



Ministry of Economic Development
Male',
Republic of Maldives

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Appendix 1

BUSINESS DEVELOPMENT SERVICE CENTRE CONSULTANCY

Terms of Reference

The Business Development Services Centre (BDSC) is defined as a business development Centre that provides 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 the BDSC is an initiative of the Maldives, Ministry of Economic Development (MED). Establishment of a network of BDSCs 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.

When fully operational, the Business Development Services Centres (BDSC) will include seven (7) provincial business centres including a Central BDSC stationed in MED, providing business development services to MSMEs throughout the country. The Central BDSC office, which provides management oversight of the BDSC, is already established in MED.

The Business Development Services Centre, or BDSC, 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.

BDSCs 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 BDSCs through strategic partnership agreements.

BUSINESS DEVELOPMENT OFFICER

The Business Development Officer will have a minimum of two years' experience, background and knowledge in SME industry. Business Development Officer 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, technical training and/or business services. Officer will ensure that the products developed are marketed and assist in creating market linkages; sign contracts with resorts and other big businesses.

KEY TASKS, RESPONSIBILITIES AND DELIVERABLES

The Business Development Officer, under the guidance of the BDSC Manager will carry out the following key tasks:

- (i) Implement the Monitoring and Evaluation aspect of businesses in the region with a closer monitoring of the BC recipients and MSME Loan clients in the region.
- (ii) Obtain information from all financial institutions regarding loan clients across the coverage region and maintain monitoring database.
- (iii) Conduct Economic Profiling in the respective BC Region under the guidance BC Manager
- (iv) Identify potential businesses for respective BC regions and develop business plan for selected business ideas.
- (v) Develop counselling and coaching materials based on findings from economic profiling, surveys to obtain training need assessment.
- (vi) Ensure records and documentation on owner growth programs/business visits are archived in a systematic manner
- (vii) Ensure client records are archived and maintained in a systematic manner.
- (viii) Implement the business plan of the region and identify areas of business counselling and coaching
- (ix) Support to identify, register and develop 25 new/expanded BDS providers (whole duration) and form cooperatives in the main economic sectors.
- (x) Improve internal institutional capacity and sustainability of BDSC.
- (xi) Assist the BDSC team in identifying market linkage opportunities and innovative areas of new product development for the MSMEs.
- (xii) Assist in conducting market research study to support forward and backward linkages for identified value chain business opportunities.
- (xiii) Coordinate with the public-private partnership specialist to plan activities under business incubator programme.
- (xiv) Develop and implement strategic business training plans and materials based on the needs of MSMES and BDS providers to achieve the BDSC objectives and ensure that the work plan activities are implemented on schedule.
- (xv) Identification of training needs of MSMEs and BDS providers
- (xvi) Liaise with other training providers to obtain their services to support BDSC training needs as and when required.
- (xvii) Develop and design training modules required by BDSC Clients.
- (xviii) Develop and implement strategic business training plans and materials based on the needs of MSMES and BDS providers to achieve the BDSC objectives and ensure that the work plan activities are implemented on schedule.



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- (xix) Assist , organize and conduct training/management programs suited to meet the needs of the BDS providers/MSMEs.
- (xx) Provide BDS support in the field of business training to MSME Clients.
- (xxi) Act as the Gender Focal Point
- (xxii) Perform any other duty not listed above assigned by the PMU Project Manager
- (xxiii) Experience in working in a team approach to achieving program deliverables;

TIME INPUT

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

REQUIREMENTS

- A Degree in management, economics, development or related field. Preference will be given to the candidate with a Masters in relevant field
- Or graduate degree with past experience in the field of business and be able to show competitive business skills and business knowledge during the interview session.
- Past experience in managing a business.
- 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 development.
- 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>