Overview:
This is an Independent Consultant role based in Indonesia. The duration of the contract is 5 months, and the expected weekly time commitment is up to 40 hours.

Please note that this contract is remote based, consultant must be in Indonesia, however the project implementation site is in Wabula, Southeast Sulawesi.

About Rare:
Rare inspires change so people and nature thrive. For over 45 years, across 60 countries, we have been a global leader in driving social change for people and nature. We believe that the cumulative power of individual and community action is a vital pathway to safeguarding and restoring our shared waters, lands, and climate.

About the Project:
The ice making business, initiated by Rare, Innovative Finance team, aims to significantly uplift the livelihoods of local fishing communities in Southeast Sulawesi through enhanced ice production capabilities. The project is designed to stabilize the supply chain of perishable fish products by ensuring they are preserved at optimal conditions from the point of catch to market sale. This initiative not only targets improvements in food security but also seeks to enhance the economic stability of local fisheries by reducing spoilage and expanding market access.

Key Deliverables:

1. Project Planning and Reporting:
   - **Project Plan:** This should include a detailed timeline, resource allocation for each phase, risk assessment, and mitigation strategies. The plan must outline the key phases and dependencies clearly and include contingency plans.
   - **Progress Reports:** Monthly progress reports should detail what has been achieved against the project plan, current issues affecting the project, upcoming milestones, and any adjustments needed in the approach or resources.
   - **Final Project Report:** This comprehensive document should summarize the project's outcomes, assess the project's impact on the community, list any ongoing commitments, and recommend areas for future improvement or expansion.

2. Business and operations plans:
   - **Formalization and Permits:** Create and compile all necessary documentation for the formalization of the microbusiness, including business registration papers, permits,
governance structure outlines, and compliance checklists. The deliverable output will be Business Registration Permit or Nomor Induk Berusaha (NIB) as proof of business legality from the Government.

- **Business plan:** Develop a comprehensive business plan for the ice making business, that includes at its minimum:
  - Marketing and sales strategy. To increase sales and market penetration.
  - Production plan. To ensure quality controls and seasonality of the product.
  - Financial management. To ensure financial control and management across the operations of the business i.e. cost control, profit sharing.
  - Governance structure. To define the roles and responsibilities of the business operators.

3. **Capacity Building Trainings:**

- **Provide capacity building trainings** to the business operators to execute the business plan. Capacity building trainings should include at its minimum:
  - Record keeping. To ensure that data and information for business management, finances, and operations is collected properly i.e., invoices, production reports.
  - Data analysis. To ensure that data is analyzed to improve business decision making i.e. seasonality, sales on credit, cost of inputs, margins.
  - Soft skills. To improve negotiations techniques, customer service, and business best practices such

- **Produce detailed guides and manuals** that cover daily operations, emergency procedures, maintenance schedules, and quality control measures for the ice machines.

4. **Monitoring:**

- Once the ice making business is in operation, provide monitoring on a regular basis, this includes:
  - Schedule weekly calls with the business operators.
  - Review daily reports of sales and production.
  - Build the financial statements.
  - Provide troubleshooting and recommendations for the implementation of the business plan.

**Contractor Experience/Requirements:**

- Substantive experience in working with coastal or rural communities.
- Proven experience working with small businesses development.
- Must be a native Bahasa Indonesia speaker, with demonstrated excellent writing skills in English.
- Excellent knowledge of word processing (e.g., MS Word) and presentation (e.g., MS PowerPoint) software.
- Access to the internet and computer equipment to be able to communicate by email and have Zoom calls are essential.
- Bachelor’s degree required; master’s degree preference
- Ability to work independently with minimal supervision.
- Demonstrated ability to clearly communicate complex information in a user-friendly way.

**Expressions of Interest:**

Please Email the following documents to: Carlos Arango [carango@rare.org](mailto:carango@rare.org) by June 14th, 2024.

- Letter of Interest
- Resume