

ANNEX 1

AGS Business Partnership Expert

Detailed Job Description

KA4: Enhancing Business Linkages and Partnerships, Locally, Regionally and with Finland

- Identifying opportunities for development of business linkages between Zambian MSMEs and large Zambian companies or with Finnish private sector.
 - Developing and managing a database of Finnish businesses, their contact details, investment interests and requirements, likelihood of their engagement in Zambia, and details of contacts between AGS, the Finnish and Zambian companies.
 - Developing and documenting a deep understanding of the needs of both Finnish and Zambian businesses, and with the Business Development Expert identify potential matches. Including an analysis, through desk and field research, of Finnish and Zambian businesses already enrolled in the Programme.
 - Coordination, monitoring and support to market access consultants in Finland, Zambia and regionally for the identification of appropriate businesses for partnerships;
 - Engaging with market makers to identify opportunities for partnership, such as:
 - Business Finland; Developing Markets Platform,
 - Energy and Environment Programme (EEP) Africa,
 - Edge (Zambia), and
 - Prospero (Zambia).
 - Engagement with the Finnish Embassy Zambia, as well as with relevant Zambian government agencies, including the Zambia Development Agency. With the purpose of identifying Finnish and Zambian companies interested and ready for partnership.
 - Engagement with Finnish and Zambian Chambers of Commerce, Associations and Business networks, as well as regional business hubs where Finnish companies may already be active, to promote the partnership opportunities, and actively seek businesses ready for engagement through those channels.
- Promotion of investment opportunities between Zambia and Finland;
 - Develop and distribute materials to promote investment opportunities in Zambia through communication channels in Finland.
 - Identify appropriate Finnish investment promotional materials and develop and implement an appropriate communications approach in Zambia.
- Main responsibility of all partnership building activities, including;
 - Facilitate and host ongoing frequent one-on-one discussions with Finnish and Zambian businesses, at least during the initial stages of relationship development;
 - Quarterly themed webinars for Zambian and Finnish companies, promoting opportunities to work together and insights into sectors;
 - Periodic trade missions to/from Zambia, Finland and regionally, either directly or in conjunction with other trade missions or events – such as ZDA trade missions and SLUSH. This will include leading the selection process for identification of participants at the trade missions;
 - Annual events matchmaking, including;
 - Finnish Week of Business,
 - FinnPartnership SDG Booster, and
 - Other Zambia specific matchmaking events.
 - Promotion of partnership opportunities in Finland, Zambia and regionally;
 - Leading AGS' involvement in trade events, including the Agritech Expo; and
 - Working in close collaboration with both the Business Development Expert and Home Office Expert to plan business partnership activities.

KA 5: Supporting co-creation and innovation projects between Zambian and Finnish Entities

- With the selected co-creation service providers, identify Zambian and Finnish entities interested in participating in co-creation activities.
- Monitor implementation of co-creation activities;
- Develop lessons learned from each co-creation activity to inform follow-on co-creation activities;
- Implement selection of participants to be awarded a business engagement visit to Finland; and
- Organise the engagement visit to Finland for the winner(s).
- Follow-up engagement with the participants to identify opportunities to utilise the product/service developed during the co-creation activities.

KA6: Promoting access to local, regional and international markets for selected Zambian businesses, and the Zambian market for Finnish businesses

- Document and simplify information regarding regulatory requirements across the AGS key sectors. Develop appropriate communication materials for use within the Programme;
- Identify and select companies that will benefit from market access support – priority will be given to companies already enrolled in AGS programmes. Market access support includes regulatory, human resources, marketing, communications, and legal services.
- Utilise the pre-selected pool of market access service providers, and identify and procure additional service providers as required.
- Main responsibility for feasibility study calls for proposals;
 - Promoting the call across business networks,
 - Leading the selection of feasibility studies to be funded;
 - Supporting the selected businesses as they implement the feasibility study, to ensure the studies meet AGS required standard.

Cross cutting

- Ensure quality control over delivery of services by short-term experts and service providers engaged by the Programme.
- On-board all short-term experts and service providers to ensure they understand the Programme expectations including the quality of deliverables, timeliness and other standards. With the support of the Business Development Officer and Finance and Administration Assistant ensure the short-term experts and service providers understand the contracting and invoicing process.
- Monitor and ensure effective utilisation of resources allocated to the key activities under the Expert's purview.