

JOB DESCRIPTION

Position Title:	Field Officer- Business mentoring
Job Grade:	3
Reports To:	BDS Coordinator
Management responsibility:	N/A

Energy 4 Impact works to alleviate poverty in developing countries through increased access to sustainable, renewable energy. To achieve this goal, we support the development and growth of small and medium-sized enterprises that deliver energy products and services to the poor. Energy 4 Impact works to provide access to energy where large utilities are slow or unable to reach. We help grow micro, small and medium-sized energy enterprises in poor rural and peri-urban areas, and in turn improve the quality of life for millions of people. We do this by advising businesses and enabling them to secure the financing and resources they require.

PURPOSE

Energy 4 impact is implimenting a 3 year programme;-Scaling up off grid energy in Rwanda (SOGER). This programme will comprise of two project components, designed and developed to respond to the country's challenges and the government's priorities with regards to poverty reduction and energy access in rural areas:

- Component 1: Renewable Energy Small Projects (RESP) Development Facility: to accelerate the development of small grid-connected or isolated mini-grid RESP projects,
- Component 2: Pico-hydro project development: to support the development of pico-hydro micro-utilities

The programme implementation is has started and in this context E4I is seeking a Field officer-Business mentoring to support productive use micro enterprises within the project areas.

The programme will be based on an integrated approach, with a comprehensive package of services to address barriers to development and growth of businesses trying to deliver off-grid energy access in rural areas. This is in particular targeting small, medium and micro enterprises (MSMEs), where the range of challenges faced by these businesses is so big and diverse, that a tailored package of interventions is generally required for each enterprise. Our business model is based on the idea that, with the right support and opportunities, a private sector delivery model based on market mechanisms is the most effective and efficient way to deliver energy services which are appropriate to the needs of poor communities.

The mentor will be assigned a portfolio of enterprises to mentor and train on a regular basis for

the duration of the project. The role involves regular travel to remote rural location and sometimes overnight stay.

The mentor should be well versed in business assessment tools (SWOT analysis, competitive analysis, etc.) as well as developing business cases and economics.

ROLES AND RESPONSIBILITIES

- i. Community mobilization and enterprises selection: Lead on the mobilization and recruitment of entrepreneurs in target villages which could benefit from support in productive use of energy within the newly electrified villages targeted by the project.
- ii. Provide advice and support in designing business mentoring methodologies that are the most appropriate for the project context and type of enterprises supported. When required develop new tools or improve existing tools for business mentoring to be used by the mentors and by the supported enterprises.
- iii. Mentor, coach and train entrepreneurs on all aspect of business management on a regular basis. This include: identifying capacity building needs and produce sound need assessment for each enterprises, produce action plans to address the identified gaps/needs, provide support in preparing, producing and finalizing business plans, and provide practical training and coaching in all topics of business management (accounting, sales and marketing, financing, planning, etc.) as well as practical solutions to address barriers to growth at all stages of development.
- iv. Support enterprises to develop innovative business cases, and assess their profitability and capital needs.
- v. Support enterprises to access finance by identifying financing needs and by identifying the most appropriate financing mechanism/vehicle.
- vi. Introduce and link enterprises to appropriate financial institutions when required and support the enterprises at all stages of the access to finance process. This include conducting initial due diligence of prospective loan applicants, support in business plan preparation, identification and introduction to financial institutions, negotiation with financial institutions and thorough follow up and monitoring of loans repayment. This will be done in close collaboration with the Capital Access team.
- vii. Connect enterprises up and down the value chain by identifying relevant stakeholders, suppliers etc. and creating sustainable commercial relationships between the parties.
- viii. Provide Business Development Support (BDS) Coordination in market development activities. Prepare and organize market development activities and event as required.
- ix. Organize and facilitate peer to peer and lesson learning exchange events between the different enterprises supported in the programme.
- x. Support, facilitate and participate in negotiation between the supported enterprises/communities and the project developer electrifying the village.
- xi. Work in close collaboration with the technical mentors who are supporting entrepreneurs on the technical issues and to ensure that these aspects are taken into account in business planning.

- xii. Collect M&E data on a regular basis as required by the project manager and M&E Team to measure enterprise performances and for project reporting purposes –feedback from this data will be used to advise entrepreneurs on how to further improve their businesses.
- xiii. Support the M&E Coordinator in undertaking analytical studies and quality control in field information when required.
- xiv. Periodic and timely reporting to the BDS Coordinator on progress/ performance against the M&E framework.
- xv. Support, organize and facilitate monitoring field visit by E4I management and/or the programme donor when required.
- xvi. Prepare and submit a weekly report to the Business Development Services Coordinator and Country Manager.
- xvii. Document compelling stories and case studies from the entrepreneurs.

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE

Academic and Professional Qualification

Bachelor's Degree in Marketing, Business Management, Entrepreneurship, Commerce or related degree. A proven and successful entrepreneurial experience of at least 5 years could be accepted as an equivalent to a degree.

Relevant experience

- At least 3 years of relevant experience in successfully providing practical support and training to small and micro enterprises (including informal very early stage enterprises) in all business management aspects and at all stage of development.
- Proven experience in producing and reviewing business case for micro and small enterprises (including enterprises in the informal sector).
- Proven experience in training and coaching micro and small enterprises.
- Ability to manage and mediate on possible conflicts between supported entrepreneurs and the community or the project developer.
- Proven experience in supporting enterprises connect to financial institutions and produce sound business plans that are satisfactory to the lending institutions
- Experience in or understanding of the energy sector in Rwanda and in particular on mini-grids aspects and issues will be an added advantage.
- Experience in supporting enterprises in the context of energy for productive usage will be an advantage.

Skills and Knowledge

- Good business management, analytical and problem solving skills
- Good understanding of challenges faced by micro / small enterprises in Rwanda
- Able to identify new business ideas and support selected enterprises to implement them
- Knowledge in product marketing particularly in rural settings.
- Understanding of local financial institutions requirements and of existing access to finance mechanism for micro businesses
- Understanding of business planning in rural setting and for informal businesses
- Ability to collect and analyze data
- Ability to assess enterprises performance using relevant indicators.
- Ability to work on multiple tasks simultaneously with minimal supervision.
- Good organizational and planning skills.
- Able to generate professional reports.
- Good communication and writing skills, and preferably able to speak the local language and adapt to the target audience.
- Ability to travel on regular basis and work in remote rural areas
- Have a driving license to use a motorbike to travel extensively for field works.

Please apply to recruitment@energy4impact.org not later than 23 June 2017.

Energy 4 Impact is an equal opportunity employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.