



Ministry of Economic Development
Male',
Republic of Maldives

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BUSINESS CENTRE CONSULTANCY

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 Micro 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.

BUSINESS CENTRE (BC) MANAGER

The BC Manager will have a minimum of three years' experience, background and knowledge in SME industry. BC Manager will also have experience in working in a team approach to achieving program deliverables with a minimum of three 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. The manager 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 BC Manager shall, under the guidance of the Central Project Management (CPMU), carry out the following key tasks:

- i. Ensure that the Components in the Project Administration Document and work plan are implemented in a timely manner.
- ii. Ensure loan monitoring database is updated regularly.
- iii. Develop a management/training plan to ensure that skills of the BC staff are upgraded
- iv. Familiarize with laws and regulations related to MSMEs and evaluate its impact on SMEs performance
- v. Identify and create a stock of issues / challenges facing MSMEs and explore avenues to overcome the issues as well as how the current regulations can be changed for a conducive business environment.
- vi. Preparation of annual work plan and submission for approval from Central BC.
- vii. Developing a monitoring and evaluation plan in close collaboration with CPMU to measure the progress of key performance indicators of BC
- viii. Ensure the contractors providing services to the BC are made aware of their renewals and follow up to renew the contracts in a timely manner.
- ix. Engage, sign and monitor contracts with resorts and other traders.
- x. Design and finalize the Monitoring and Evaluation aspect of businesses in the region.
- xi. Maintain an asset register inventory of the BC in close collaboration with CPMU.
- xii. Create an information sharing / archiving platform for all documents of BC through which data, photos and project related documents can be archived in a systematic manner with a view to promote information sharing and knowledge dissemination within the project and other stakeholders.
- xiii. Communicate success stories of SMEs and businesses under the incubator program and update social media page of BC.
- xiv. Develop a business plan and identify areas of business counselling and coaching
- xv. Support to identify, register and develop 25 new/expanded BDS providers (whole duration) and form cooperatives in the main economic sectors.
- xvi. Improve internal institutional capacity and sustainability of BC.
- xvii. Provide guidance to BDOs and TCs in identifying market linkage opportunities for the MSMEs.
- xviii. Identify innovative areas of new product development.
- xix. Ensure economic profiling reports and BC progress reports are completed on a timely manner.
- xx. Support and facilitate research and development, pilot testing and technical training activities associated with MSME business incubator projects.
- xxi. Conduct calibration of equipment that are brought to the Metrology Cell established in the
 - a. BC as per the standard operative procedures, and affix seal of calibration on these equipment.
- xxii. Collect payment for the Calibration services and prepare necessary reports including financial
 - a. Report to be sent to the Ministry.



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- xxiii. If required, conduct offsite calibration services as per the standards procedures.
- xxiv. Act as a focal point from the Ministry to receive any complaints regarding metrology and
 - a. calibration, and direct to the Ministry for necessary action.

TIME INPUT

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

REQUIREMENTS

- b) A Bachelor's degree in management, economics, development or related field. Preference will be given to the candidate with a Masters in relevant field
- c) Past experience in managing a business.
- d) At least 3 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.
- e) Familiarity with Maldives trade, economic development and private sector development context.
- f) Excellent computer skills and new interactive media user skills: social media platforms, word processing, spreadsheets, databases and web-based research.
- g) Ability to write and communicate clearly, and analytically. Excellent spoken and written English and Dhivehi

REMUNERATION PACKAGE

The total remuneration package will be MVR 20,046. The breakdown of the remuneration is as follows:

Monthly Salary	: 12,000/-
Living Allowance	: <u>8,046/-</u>
Total	: <u>20,046/-</u>

