

Social Performance Start-up Fund for Networks

Terms of Reference

- Consultant for implementation of SP Start-up Component

Role of Consultant

It is recommended that the network builds SPM capacity of more than one person (SPM Coordinator). The more members are involved in SP related activities, the bigger team is needed to answer their needs.

The most often model used by microfinance associations is to have SP experts both on staff, and as trainers/consultants, who cooperate with a network on assignment based basis.

The role of Consultant in SP Start-Up Component is to support SPM Coordinator in implementing all the SP Start-Up Component activities. To be able to play this role, firstly, the Consultant needs to participate in the regional kick-off workshop together with SPM Coordinator to obtain and/or develop required knowledge and skills to be able to later on provide assistance to the member MFIs.

Profile

- Working experience in microfinance of at least 3 years
- At least 3 year consulting or/and training experience
- Excellent training and facilitation skills
- Analytical skills
- Report writing skills
- Good interpersonal and communication skills
- Ability to create positive and friendly atmosphere
- Ability to speak English and/or French and local language

Tasks

The Consultant will be tasked to implement the SP Start-up Component activities and in particular:

- Participate in regional Kick-off workshop delivered by the Fund
- Facilitate workshops to the network member MFIs (awareness raising, training in SPS reporting, reporting lessons learnt workshop, project lessons learnt workshop)
- Provide individual assistance to member MFIs on SPS reporting
- Support SPM Coordinator in verification of SPS reports prepared by member MFIs
- Document SP Scale-up plan developed by the network and members at the project lessons learnt meeting

The level of effort (LoE) to implement these tasks is estimated to ca. 38 days. A more detailed breakdown is presented below:

	Activity	Task	Timeline	Year	# of days
1	Kick-off workshop participation	Travel	October/November	2011	2
3		Participation	October/November	2011	8
4	Awareness raising workshop	Preparation	November/December	2011	1
5		Facilitation	December	2011	1
6	Training is SPS Reporting	Preparation	December/January	2011 / 2012	1
7		Facilitation	December/January	2011 / 2012	2
8		Support to MFIs in reporting	January - February	2012	5
9		Verification of reports	February	2012	5
10		Compilation of reports	March	2012	3
11	Reporting lessons learnt workshop	Preparation	March	2012	1
12		Facilitation	March	2012	1
13		Further support to MFIs in reporting	April - September	2012	5
14	Project lessons learnt workshop	Preparation	September	2012	1
15		Facilitation	September	2012	1
16		Write-up of SP plan	October	2012	1
			Total number of days		38