

**TERMS OF REFERENCE  
FINANCIAL PROJECTION CONSULTANCY**

<b>Organization</b>	Adeso - African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
<b>Project</b>	DEPP - Disasters and Emergencies Preparedness Program
<b>Position Type</b>	Short-Term Consultancy
<b>Study/Assessment Topic</b>	Developing Financial Projections for Individual Innovators
<b>Position Location</b>	Nairobi with Travel to Garissa and Marsabit
<b>Duration</b>	Seven (7) Days
<b>Reporting To</b>	Project Director - DEPP
<b>Working With</b>	The Innovations Lead
<b>Starting Date</b>	Immediately
<b>Application Deadline</b>	16 <sup>th</sup> January, 2019
<b>Vacancy Contact</b>	Please send applications to <a href="mailto:consultancy@adesoafrica.org">consultancy@adesoafrica.org</a> – Adeso will only respond to short-listed applicants.

**ORGANIZATIONAL BACKGROUND**

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

**PROJECT SUMMARY**

Adeso is leading in the implementation of Disasters and Emergencies Preparedness Program (DEPP) Innovation Lab is a 22 months’ project under the AIM (Adeso, iHub MasterCard) Consortium. The objective of this program is to increase preparedness and resilience of disaster-prone communities in Garissa and Marsabit counties of Kenya by drawing on their deep knowledge of pastoralist.

The Consortium has formed Maarifa Kona community innovations labs in Garissa and Marsabit where rural communities are participating to find ideas, prototype and scale innovations for commercialization. It is from this background that a number of community innovators are engaged with the labs to refine and prototype their ideas.

**BACKGROUND FOR CONSULTANCY**

Maarifa kona is an Innovation Lab that was created under the Adeso, iHub and MasterCard (AIM) consortium. It functions as a community ideas space in the rural counties of Marsabit and Garissa, Kenya in which the communities can explore and develop better innovative mechanisms to build resilience and preparedness in the face of drought.

We exist to:

- To support inventors to develop practical solutions and new ideas to prepare for and manage drought
- To create a new learning environment and accessible approach where people feel at ease sharing their experiences and testing their ideas.

Our focus areas include:

- Food security
- Water management

- Livestock protection
- Other interventions related to drought e.g. alternative livelihoods, early warning systems etc.

The purpose of this consultancy is to the helping Innovators develop short and medium-term financial projections of their business plans and to prepare them for seeking investments from venture capitalists, angel investors, other NGOs or even financiers. The Investors are going to want to see numbers that show that the businesses will grow and quickly and that there is an exit strategy for them, during which they can make profit. The financial forecast should also be a living document that will inform them on how their business and start-ups will run.

**SERVICES TO BE PERFORMED:**

The services are to be performed by the Consultant to help the 14 Innovators from Garissa and Marsabit refine their business plans and financial forecasting. The financial projection of their business plans should include a sales forecast, expenses budget, cash flow statement, balance sheet, and a profit and loss statement.

**CONSULTANCY PERIOD**

- Seven (7) Days

**SPECIFIC DELIVERABLES**

- Travel to the Marsabit and Garissa Labs for one-on-one consultations with the Innovators and Innovation Managers. Travel and accommodation will be facilitated by Adeso. Food and beverage costs will however be borne by the Financial Analyst.
- Review existing business plans and come up with clear annual financial projections; probably 2 years.
- Set a sales forecast, Set up a spreadsheet projecting sales over the course of 2 years.
- Create an expenses budget.
- Develop a cash-flow statement.
- Income projections.
- Deal with assets and liabilities.
- Breakeven analysis.

**A. Work plan and deliverables**

Travel to the labs (2 Locations)	2 days
Modelling Financial Projections	4 days
Travelling Back to Nairobi	1 day

**COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS**

In consideration of the fees paid, the Consultant expressly assigns to Adeso any copyright arising from the works the consultant produces while executing this contract. All images (whether used for online or print purposes) must however bear the consultant’s photo credit, as specified by international intellectual property rights. The consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from Adeso.

**APPLICATION REQUIREMENTS:**

1. Should be a firm / individual consultant with office/operational establishments within Kenya or able to access the area of assignment.
2. Technical proposal on how the assignment will be conducted including methodologies, data analyses and interpretation, reports and schedules.
3. Proven technical and field experience of Lead/proposed Consultant with a Bachelor’s degree in Business Management, Finance, Accounting, Economics or any related field.
4. Must have performed at least 3 similar consultancies in the last 5 years.

5. Submit a detailed financial proposal including all professional fees, travel, accommodation & transport, reporting costs and subsistence costs. Please note all costs must be broken down into details (no lump sums, no contingencies etc.)

**Consultants who do not meet the above requirement will not be evaluated further. You are therefore asked to submit your best proposal with relevant documents.**

The consultant/firm will be responsible for their own security; insurance while in the field and Adeso will not be responsible for any injuries or damages incurred during the assignment. The costs submitted must be inclusive of all anticipated expenses.

**EVALUATION CRITERIA:**

- At least 3 past performed works similar to solicited work with proof of reference or completion letters/contract/ for each past work
- Technical responsiveness of submitted proposal detailing understanding of related assignment.
- Overall responsiveness on TOR methodology and analysis
- Cost effectiveness/reasonableness & Budget
- Work plan

**APPLICATION PROCEDURE:**

All applications and proposals should be sent to [consultancy@adesoafrica.org](mailto:consultancy@adesoafrica.org) by **16<sup>th</sup> January 2019** with “**Financial Projection Consultancy**” on the subject line. The selection committee will review submitted proposal as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.