

## Terms of reference for the appointment of short-term experts

ToRs Nr.:	C2-023	Date of filing:	15-04-18
Activity:	SME Development Office establishment	Activity number:	C2, A2.8
Type:	Short-term expertise	Log frame reference:	Result 2.8
Job title:	Advisor Start-ups and Access to Finance		
Category:	Senior Nat. NKE	Start date:	tdb
Man-days (total):	190	Location:	Kyiv / Ukraine

### 1 Background

"The SME Development Office (SMEDO) is an advisory body within the Ministry of Economic Development and Trade of Ukraine (MEDT) that provides technical assistance to the ministry and its 'Department for Entrepreneurship Development and Regulatory Policy' in implementation of Ukraine's SME Development Strategy 2020 and the associated SME Support Action Plan. The Action Plan's activities will focus on:

- Creating favourable environment for SME development;
- Improving SME access to finance;
- Simplify SME tax administration;
- Promoting entrepreneurial culture and develop entrepreneurial skills;
- Improving competitiveness and SME innovation potential.

During its initial phase, SMEDO will have 10 staff members in total, allocated to two units: one for 'SME and Entrepreneurship Promotion' and another for 'SME Policy Implementation'.

The SMEDO establishment is funded by the EU until March 2019 through its EU4Business project FORBIZ that supports the ministry with conceptual contributions, staffing and coaching."□

### 2 Scope of Work

#### 1) Start-up programmes development:

- i) Collection, processing and analysis of statistic and other data related to start up and SME sector development, from national, regional and local level;
- ii) Identification of the needs for acquiring and improving the knowledge of potential entrepreneurs;
- III) Provision of relevant information to SMEs for starting and developing business in Ukraine.

#### 2) Implementation of Start-up programme support:

- i) Coordination of Start-ups programmes implementation through regional/local institutional network;
- ii) Provision of information to potential entrepreneurs about financial sources, services, mechanisms and criteria for participation in start-up support programmes available in Ukraine; iii) Monitor of the financial start-up support;
- iv) Preparation of annual and periodic reports related to Start-up support.

**3) Access to finance:**

- i) Collect relevant data on public and donor financial resources and support available to start-ups and SMEs;
- ii) Collect relevant information on available financial instruments within banking sector;
- III) Creation of reviews and reports on available financial sources and schemes available for SMEs;
- iv) Dissemination of information on available financial resources from public and private sectors and donors to SMEs.

**3 Logistics**

**3.1 Travel costs**

Travel costs outside base of operations ('location') are subject of separate arrangements.

**3.2 Facilities to be provided**

Office space and the necessary technical equipment is provided.

**4 Expert profile**

**Qualifications and skills:**

- University degree (Master degree in public administration, economics, banking and finance, business management or a related field) or equivalent;
- Excellent command of Ukrainian and good command of English and Russian; Excellent computer skills (MS Office: Excel, Word, Power Point, Outlook).

**General professional experience:**

- At least 5 years of proven professional experience as expert on donor projects, and/or government, and/or bank/finance institutions, and/or international NGOs;
- At least 3 years of experience in donor funded SME support programmes and/or in SME financial support institutions/banks.

**Specific professional experience:**

- Sound experience in entrepreneurship support instruments development and/or implementation;
- Experience in SME grant support and/or SME access to finance.

**5 Expert selection procedure**

The selection of experts is performed following professional and transparent standards. An evaluation committee established by FORBIZ evaluates all applications against the required profile and performs interviews with pre-selected candidates under the supervision of the Delegation of the EU to Ukraine.