mentioned email address.