

TERMS OF REFERENCE

Hub Development Consultant/TDY

Job title	Hub Development Consultant /TDY
Unit	RMU- Regional Management Unit; CARE Burundi
Type of Contract	Consultant, internal TDY
Duration	30 days max (including 15 days in-country)
Duty Station	Burundi

1. Background

The idea of the Nawe Nuze Innovation hub emerged in 2018 (ECA RLT, Nairobi) in the context of challenges linked to the evolution of the CO partnerships-based presence (decided in 2012 GL presence review). With a partnership-based presence, CARE Burundi increasingly delegated the most promising programming models to its implementing partners for replication. That situation confirmed the already anticipated (presence review of CARE in the Great Lakes, 2012) imperative for CARE Burundi had to embrace new roles such as being a catalyst of innovations and a capacity builder for the civil society.

The Nawe Nuze Innovation Hub was initiated with the value proposition to build the capabilities of individuals and organizations to test, implement and scale up innovative solutions to overcome poverty and social injustice, several innovations were designed and tested from then.

During its experimental activation, the innovation Hub has tested a variety of services targeting a diversified customers such as Civil Society Organizations, Startups, NGOs and has created safe spaces for women and girls to voice their needs and interests and to influence policies and practices.

In the 2022-2026 strategy includes an initial business plan for the Hub. CARE Burundi's ambitions to contribute to a strong civil society in Burundi will be achieved by (among others)

developing the Innovation Hub Nawe Nuze further which aim it is to build the capabilities of individuals and organizations to test, implement and scale-up novel solutions to overcome poverty and social injustice.

During the current strategy cycle, all efforts will be deployed towards the viability of the hub to become eventually an independent entity that serves young social entrepreneurs, women entrepreneurs, national and international Civil Society organizations as well as private sector partners with CSR initiatives.

Reaching its clients through a network of centers, a service van and an online platform, the Hubr offers a range of unique services to its clients, complementary to that of other institutions working with youth and civil society. These include:

- social enterprise and business incubation
- digital services
- innovation & human centered design
- Action research
- CSO Backoffice and grant-compliance support; and
- a menu of training courses for social-, economic- and business development of its clients.

By 2027, the center aims to support a network of 50 local service partners across Burundi, an independent governance structure and sustainable revenue streams from co-investors, grants, and service. We also hope that the hub will have developed strong linkages with national services for youth training, employment, and entrepreneurship.

2. Purpose of the consultancy, TDY

Given the expectation that the Innovation Hub contributes to viability (financial and programmatic) of CARE presence in Burundi, CARE ECA decided to set up an oversight committee for the Burundi Innovation Hub to support critical decision making and investments for the Burundi Innovation Hub.

The purpose of this consultancy is to provide the oversight committee with insights and analysis allowing critical decision making on the future of the Burundi Innovation Hub.

Supervision: This position will report to the Resource Mobilisation & Partnerships Deputy Director with a dotted supervision to the Regional Innovation and Technology Advisor. The person will work closely with MBA team and CARE Burundi programme/support staff and internal and external partners (current and potential).

The consultant will work with and supervises a local person with the understanding of Burundi context. We encourage the international consultant to identify and hire the local consultant and include it in the financial offer. CARE can help at the request of the international consultant to identify the local consultant and/or support the contracting process.

Duration: 30 days [Starting ASAP]

3. Tasks

1. Evaluation of the HUB: SWOT analysis, incubation journey etc. I.e. Take stock of the experimental journey of the Hub (tools, solutions, engagements),
2. Market analysis: who's the customer and what's the unmet needs? Willingness to pay? What are viable income streams? What services and products? Could that enable the Hub to be financially sustainable? What are the Competitors?
3. Proposal for how the hub should be set up: org structure, registration, oversight committee
4. Develop a pitch deck for the hub (funders, payers, implementors) I.e. Define the alternative evolution (second engine within CARE Burundi programming)
5. Make recommendations for the decision-making steps and process for the oversight committee of the Hub (independent entity, second engine of CARE Burundi programming).

4. Deliverables

- Documentation of the incubation journey thus far; key deliverables and lessons, SWOT analysis.
- A playbook consisting of research insights around revenue streams, design concepts, the Hub readiness evaluation, and proposed customer journey maps

- How should the hub be set up, what will the hub do (a clear roadmap), organization structures, customers, value proposition
- Summary of alternatives of ways forward for decision making including pros and cons for each
- New pipeline of funding mapped out to execute new projects.
- Annual strategy and theory of change review based on lessons learnt across collective programming.

Conditions: Flexible, with at least 15 days in-country

5. Skills

- Strong conceptual thinking and Excellent communication/presentation skills, with the ability to write strategy documents, to develop business plans and to write and deliver presentations & innovative projects
- Passion and deep understanding of innovation methodologies and processes
- Marketing and communications
- Advocacy
- Able to adopt HCD and generate new and original solutions to complex problems and to design new products ideas
- Fluency in French and english
- Collaborative spirit, able to partner with a wide range of people at all levels and across different cultures and to act with credibility and diplomacy

6. How to apply?

Deadline for application submission is by **January 20th 2023**

Applications should be sent online to the following emails: BDI.Procurement@care.org

The following documents shall be included into the application:

- Technical and financial offer.

The technical offer should include understanding of the Scope of Work, methodology and calendar to deliver on the assignments. Please attach resume including technical references for both the two consultants and any other documents that could be demonstrate required expertise (Certificates, consultancy reports, etc).

The financial offer should separate consultancy fees, per diem and taxes if applicable.

All information can be requested on the following emails: BDI.Procurement@care.org

Afurika Juvenal
Country Director