



Ministry of Economic Development
Male',
Republic of Maldives

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Appendix 1

BUSINESS CENTRE CONSULTANCY – Training Coordinator

Terms of Reference

Ministry of Economic Development (MED) through its Enterprise Development (ED) has been working to establish a sustainable model to provide support and assistance for Micros Small Medium Enterprises (MSME's) in the country. The SME ACT (2013), which seeks to provide access to finance; promote business skills, experience and market power of the MSME sector; coordinate Government policies and programs for MSMEs; and provide employment opportunities with MSMEs - to facilitate the sector becoming an innovative, resilient and locally and globally competitive force.

The government through the financial assistance from the ADB and IDB under the IMSMED Project, has established 6 Business Centers (BC) in 6 regions of Maldives as stipulated in the SME Act (establishment of Business Development Service Centers), to provide its support to all the inhabited islands of Maldives with the broad vision of local economic development and in supporting the development of SMEs.

The BC are established to provide a wide-range of business development services (BDS), common use facilities, and financial support services to assist and promote Micro, Small and Medium-sized Enterprise (MSME) growth in the Maldives. Establishment of a network of BCs is in line with the government strategy to support private sector development, specifically the promotion of the MSME sector, as an important component of government decentralization policy and supporting economic development opportunities and income growth outside of Male.

ED would be providing the management oversight of the BC and the BC, will support government goals, strategies and priorities for achieving accelerated inclusive growth for broad-based and sustainable local economic development in the country by contributing to MSME sector development, increased job opportunities, expanded community participation in business activities, improved priority sector value chains, and a strengthened business environment conducive to broadening the country's economic base.

BCs will provide valuable BDS support to both new and expanding micro and small business enterprises in the Maldives. This support will include a wide-array of technical, business and related skills training services for small entrepreneurs and communities desiring to expand business enterprise activities as well as specialized technical, marketing, and financial support, including intensive business guidance and mentoring, for a select group of new business enterprises which meet business incubator program criteria for working closely with BCs through strategic partnership agreements.

BC TRAINING COORDINATOR

The BC , Training coordinator will have a minimum of two years' experience, background and knowledge in SME training, business-related HRD, entrepreneurship development, community development, and/or organizational development. The training coordinator will also have experience in working in a team approach to achieving program deliverables with a minimum of two years' experience in the SME sector, preferably part of which involves dealing with Business Development Service providers, SME development, organizational development, financial services, training and/or business services. Also the person should have experience in conducting MSME business training programs, enterprise and institutional development.

KEY TASKS, RESPONSIBILITIES AND DELIVERABLES

The BC Training Coordinator shall, under the guidance of Project Management unit and the BC Manager, carry out the following key tasks:

- (i) Develop and implement strategic business training plans and materials based on the needs of MSMES and BDS providers to achieve the BC objectives and ensure that the work plan activities are implemented on schedule.
- (ii) Provide management services and training for MSMEs, BDS providers, potential entrepreneurs and unemployed youth in, but not limited to the following areas :
 - SME management and development
 - Human resources management and development
 - Resource management
 - Entrepreneurship development
 - Business counselling
 - Project Planning and appraisal
 - Vocational business skills development
- (iii) Identification of training needs of MSMEs and BDS providers.
- (iv) Upgrade the training skills of BDS providers supported by the BCs.
- (v) Develop and design training modules required by BC Clients.
- (vi) Liaise with other training providers to obtain their services to support BDSC training needs as and when required.
- (vii) Ensure that products and services offered by the BC are constantly improved.
- (viii) Liaise closely with other staff members to ensure smooth operation of the BDSC Trainings.
- (ix) Provide BDS support in the field of business training to MSME Clients.
- (x) Monitor and evaluate all development activities conducted by BC.
- (xi) Assist and organize training/management programs suited to meet the needs of the BDS providers/MSMEs.
- (xii) Develop a management/training plan to ensure that skills of the BC staff are upgraded.
- (xiii) Perform any other duty not listed above assigned by the PMU Project Director / BC Manager
- (xiv) Ensure Training Data, documents and pictures are archived and maintained in a systematic manner
- (xv) Ensure travel calendar is updated and travel reports pertaining to trainings are developed on a timely manner

TIME INPUT

- The position is full time and contract will be as of 31 December 2019 with possible extension. (Candidate is not permitted to work in any other institution while under the contract of MED).



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REQUIREMENTS

- A Degree in management, economics, development or related field.
- At least 2 years of professional experience and technical skills desirable in areas relating to human resource development, technical/trade skills training, and skills in SME business training programs.
- Familiarity with Maldives trade, economic development and private sector development context.
- Excellent computer skills and new interactive media user skills: social media platforms, word processing, spreadsheets, databases and web-based research.
- Ability to write and communicate clearly, and analytically. Excellent spoken and written English and Dhivehi

REMUNERATION PACKAGE

- The total remuneration package will be MVR 15,420. The breakdown of the remuneration is as follows:

Monthly Salary	: 8,000/-
Living Allowance	: <u>7,420/-</u>
Total	: <u>15,420/-</u>