

Terms of Reference

Project	SME4SMARTCITIES
Period of Performance	Feb-Aug 2023
Location	Palestine
Date of announcement	January 19, 2023
Activity Title	Business and Financial Mentor

1. Background

Leaders International (LI) plans and delivers innovation and economic development interventions with a particular focus on private-sector development, entrepreneurship, job creation, digital transformation, and access to markets. The organization manages a multi-million active portfolio of grants and service contracts to ensure the economy's access to the necessary means and resources for development and economic prosperity. Through its projects, LI leverages its expertise in research, strategy, and management to provide its beneficiaries with sustainable technical and financial assistance, and build their capacity and resilience to adapt to different economic challenges.

2. Project Background:

As cities continue to grow, so is the number of challenges they are facing. Environmental, economic or social emerging issues call for new and unproven urban solutions. The increasing need for urban innovation will result in the development of a significant number of smart city initiatives, creating new business opportunities for Mediterranean SMEs. If we want our cities to be efficiently managed and more liveable for communities, public authorities and SMEs have to work together to come up with the best technological solutions. SME4SMARTCITIES will make this collaboration possible by reinforcing the capacities of Mediterranean cities and SMEs. The project will help cities to be the front-runners of innovation, in particular through the use of public procurement of innovative solutions. On the other hand, the project will support Mediterranean SMEs to guarantee that their products and services meet the expectations and needs of smart cities.

3. Purpose

To lead knowledge transfer needed for entrepreneurs mainly in their early stages of ideation and prototype and improve entrepreneurs' business and financial models through the experience of LI in the field.

4. Scope of Work

- Analyze criteria and success factors for the implementation of the urban solutions with the municipalities.
- Mentor the development of the business and financial models of the solutions of SMEs, by implementing innovation and transferring SME4SMARTCITIES outcomes into the Market Place.

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- Identify benefits, disadvantages, and omissions in existing business and financial models.

5. Deliverables:

Deliverable 1:

Developing a template to gather the necessary data from SMEs to create an appropriate business and financial plan that suits their needs and the rules of the grant they are receiving. This template needs to be tracked and updated.

Deliverable 2:

One meeting every two weeks for updates on the progress of the implementation process. Including meeting minutes per meeting.

Deliverables 3:

Work Plan Development: prepare an implementation plan and deliverables that will be used as a roadmap for the cooperation between the winning SMEs and the municipalities including the development and implementation of urban challenge solutions. This plan is to be tracked and updated.

Deliverables 4:

- Mentoring the development of a Business Model per SME: The mentor will support the work plan through physical and virtual engagement with the SMEs and reviewing and supporting the development of a business plan.
- Mentoring the development of a Financial and marketing Model per SME: The mentor will support the work plan through physical and virtual engagement with the SMEs and reviewing and supporting the development of a financial and marketing dissemination strategy plan.

6. Work Plan:

Activity	Deliverable
Developing a template to gather the necessary data from SMEs to create an appropriate business and financial plan that suits their needs and the rules of the grant they are receiving.	Data gathering template tracked and updated
One meeting every month for updates on the progress of the implementation process. Including meeting minutes per meeting.	One meeting every month Meeting Minutes
Work Plan Development: prepare an implementation plan and deliverables which will be used as a roadmap for the cooperation between the winning SMEs and the municipalities including the development and implementation of urban challenge solutions.	Implementation plan
Mentoring the development of a Business and financial Model per SME	Financial Model Business Model

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7. Qualifications Required

The applicant shall have the following qualifications:

- Academic Background in Economics, Finance, Business Administration, or any other related field.
- 3 years of experience on similar roles.
- Full proficiency in English and in Arabic
- In-depth knowledge of legal considerations relevant to policies.
- Ability to collaborate with internal and external stakeholders.
- Experience in preparing reports and presenting findings.
- Excellent recordkeeping and communication skills.

8. Documents to be submitted

The application must contain the following documents:

1. Financial Offer (attached to this ToR)
2. Company profile or CV (individual consultants)

9. Taxes and other Terms:

- The offer should be including VAT;
- For individual consultants, Applicable tax laws apply.

Please submit all required documents to procurement@leadersinternational.org no later than January 26, 2023 **in EUR Currency.**

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FINANCIAL OFFER FORM

FOR

“SME4SMARTCITIES Project”

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

Name of subject: **Business and Financial Mentor**

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