

## Annex 4: Allocation of Roles and Responsibilities for FemBioBiz Programme Execution in country for Phase I, II and III

[Abbreviations: CC-Country Coordinator; LT-Local Trainer, RC= Regional coordinator; BPU= BioFISA Programme Unit]

Activity	Description	CC	LT	RC	BPU
<b>Recruitment and evaluation CC EOs and selection</b>	Advertisement and selection of Country Coordinators, contracting and management of reporting;				X
<b>Securing sponsorships in country</b>	Identify and seek sponsorships for the prizes and follow on support for the national winners at least R300 000 to be secured to participate in selection phase for country coordinator	X			
<b>Project team composition</b>	Identify members of the team in local country coordinator organisation with regional coordinator, share contact details and expected role/s	X		X	
<b>Country coordinator workshop</b>	Hosting of country coordinator half day workshops to brief country coordinators (one representative per organisation on the programme, roles and responsibilities, conducting of the training and running the programme and management of local trainer				X
<b>Budget preparation</b>	Identify expected costs and draw up a budget (template provided)	X			
<b>Project plan preparation for Phase I and Phase II</b>	Agree on timelines and deadline dates that need to be achieved to coordinate and deliver phase I and phase II training.	X		X	X
<b>Recruitment of local trainers</b>	Drafting of TOR for local trainers, advertisement and recruitment, interviews and selection	X		X	
<b>Advertisement, recruitment of participants in Phase I</b>	Advertise and screen applicants for Phase I in local competitions, Use social and print media, existing networks for female entrepreneurs, incubators, enterprise development programmes and outreach programmes, universities	X		X	X
<b>Marketing and media liaison</b>	Organise and draft announcements, prepare guidelines for engaging with media and final approval of media content, Assist country coordinators with media for call for applicants, phase I workshop and stakeholder engagement, help country coordinators to identify key print, broadcast and social media channels.	X		X	X
<b>Training programme content</b>	Prepare training content overview and share training material for Phase I and Phase II. Ensure that local trainers are familiar with the training content. Oversee execution and delivery.		X	X	
<b>Training programme execution for Phase I and Phase II (in country)</b>	Prepare training content material, format, delivery mode, training exercises and pitch training for Phase I and Phase II, Print training material and other digital resources, print pitching evaluation forms for training. Execute training and assist with delivery of pitching competitions. Provide mentorship for finalists from Phase I.	X	X	X	

Activity	Description	CC	LT	RC	BPU
<b>Logistics and delivery of training in Phase I and Phase II</b>	Organise all logistical arrangements and planning for the Phase I workshop –(3 days) and Phase II (2x 3 days) workshops, opening stakeholder workshop, closing stakeholder workshop, and the pitching competitions for Phase I and II. -Venue and Catering (breaks/ light lunches only) and AV and WiFi -Invites for stakeholder workshops -Confirmation letters for applicants -Programme and agenda to be sent via email in advance and printed for the events -Venue set up including workshop venue, training venue and registration table -Post workshop follow up	X		X	
<b>Stakeholder workshops (Phase I, and final stakeholder workshop Phase II)</b>	Identify key stakeholders from entrepreneurial ecosystem, send invites and confirmations, draft agendas, invite key speakers and facilitators, record proceedings and next steps.	X		X	
<b>Evaluation panel selection</b>	Identify, screen and select evaluators (min 4.) from the ecosystem, provide briefing on the competition beforehand via email or in person, Ensure that the evaluators have wide experience in the different categories – need to include business person or entrepreneur, incubator representative, financier and/or sponsor representative, public sector representative if dealing with entrepreneurial support	X	X	X	
<b>Evaluation criteria for selection of finalists in four categories per country in Phase I and Phase II</b>	Define evaluation criteria and guide for evaluators, country coordinators and local trainers in assessment of pitches. Prepare and print evaluation forms and have ready on the day of training (use template provided). Ensure that quality candidates are selected in Phase I in line with guidelines from the regional coordinator and BPU.	X	X	X	X
<b>Selection of Finalists Phase I</b>	Provide input into selection process of finalists for next round for training in Phase II	X		X	
<b>Announcement of finalists &amp; winners</b>	Make an announcement in person, in media and on social media channels	X		X	X
<b>Phase II support and preparation of national finalists for Phase III</b>	Training executed in phase II for the selected participants during two workshops (3 days each) and preparation for the Phase II pitching and selection of national finalists (4)	X	X	X	
<b>Preparation of regional finalists for Phase III</b>	Identification of potential regional pitching competitions for national finalists (regional event).. Preparation of finalists for Phase III regional competitions as identified for the four categories. Coordination and linkage with partners for bespoke activities aligned to the four categories of finalists.	X	X	X	X
<b>Follow on support for national and regional winners</b>	Country Coordinators should provide sponsorship and other opportunities for the national and regional winners	X		X	
<b>Financial reporting</b>	Consolidate all the invoices within the guidelines of the programme (all invoices to be kept and consolidated).	X			
<b>Final country report</b>	Capture outcomes, lessons learnt of the training workshops, entrepreneurial support and ecosystem in a report.	X	X	X	
<b>Final programme report</b>	Consolidation of ecosystem mapping, full programme execution, follow on support and recommendations.			X	