



Information for Development Program

Short-Term Consultant

SME Development through Business Incubation

The Information for Development Program, infoDev, is a consortium of international development agencies focused on how to leverage information and communication technologies for social and economic development. One of its three key programs focuses on ICT-enabled Innovation and Entrepreneurship. The ICT-enabled Innovation and Entrepreneurship Program started in 2002, and focuses on creating and scaling small and medium enterprises (SMEs) through the provision of business incubation services.

The ICT-enabled Innovation and Entrepreneurship Program provides technical assistance and grant financing for the start-up and scaling of business incubators, training programs for business incubator managers, a business incubation management toolkit (www.idisc.net), regional and global networks and working groups, a bi-annual global forum on business incubation, and a wide variety of other services and activities. Today infoDev serves a global network of 130 business incubators in 70 developing countries across Africa, Asia, the Pacific, Eastern Europe, Latin America, the Caribbean and the Middle East.

Recently infoDev received a contribution by the International Finance Corporation (IFC) to implement a USD \$3 million program focused on creating SME opportunities in IDA countries through business incubation. The program includes the following two components:

- Component 1: Setting up five new business incubators in five IDA countries over the course of the next three years
- Component 2: Developing a business incubation manager training program, which will include good practice resources and case studies relevant to developing countries

The Short-Term Consultant sought would be a core member of the team identified to execute this initiative.

Terms of Reference:

The Short-Term Consultant (STC) will be an integral member of the Innovation and Entrepreneurship Team, and will work in close collaboration with the HQ staff, as well as infoDev's Regional Facilitators, who are business incubation experts based in Africa, Asia, Europe and Latin America.

The STC will have the following areas of responsibility:

- In close collaboration with the Regional Facilitators, assist with the feasibility, planning and implementation phases of launching new business incubators in the 5 IDA countries under Component 1. Activities include organizing stakeholder meetings, capacity building sessions, business modeling, strategic planning, carried out in close collaboration with local counterparts, as well as IFC and World Bank offices.

- Manage the development of a comprehensive business incubator manager capacity building program, building upon the initial training curriculum already developed by infoDev. This program should include both web-based and non-web-based components, as well as a train-the-trainer curriculum
- Assist with the planning and execution of infoDev's 3rd Global Forum on Business Incubation, a large international event drawing policymakers, private sector, entrepreneurs and incubator managers from more than 70 countries across the world.
- Assist with other aspects of the Innovation and Entrepreneurship Program, including the delivery of the program's research agenda and the preparation of new project proposals.

The position will entail extensive travel.

Required Qualifications:

The candidate for this position should have:

- A Masters degree in Business Administration, International Affairs or other areas of relevance to the position
- 5+ years of experience working on private sector development and/or SME development in the context of developing countries. Experience from Africa, South East Asia and/or Central America is desirable.
- Experience with strategic planning and business modeling for SME development initiatives
- Experience with facilitating workshops, moderating meetings and working groups, and providing training on SME development related issues
- Excellent oral and written communications skills, including demonstrated ability to communicate effectively with clients and colleagues at different levels of the organization
- Experience working in a multi-cultural environment
- Ability to think strategically and work independently
- Speak and write English fluently

Desired Qualifications:

- Other languages – French, Spanish, Portuguese, Arabic
- Candidates from developing countries are strongly encouraged to apply
- Experience with proposal writing
- Experience with the procurement and management of consultants

Duration of Assignment:

The candidate should be available to start work in November/December 2008. The assignment is expected to last for 1 year (150 days), with the possibility for future work opportunities thereafter.

To Apply:

Please send a cover letter and CV to Ms. Samiha Boulos (email: sboulos@worldbank.org) with the following subject line: "STC- SME Development"

Application Deadline: November 16, 2008