

The One Programme in Cape Verde



JOB DESCRIPTION

Post title: National MSME Expert
Post number: FB/CVI/09/A01/17-XX
Duration: 6 months with possibility of extension
Date required: 1 February 2012
Duty Station: Praia, with travelling inside the country
Counterpart: ADEI – Agency for Enterprise Development and Innovation

Under the overall supervision of the UNIDO Project Manager, and in close coordination with the UNIDO Representative based in Dakar as well as the UNIDO National Programme Coordinator based in Praia, the National Micro, Small and Medium Enterprises (MSME) Expert is expected to assist in the implementation of following activity of Sub-Programme 4 (Growth and Economic Opportunities): Activity 4.1.2.: Capacity for business development services for the private sector development strengthened and network of service providers established. More specifically, the National MSME expert is expected to carry out the following tasks:

| Main duties | Location | Duration | Expected Results |
|---|-----------------|-------------|--|
| I. Training of Trainers / Advisors Programme | | | |
| 1. Assist ADEI in conducting training needs Assessment, identification of collaborating institution, identification of potential participants and preparation of training programme for three different groups: (i) Enterprises; (ii) Consultants; (iii) Partners / Providers of Business Support | Praia | 2 weeks | Needs assessment and Training Plans |
| 2. Assist ADEI in the organization and implementation of the Industrial Extension Course on productivity improvements; identify firms to be visited for the Integrated Plant Survey. | Mindelo | 5 weeks | Industrial Extension Course organized and implemented |
| 3. Assist in the organization and implementation of the Training programme on facilitating collective efficiency projects, associations and community-based self-help groups; | Mindelo | 3 weeks | Training of Trainers and Collective Self-Help Training organized and implemented |
| 4. Facilitate the work of the International English Speaking MSME expert by translating where necessary into Portuguese and vice versa. | Praia / Mindelo | As required | |
| 5. Assist ADEI and its collaborating institutions to implement a Management | Praia | 3 weeks | M & E system in place and used |

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|--|-----------------|---------------------|---|
| Information System (MIS) to monitor performance and impact of the assistance performed by trained consultants and self-help groups. | | | |
| 6. Develop and implement an accreditation System for the Network of Consultants | Praia | 3 weeks | Accreditation System in place and used |
| II. Support Network for Enterprise Development | | | |
| 7. Compile and review relevant economic potentials and constraints, business development and support structures and programmes in Cape Verde. | Praia | Continuous (1 week) | Comprehensive document data base |
| 8. Conduct a survey among ADEI target enterprises to identify service needs and demand (i.e. capacity to pay) for financial and non-financial services. | Praia | 2 weeks | Demand and needs analysis. |
| 9. Conduct a survey and consultations with support institutions and programmes to analyze their response to enterprise needs. Establish a directory of programmes and institutions. Identify opportunities for collaborations, complementarities, funding sources and capacity building needs of support institutions. | Praia | 2 weeks | Profiles of services providers; |
| 10. Prepare a Concept Paper for the Network of Support to Enterprise Development (NSED) | Praia | 2 weeks | Concept Paper for NSED |
| 11. Assist ADEI and potential network partners to prepare, execute and coordinate an Action Plan for the establishment of the Network | Praia | 2 weeks | Action Plan defined and implemented |
| 12. Identify, and analyze potential funding sources for the implementation of the network action plan; and establish a data base. | Praia | 2 weeks | Data base on funding sources for enterprise development |
| 13. Prepare projects for submission to the funding sources and follow up | Praia | As requested | Projects submitted |
| III. Other | | | |
| 14. Carry out any other duty as required | | | |
| 15. Prepare an end-of-assignment report detailing activities carried out, lessons learned and recommendations. | | | End-of-assignment report |

Qualifications:

- Demonstrated effective skills in communicating with stakeholders at community level, private sector, national and local government and international community.
- Minimum degree in business (economics, management, finance or related course);
- At least 03 years hands-on experience in SME development
- Work experience in International Institutions preferable
- Initiative-taking, team-player, work under stress.
- Competent in using MS Word, MS Excel, MS Power Point and internet.

Languages:

Fully fluent in English and Portuguese.

Background:

The One UN Programme in Cape Verde was approved by the Government and 20 participating UN Organizations on July 1st 2009. UNIDO is contributing to Sub-programme 1 (Good Governance: Successful economic graduation and insertion in the world economy), Sub-programme 4 (Growth and Economic Opportunities) and Sub-programme 5 (Environment, Energy and Disaster Prevention). UNIDO is lead agency for Sub-programme 4, besides being in charge of the implementation of following activities:

Activity 4.1.1: Action Plan for the improvement and simplification of the regulatory and administrative framework implemented.

Activity 4.1.2.: Capacity for business development services for the private sector development strengthened and network of service providers established.

Activity 4.4.3: Youth exposed to innovative methodologies and entrepreneurship (entrepreneurship curriculum in schools).

For activity 4.1.2., the Agency for Enterprise Development and Innovation (ADEI) is the main partner for the implementation of activities under the ONE UN.

ADEI was created on 15 June 2009 by Official Bulletin No 24. It is part of the Ministry of Trade and Industry. The objectives of ADEI are:

- Promote the competitiveness and development of micro, small and medium enterprises, in partnership with national and international partners.
- Promote innovation and development of entrepreneurial capacity and better use of productive capacity in the country, in particular with a view to improve the business environment.

Among the envisaged ADEI services is to “promote the creation of enterprise networks and to “Promote the training of trainers and national consultants for the SMEs” as well as to “provide technical assistance to MSMEs in order to help them improve their productivity and competitiveness.”