

Caribbean Climate Innovation Center
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Business Incubation Specialist

Terms of Reference

1. BACKGROUND

The Entrepreneurship Program for Innovation in the Caribbean (EPIC), a USD20 million program funded by the Government of Canada and managed by *infoDev*, a global, multi-donor program within the World Bank Group, has as one of its core components the development of a climate-focused innovation ecosystem in the Caribbean.

Under this program component the Caribbean Climate Innovation Center (CCIC) operates to provide services and financing that support small and medium enterprises (SMEs) to build profitable businesses that address climate change mitigation and adaptation needs.

Support is provided to ventures in the areas of energy efficiency, renewable energy, energy access, and bio-fuels. The services offered include proof-of-concept grants, business advisory, business mentoring, access to finance, partnership and networking, marketing, various types of training and helping to create a conducive policy environment for climate mitigation and adaptation. Access to appropriate facilities for business incubation and relevant technical, market and financial information are also provided.

To assist with the above, the CIC seeks to recruit an Incubation Specialist with qualifications and expertise in the areas of climate technologies.

2. SUMMARY OF DUTIES

Overall, the incumbent will create and implement strategies to establish and successfully grow the business incubation program of CCIC, aimed at supporting the growth of entrepreneurs (individuals and organisations) in the climate technology sector in the Caribbean.

In close coordination with CCIC CEO, the Incubation Specialist will be responsible for developing a comprehensive program of business incubation services to be offered to the CCIC's supported entrepreneurs. These services should include, but be not limited to technical and professional entrepreneurial development programmes, including

needs assessment of each entrepreneur, business mentoring and coaching, personal development, networking and connecting, business advisory, access to markets/trade, customized technical assistance, access to facilities, investment readiness, and marketing. etc.

Specific responsibilities will include:

1. Assess the capacity and needs of existing and prospective CCIC entrepreneurs;
2. Assess and analyse costs and revenues associated with various CCIC offerings;
3. Supervise Hubs/Hub Coordinators in countries assigned as per CCIC mandate;
4. Review the current strategy of Hub co-ordination with a view to strengthening business incubation at the country level;
5. Develop the mentorship network for the incubation program and work with mentors to make the incubated venture successful;
6. Design the policy on the selection and graduation of entrepreneurs applying for business incubation services;
7. Review and assess the use of the existing incubator portal software;
8. Directly work with incubatees to support their performance and growth;
9. Assist in identifying potential entrepreneurs within the thematic areas aimed at building a credible pipeline of climate-related businesses for the CCIC's services;
10. Provide coaching to entrepreneurs regarding business advisory services, financial management, marketing, general management, banking etc;

3. KEY QUALIFICATIONS AND EXPERIENCE

- ❖ At least a Bachelor's degree in business or related field.
- ❖ A minimum of seven (7) years experience in business incubation or equivalent.
- ❖ Evidence of the introduction of innovation/innovative practices as an incubator manager or equivalent.
- ❖ Exposure to a range of business incubation models internationally, especially in developing countries and emerging markets and knowledge about best international practices
- ❖ A good understanding of climate related issues, with an appreciation of the technical aspects of the climate technology space
- ❖ Practical experience working with business enterprises and providing training and capacity building services.

- ❖ Good working knowledge of the Caribbean region. High-grade proficiency in computer applications, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher, MS Project).

4. ESSENTIAL PREREQUISITES

- A team player characterized by strong analytical skills, sharp critical thinking and problem-solving abilities
- Effective project management abilities
- Good leadership and motivational skills
- Good interpersonal and communications skills
- Excellent customer service attitude
- Good conflict resolution, negotiating and relationship-building skills
- Excellent judgment

5. TERMS OF ENGAGEMENT

The preferred candidate will be recruited on a contract basis. The position is based in Kingston, Jamaica.

6. APPLICATIONS

Applications, including CV and three (3) references, are to be submitted to the following address:

Email: evertonh@caribbeancic.org

or

Fax: 1- 876-927-1990

The captioned subject on email should state “Application for Post of Incubation Specialist, CCIC”.

Eligible applications must be submitted no later **than 19th July 2015**. Only shortlisted applicants will be contacted.