

Terms of Reference for Mentors to support Enterprises on the Youth Adapt Programme

Introduction

The African Development Bank Group and the Global Center on Adaptation (GCA) are jointly implementing a strategic partnership program, the African Adaptation Acceleration Program (AAP), aimed at mobilizing \$25 billion to scale up and accelerate climate change adaptation actions across Africa.

One of the four flagships under this program is the **YouthAdapt: Empowering Youth for Entrepreneurship and Job Creation in Climate Adaptation and Resilience**. Under the YouthADAPT program, AAP is scaling up youth innovations for climate action through the Africa Youth Adaptation #YouthADAPT Challenge.

The program is currently implementing its third cohort. This cohort supports female-owned enterprises working on Fourth Industrial Revolution (4IR) technologies¹ and innovations for **climate adaptation** action in Africa and addressing gender-inequality in their solutions..

The winners were announced at the recently concluded COP 28 event. More details on the winners can be found here: <https://www.afdb.org/en/news-and-events/press-releases/youth-led-african-enterprises-awarded-800000-cop28-climate-solutions-66580>

The winners will benefit from:

- a) Grants of up to USD 100,000 per enterprise to support their business growth plans.
- b) Participate in a 1-year accelerator program designed to empower the selected young entrepreneurs and their teams with tailored business development skills, mentorship, training and resources to scale-up climate adaptation innovations and boost the creation of green jobs.
- c) Expanding partnership, knowledge sharing, exchange and learning through a network of youth entrepreneurs in Africa.
- d) Tailored business development services to elevate your climate solutions and

¹ Examples of 4IR technologies include: artificial intelligence, big data analytics, virtual reality, robotics, internet of things, quantum computing technologies, additive manufacturing block chain, Fifth generation wireless,

generate green jobs.

- e) Join the YouthADAPT Alumni Network

The selected **female youth-owned** enterprises will be equipped with tailored business development skills, mentorship, training and resources to scale up **climate adaptation innovations** and boost the creation of green jobs. This support will help the enterprises to build their institutional capacity, position themselves to effectively utilize grants offered and to also mobilize additional private capital, scale up climate adaptation action at the grass root level and create employment opportunities across Africa. They will also access training workshops tailored to provide practical skills in entrepreneurship and climate adaptation mainstreaming. Additional support will be provided to these youth entrepreneurs through professional mentorship to enable them to execute their business growth plans, create jobs, and support the Africa continental effort towards climate resilience.

Introduction to this Request for Proposal

Purpose of this Request for Proposal

KCIC Consulting Limited (KCL) is the implementing partner for the YouthAdapt program. To enhance the skills of the selected enterprises, KCL is seeking mentors to support 8 enterprises in five different countries (Mali, DRC, Kenya, Nigeria and Zambia) KCL is requesting firms to submit applications to mentorship support within the incubation program..

Description of Services

The project seeks to support enterprises to create sustainable jobs/livelihoods and wealth, while promoting climate mitigation and adaptation. The end result of these will be:

- a) 8 Youth - led enterprises engaged in interventions promoting 4IR technology and climate adaptation across Africa will have viable and sustainable business models
- b) 8 stronger businesses that perform better financially, create sustainable jobs and generate wealth

The enterprises will receive technical support through business advisory, technical training, mentorship and networking opportunities to support them in scaling their businesses.

Role of the Mentors

The mentors will serve as advisors to the 8 youth entrepreneurs. The mentorship will involve in a one-to-one interaction with each individual enterprise. The engagement is task based and tied to the achievement to set out milestones which are unique to each enterprise. The one- to-one engagement will also seek to encourage personal learning and the mentor plays the role of an accountability partner to the entrepreneur. Mentorship will be ongoing for the duration of the programme (February to October 2024).

The youth-owned businesses selected through the African Youth Adaptation Solutions Challenge, have met the following criteria:

- a) Entrepreneurs are aged between 15- and 35-years old and operating in Africa;
- b) Entrepreneurs are female
- c) The enterprise has been operational for at least 2 years, and created at least 2 years of revenue;
- d) Their business ideas are related to climate change adaptation and resilience;
- e) Are profit making institutions which provide climate adaptation and resilience solutions in key social and economic sectors affected by climate change with clear value proposition to go to scale for greater impact and to create specified direct jobs.

The mentors will work directly with KCL staff and the Youth Adapt clients in executing all aspects of the mentorship programme.

The mentorship programme is envisioned to enhance:

1. **Incorporation of 4IR Technology and Climate Adaptation:**
 - **Technological Integration:** Enterprises showcase the ability to incorporate and effectively track the 4IR (Fourth Industrial Revolution) technology component, enhancing their resilience to climate change.
2. **Sustainability and Improved Financial Performance:**
 - **Economic Viability:** Enterprises demonstrate sustainability through improved financial performance, resulting in positive economic outcomes.
3. **Economic Empowerment:**
 - **Increased Employment and Income:** Successful climate change adaptation and mitigation initiatives result in a higher number of women and men accessing employment opportunities or increasing their incomes.
4. **Financial Accessibility for SMEs:**
 - **Enhanced Credit Access:** SMEs are empowered to access commercial credit, fostering their growth and sustainability.

