

Terms of Reference (TOR)

Policy Consultant

KAPITA is a private sector development company that aims to empower small and medium-sized enterprises (SMEs) through investment, research, incubation/acceleration, and market development programs.

In order to upgrade the Iraqi ecosystem, KAPITA is working on new startups development, helping established Iraqi startups and small businesses to scale their (market, production, and evaluation), as well as personal development for entrepreneurs. KAPITA is taking the next logical step, by starting the first incubator and accelerator in Baghdad that hosts the most promising startups, providing them with seed funds, infrastructure and business services, financing and public relations.

We will support the community by enhancing the entrepreneurial movement, building youth capacity, and feeding the private sector with human resources and knowledge-based, well-planned successful businesses.

We aim to be the institute that forms the core engine in developing the private sector in Iraq, we believe that to accelerate the growth of ecosystems and Entrepreneurs, there must be a core engine that grows fast in order to cause an overall growth and development to take Iraqi startups and small businesses to the next level.

A. Project Title: Policy Dialogues

B. Project Description:

The outdated policies or the no-existence of some are hindering the needed growth in the private sector and discouraging many startups from registering or making the way hard to work on solving problems in the market.

Policy dialogues between different stakeholders from the ecosystem, including startups owners, ICT and business hubs, governmental organizations, and local and international NGOs are needed to identify the current challenges in policies, specify the role of the stakeholders in solving the current issue, and construct the needed policy recommendations to have a reform towards a better entrepreneurial, technological, and ecological ecosystem.

The project aims to facilitate policy dialogues between the main stakeholders and develop policy briefs to inform policymakers on needed development for a better ICT and entrepreneurial ecosystem

C. Scope of Work:

Consultants in policy development will be responsible for identifying the main stakeholders through their extensive network to be involved in the dialogues and facilitating their interactions in addition to the development of policy briefs.

Responsibilities

- Advise on the policies to focus on through the project
- Develop a list of stakeholders and facilitate the communication and outreach for them
- Participate in the facilitation of policy dialogues
- Develop and Review policy briefs
- Perform such other duties as may be assigned.

This job description is not a definitive task list but has been done to clarify the responsibilities.

D. Duration: 40 Working days

C. Location: Hybrid of online and offline (Baghdad) setting.

E. Number of Jobs: 3 Vacancies

Table (Bid Sheet)

Expert	Description / Responsibilities	No. Of Days	Daily Fee Rate (IQD)	Total Fee (No. Days * Fee) In IQD
Name : Email : Phone : Signature :	<ul style="list-style-type: none">• Advise on the policies to focus on through the project• Develop a list of stakeholders and facilitate the communication and outreach for them• Participate in the facilitation of policy dialogues• Develop and Review policy briefs• Perform such other duties as may be assigned.	40		

Professional competencies:

1. Bachelor's/master's degree in economics/business management/ accounting or a technical degree with extensive equivalent work experience.
2. A minimum of 5 years' experience in a similar role.
3. Strong attention to details and ability to multi-task.
4. Good oral and written communication skills.
5. Ability to prioritize tasks and manage time efficiently.
6. Good computer skills in MS Word, Excel, PowerPoint, and Email.
7. Ability to perform well on tight deadlines, flexible attitude.
8. Good interpersonal skills and ability to work in a team.
9. Actively seek out diverse backgrounds, perspectives, and skills.

Submission

To apply for this position please click the link:

<https://forms.gle/LsxAbrygWjDsheGRA> And , kindly , submit TOR to the email address procurement@kapita.iq , before the deadline indicated below.

Submission Deadline: 30th Sep, 2022

Due to the volume of applications, we receive, we will only contact short-listed candidates for further screening.

Please note that given the urgency of the vacancy the position may be filled before the due date.

Female Candidates are encouraged to apply for this role. Kapita is an equal opportunity employer, and we actively seek out diverse backgrounds, perspectives, and skills.