



Terms of Reference

Financial Mentor

About Leaders International

Leaders International is an international network of local organizations that plans, manages, and monitors innovation and economic development interventions in the region. Through its offices in Brussels, Amman, and Ramallah, Leaders International provides complete project-management services with a focus on private-sector development, enterprise development, job creation, entrepreneurship, D4D, economic policy dialogue, and tourism value chain development.

Background

As a partner in the MEDSt@rts project, Leaders International is implementing the project activities in Palestine. MEDSt@rts - Med microfinance support system for start-ups - project is financed by the European Union's ENI CBC Med Programme and implemented in Italy, Greece, Tunisia, Palestine, and Lebanon.

MEDSt@rts addresses young and highly motivated people with innovative ideas - usually high-risk companies - and supports them in developing their business. Leaders International intends to recruit a qualified Financial Mentor that will carry out activities related to the project.

Purpose:

Mentor(s) will provide professional counseling and advice to the MedSt@rts Participants, focusing on skills training, business guidance, professional contacts, and problem-solving.



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Scope of work:

As part of MedSt@rts objectives for sustainable development and durability, mentor(s) are responsible for the provision of support and assistance services to the 15 MedSt@rts entrepreneurs and startups through online mentorship sessions. The mentor is responsible for transferring viable and necessary knowledge and skills needed for each individual project to succeed.

The Financial Mentor is responsible for developing Financial Plans and Budget Allocation plans for each MedSt@rts Participant. Furthermore, they are expected to assist the MedSt@rts Participants in dealing with any budgeting difficulties they may face. They are also in charge of the assessment of the financial situation of each participant and develop it accordingly, ensuring longevity, sustainability, and success in the marketplace.

Deliverables:

- Delivery of a total of 150 hours of one-to-one mentorship sessions to 15 startups, meaning that each startup/team receives a total of 10 hours of financial-related mentorship during the timespan decided by Leaders International.
- Assistance of the MedSt@rts entrepreneurs in drafting and developing complete and comprehensive financial plans.
- Development of 15 budget allocation plans that will guide the mentees in spending their sub-grants in the most efficient way.
- Revision of business structures and business plans and providing feedback and suggestions.
- Provision of tailored financial advice aiming at improving the skills and knowledge of the mentee on a multitude of topics, including, but not limited to, the following:
 - Provide the mentee with the appropriate financial plan to ensure its success
 - Provide advice, guidance and training on applicable financial techniques to facilitate work efficiency and effectiveness
 - Identification of the strengths and weaknesses of the mentee;
 - Development of finance-related skills, such as money management, and development of monthly and annual budgets.



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Outputs:

- 150 hours of mentorship sessions
- 15 Financial plans
- 15 budget allocation plans
- Training materials
- Training outline
- Video recordings of each training session
- Meeting minutes of each training session
- Screenshots

Expected implementation timeframe:

- Implementation will be based on specific needs of the targeted beneficiaries, and will be between April, 2021 – June, 2021.

Qualification, Knowledge, and Experience

- At least a Bachelor's Degree in Accounting or Finance, or any other relevant field.
- Personal flexibility and high motivation.
- Experience in similar projects and working in teams.
- Excellent interpersonal and communication skills in both Arabic and English.
- Excellent planning and administration skills.

To apply for this opportunity, please send your CV along with the Financial offer to vacancies@leadersinternational.org no later than 25/03/2021.



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FINANCIAL OFFER FORM

FOR

“MED Microfinance support system for start-ups – MEDSt@rts Project”

Please fill in the table below and submit it along with your CV to: vacancies@leadersinternational.org

Name of subject: **Financial Mentor/ MEDSt@rts**

First Name, Last Name	
Address	
Mobile	
E-mail address	
Nationality (for tax purposes)	
Expected daily rate in EUR	



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