5. **Strengthened Managerial and Leadership Capacities:**

- **Improved Business Leadership:** Individuals leading businesses experience an increase in their managerial and leadership capacities, promoting effective business management.

6. **Enhanced Understanding of Constraints:**

- **In-depth Knowledge:** Stakeholders gain a deeper understanding of constraints related to low carbon and gender-transformative climate change adaptation, enabling informed decision-making.

7. **Youth-Centric Green Credit Line Facilities:**

- **Business Case Development:** The creation of a compelling business case supports the launch of private sector youth-focused green credit line facilities, fostering sustainable initiatives among the youth.

Scope of Work

The Mentor

The mentor will be expected to spend an average of 2 to 3 hours a month with each enterprise subject to achievement of agreed milestones.

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 KCL to be briefed on the on the program design

Gap Validation and Work Plan Development: The mentor will be part of a gap validation session together with KCL 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 program. The reports will consist of both quantitative and qualitative data to be used when evaluating the program.

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:

The mentor will execute the work plan through virtual engagement with the mentee. However, a minimum one physical session must be held at the premises where the enterprise undertakes the core business activities.

Phase 3 – Monitoring and Evaluation

KCL shall be responsible for the monitoring and evaluation activities of the mentorship program. The monitoring and evaluation activities will include but not limited to:

- a) Meetings – The mentor shall ensure that regular meetings are held with KCL to

review the progress of the program and, where necessary, take corrective action to keep the program aligned to its overall goals and objectives. A KCL staff should be invited to all virtual meetings which should be communicated at least two (2) weeks before the date.

- b) Reports – The mentor shall, at a minimum, submit to KCL an inception report, periodic progress reports, in addition to a comprehensive final report at the end of the mentorship engagement.
- c) Baseline data taken during program inception and at the end of the program based on format provided and guiding KPIs which will be indicated.

KCL

- a) KCL shall work closely with the clients to enlist their active participation in the mentorship programme.
- b) KCL shall, where applicable, work with the mentor to ensure corrective action is taken to resolve challenges that arise during the mentorship programme.
- c) KCL shall provide backstopping during the programme.

Expected Deliverables and Output

By the end of the programme, the following outputs should be delivered to the satisfaction of KCL:

- a) An inception report detailing the methodology and milestones over the programme period.
- b) Baseline report for each client detailing the validated gaps and type of mentorship support that shall be provided to address the gaps.
- c) Work plan for the implementation period including time estimates required for all the stages of the work
- d) 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.
- e) All other deliverables and reports specified in the Scope of Works and/or Inception Report.

Qualifications and Specialized knowledge

The firm will be selected will based on the following;

- a) A minimum of 3 years' experience offering business mentorship, technical assistance, incubation and acceleration and SME advisory in the 4IR technology industry;
- b) 5 years knowledge and experience in 4IRT technology industry.
- c) Demonstrate experience working with small and medium enterprises in the area highlighted within the location indicated.
- d) Demonstrate ability to understand the business environment in the target location especially within the purview of small and medium entrepreneurial ecosystem.
- e) High level of written and oral communication skills in languages commonly used in the target location.
- f) They should be proficient in both English and French

Scoring criteria

	Criteria	Weight
1.	Education and qualification of the mentor	15
2.	Demonstrated capability to provide hands-on support in incorporating 4IR technology for climate resilience.	15
3.	Ability to deliver effective guidance and training sessions to help businesses integrate technological advancements for climate adaptation.	15
4.	Proven experience in assisting enterprises with strategic planning for improved financial performance and long-term sustainability.	10
5.	Proposed costs are reasonable and realistic and reflect understanding of the assignment	10
6.	Ability to devise and implement strategies that enhance SMEs' access to commercial credit for growth and sustainability.	10
7.	Comprehensive understanding of the local market dynamics and ensuring a well-suited mentor-mentee pairing within the same country.	10
8.	Demonstrated ability to transfer in-depth knowledge to stakeholders regarding constraints related to low carbon and gender-transformative climate change adaptation.	15
		100

Duration and timelines

The programme is expected to run for a maximum duration of 9 months beginning Feb 2024.

Reporting Arrangements

The assignment will be carried out under the broad guidance and direction of the Youth Adapt Project Manager or anyone else who might be assigned that role.

Submission

If interested please submit your expression of interest to info@kcticconsulting.com by **31st January 2024**, with the subject: **Youth Adapt Mentorship**, and include a cover letter and the CV using the attached [format](#). Submissions will be reviewed on an ongoing basis and contracting may give preference to an earlier applicant subject to fulfillment of requirements.