

Lead Consultancy for the Matemo Bio-Economy Incubator Pilot Cohort of SMEs in Non-Timber Forest Product Value Chains

Organization: Agronomes & Vétérinaires Sans Frontières (AVSF Zambia)

Location: Lusaka, Mpika and Lavushimanda, Zambia

Duration: 70 days spread over 7 months

Expected Starting Date: 1st September 2026

Deadline for Applications: 21st August 2026

Source: GoZambiaJobs.com

1. Project Goals and Background

AVSF is a French NGO implementing the 'Bush 2 Business (B2B)' project in Zambia's Mpika and Lavushimanda districts, funded by the French Development Agency (AFD) through its FEXTE fund. The project supports community development and green jobs/income (particularly for women and youth), promotes a sustainable private sector related to biodiversity and forest-based non-timber products, and contributes to integrated landscape management and climate resilience.

The project has supported the establishment of a bio-economy incubator and commercial-ecosystem platform for non-timber forest product (NTFP) value chains, named Matemo, with an initial focus on honey and wild mushroom value chains. AVSF is inviting applications for a consultant to lead Track 1: a structured incubation programme for startup entrepreneurs, adjacent-sector SMEs, and value chain service providers, running an initial pilot cohort of approximately five participants over a four-to-six month cycle commencing September 2026.

2. Purpose and Objectives

To lead the design finalisation and delivery of the first pilot cohort of the Matemo bio-economy incubator (Track 1a) – finalising the operational design, leading outreach and selection, delivering the pilot cohort through one-to-one advisory and group sessions, supporting participants' business plans and growth roadmaps, and documenting lessons learned for future cohorts.

3. Scope of Work

Phase 1 – Design finalisation: review existing Matemo materials; finalise cohort design parameters; develop curriculum content across five themes (business fundamentals, NTFP value chain context, sourcing/sustainability/fair trade, quality/standards/certification, finance landscape); design participant assessment approach; finalise MEL indicators; secure an external specialist roster; lead outreach, marketing and selection.

Phase 2 – Pilot cohort delivery: cohort onboarding and kickoff; weekly one-to-one online advisory sessions; monthly in-person group sessions in Lusaka; external specialist sessions; structured site visits to producer groups and off-takers; support for business plans and growth roadmaps; mid-cycle review; cohort graduation; closeout and lessons-learned reporting.

4. Deliverables

- Phase 1: Finalized programme design document, cohort selection recommendations, cohort kickoff and onboarding
- Phase 2: Monthly progress reports, mid-cycle review report, participant business plans and growth roadmaps, cohort graduation and closeout report, lessons-learned note

5. Consultant Profile and Requirements

- At least five years' experience in business advisory work with early-stage Zambian SMEs
- Demonstrated experience delivering structured cohort-based incubation/accelerator programmes
- Familiarity with NTFP value chains in Zambia, or a credible plan for rapid sector acquisition
- Comfort with hybrid delivery (weekly online, monthly in-person in Lusaka)
- Strong written communication skills in English
- Lusaka-based or with reliable operational presence in Lusaka

6. Proposal Content and Evaluation

Proposals should include: a brief cover letter (max. 1 page); evidence of relevant track record (at least two comparable assignments with references); a proposed approach (max. 4 pages); a detailed timeline; a financial proposal (fixed total price, broken down by phase); and contact details for at least two professional referees.

Evaluation criteria: Quality of track record and demonstrated capability 40%; Clarity and quality of proposed approach and methodology 30%; Value for money 20%; References and overall fit 10%.

Submission

Submit to c.bwalya@avsf.org, copying k.mukoma@avsf.org and ophelie.robineau@expertisefrance.fr, with subject line 'Matemo Lead Consultant Track 1'.

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