



ATDF ENTREPRENEURSHIP HUB

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TERMS OF REFERENCE (TOR)

AEH Internship Programme Opportunities

Place of work (city/country): Zambia

Effective working time: Full time Half time Flexible

Number of (days, weeks, months): Minimum of 3 months, starting June 2024

DESCRIPTION OF DUTIES

BACKGROUND

ATDF Entrepreneurship Hub Limited (AEH) is a unique multidisciplinary, multinational and not-for-profit private firm that supports and promotes innovation, entrepreneurship, and business development among the youths, small and medium enterprises. Founded in 2007, AEH undertakes market research, financing, training and mentoring and helps its clients to create useful business linkages, find trusted partners, and supports emerging entrepreneurs and firms through advice and funding. AEH also supports public and private entities in designing business strategies and other institutional arrangements that benefit innovators and entrepreneurs anywhere in Africa.

AEH is currently building a database of emerging, fast-growing and sustainable businesses likely to have a great impact in their sectors and society at large for the purposes of matchmaking with partners and potential investors, mentorship, investment and/or funding. This will also be complemented by a database of large and medium sized enterprises with interest or experience in private venturing, venture capital and building business linkages and value chains.

It is against this background that AEH seeks to recruit two interns with the overall responsibility to design, develop and implement digital media content and campaigns to reach emerging and potentially fast-growing businesses; collect information on identified firms, entrepreneurs and innovators; create databases and identify potential promoters and speakers that could be invited as well as keep the AEH family and its partners well informed.

THE MAIN DUTIES OF THE INTERN

Notwithstanding the above generalities, **the successful candidates are expected to help AEH:**

- 1. Identify high performing, fast growing and sustainable small and medium sized enterprises, especially those run by youths and women in Zambia.**
- 2. Identify entities and individuals that are likely to invest in, mentor and coach emerging entrepreneurs or entities, and that already perform similar roles/ activities in Zambia and beyond.**

3. **Create datasets of contacts, individuals and entities identified above that can be matched or invited to support each other.**
4. **Identify, approach and coordinate with great and cool speakers for AEH organized events.**
5. **Design and share content with members, keeping members informed of ongoing activities and participate in events organized by or for AEH.**

EXPECTED OUTPUTS

The following are the main expected outputs:

- At least one (1) Dataset of contacts, individuals and entities developed;
- One (1) Calendar of Events created;
- At least one (1) event organized every 3 months;
- At least three (3) digital posts made per month.

TECHNOLOGY AWARENESS AND USAGE

The interns are expected to be aware of and well vested in the use of the following technologies:

1. Traditional office applications (Word processors, spreadsheets, presentation, publisher, etc).
2. Social media savvy (e.g. WhatsApp, Facebook, X (formerly twitter), Instagram, telegram, etc).
3. Familiar or can learn to use automated digital services (e.g. Google Alerts, Calendry, etc).
4. Online tools for creating social media graphics and presentations (e.g. Adobe, Canva).
5. Capable of creating or learn to use simple data collection tools (e.g. Google forms, survey monkey, etc)
6. New and emerging research tools.

REQUIRED PROFILE/QUALIFICATIONS

Applicants must meet one of the following requirements:

- (a) be enrolled in, or have completed, post-graduate school programme (Masters or equivalent or higher);
- (b) have completed their undergraduate degree or equivalent.

Timeframe

Duration: Minimum of 3 months but not exceeding 12 months.

Costs

The intern will be compensated K4000 per month.