

TERMS OF REFERENCE

TECHNICAL OFFICER – GRANTS

Boosting Innovation, Growth & Entrepreneurship Ecosystems (BIGEE) Program
For the Technical Unit at Development Bank of Jamaica

BACKGROUND

1. Jamaica's fiscal and macroeconomic conditions have improved recently after decades of stagnant or negative growth, high debt to GDP ratio and fiscal deficits. The Debt to GDP ratio has been reduced from 145% of GDP in 2014 to 104% of GDP in 2019. In addition, Jamaica is experiencing an 11-year low unemployment rate, has improved in terms of the ease of Doing Business and its poverty indicators. However, economic growth was only 1.1% during 2019 and expected to be about 1% in 2020.

2. In this regard, there is a need for government-targeted activities to promote robust, sustained growth including policies to facilitate private sector led activities, support for small and medium enterprises (SMEs) and entrepreneurship.

3. The Ministry of Finance and the Public Service (MoFPS) has requested support to the Inter-American Development Bank (IDB) to create new avenues for growth by Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) in Jamaica. The IDB programme funding will support Jamaica's growth and employment objectives by: a) providing support and funding for the development and strengthening of a comprehensive innovation and entrepreneurship ecosystem that builds on the currently existing initiatives; b) providing effective business services to vulnerable entrepreneurs; c) promoting a culture of entrepreneurship and innovation; and d) democratizing access to equity through a set of funds, including venture capital (VC).

4. The Program is envisioned to promote and democratize access to equity for SMEs with strong potential to grow as well as new promising enterprises through a Venture Capital (VC) Fund and a Seed Financing (SF) Fund, support for the Innovation Ecosystem by strengthening the network of incubators and accelerators and creating an entrepreneurial mindset through technology transfer and capacity building activities, including generating trust, entrepreneurial mindset and culture.

Objective of the Program

5. The Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Program is a Conditional Credit Line Investment Projects (CCLIP) operation with the following objective: to improve productivity in Jamaican firms by increasing private sector investment in innovation and, ultimately, growth among startups and MSMEs. The program will be implemented as four distinct components: (i) Innovation and growth in established MSMEs, (ii) Facilitating growth for scalable startups, (iii) Promoting viable enterprises and (iv) Project Administration and capacity building.

a. Component I. Innovation and Growth in Established MSMEs. This component will target established MSMEs and is geared to promote efficiency and growth through development and adoption of innovation by: (a) promoting the increase of inputs for innovation among treated firms and will finance consulting services to support the potential

beneficiaries with the carrying out of business plans for their proposals if required; (b) promoting the increase of outputs of innovation among treated firms and considers the development of commercial prospection studies and providing matching grants for patenting and (c) promoting adoption of cutting-edge technology among SMEs with a global orientation.

b. Component II. Facilitating growth for scalable startups. This component is devoted to young MSMEs that have proven the concept of their business model (they already have proven commercial traction) and need support for acceleration given their potential for scaling up. Support in this context means both financial capital to accelerate operations and scale-up services (outreach to markets, mentoring, governance, etc.). This component is structured in two subcomponents: (a) geared at stimulating the deal-flow of investment ready startups by strengthening the accelerator capacities where scalable startups can be mentored, channeled into new markets and scaled; (b) will allocate resources to establish a venture capital fund and a sidecar fund that will provide equity financing to early stage, scalable and investment-ready startups.

c. Component III: Promoting viable enterprises. This component will serve those potential beneficiaries (individual entrepreneurs or MSMEs) at the earliest stage that have potentially successful value propositions and that could become scalable startups. It is structured in three subcomponents: (a) will foster the capabilities of the eco-system to assist entrepreneurs in valuing, transferring and commercializing the technology they have developed; (b) will support the development of a pipeline of viable startups by strengthening current incubators, and providing early stage matching grants for the ideation and business model discovery phase, commercialization and prototyping of entrepreneurs with innovative ideas; (c) will help foster entrepreneurial skills, mindset and culture by financing awards and events. There will be specific awards for distinguished women entrepreneurs. In this component, women's participation will be addressed by targeting potential women entrepreneurs in diffusion, awareness, mentorship programs and networking events.

d. Component IV. Project administration and capacity building. The operation will fund program management costs such as auditing, monitoring, supervision, intermediate and final evaluation, and impact evaluation of several components. This component will also finance capacity building activities for the DBJ in the form of specialized advisory services and the set up and development of a specialized information management system that will support data collection for monitoring and evaluation, as well as digitalize the eligibility and selection processes for the different calls.

Objective of Technical Officer -Grants

6. The DBJ is seeking a full-time **Technical Officer – Grants (TOG)** for the Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Program's Technical Unit. The TOG will be responsible for the activities related to funds providing grants to start-ups and MSMEs, including planning, coordination, implementation, supervision and finalization of all corresponding activities.

Scope of Work

7. The TOG is expected to perform the following tasks:

- Assist to mapping and building relationships with businesses associations and individual businesses in different stages of development, from start-up to mature companies
- Contribute to businesses' Needs Assessments, according to their development stage and other relevant segmentations criteria
- Based on detected needs and relevant studies, and in collaboration with the Technical Coordinator, elaborate a strategy for supporting start-ups and established businesses using BIGEE's instruments
- Finalize the documentation (call for proposals, application forms, evaluation criteria and forms, contract templates) to operationalize the different Funds that will provide grants to Start-ups and other businesses:
 - Seed Capital Fund
 - Innovation Fund
 - Cluster Fund
 - Patenting Fund
 - Corporate Venturing Fund
- Implement and supervise the different Grant Funds.
- Support businesses in the application and implementation processes.
- Monitor and evaluate portfolio and key performance indicators for the different funds
- Provide inputs to technical reports.
- Report and mitigate risks associated with respective activities.
- Assist with the preparation of reports as necessary.
- Contribute to the annual operating plan, that includes a detailed timetable of corresponding activities, the resources needed, targets to be achieved and actions needed to achieve them
- Keep an up-to-date timetable of corresponding activities, report periodically to the Technical Coordinator on its progress, and submit any changes for their consideration
- Contribute to the Program's budgetary statements and keep them up to date.
- Perform such duties that may be relevant to the operations of the TU or as may from time to time be delegated by the Technical Coordinator and/or the Project Manager.

Qualifications

8. The TOG is expected to meet the following qualifications:

- Professional qualification in Management, Economics, Engineering, or related discipline;
- Certification in Project Management
- Demonstrable knowledge of the business, economic, innovation and entrepreneurship environment in Jamaica
- Experience in the private sector and/or with donor funded projects would be an asset.
- Excellent analytical, report writing skills; and must be computer literate.
- Capacity to work under pressure and meet tight schedules under minimum supervision.
- Excellent communication and interpersonal skills and able to work in a team.
- At least five (5) years of experience in project preparation, evaluation, and management and at least three (3) years' experience managing grants for the innovation, MSMEs and entrepreneurship sectors.

Expected Deliverables

9. The Technical Officer – Grants is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the TU's Program Manager. Quarterly key Performance Indicators will be set annually for the Officer by the Technical Coordinator – Direct Support to Businesses - against which deliverables will be measured during the course of the assignment.

10. The deliverables will include – but not limited to - the following reports/project documents:

- Inputs to the monthly execution/performance reports Contributions to the quarterly projections of expenditure
- Contributions to the semi-annually achievement reports
- Inputs to annual work plans and monthly status reports
- Contributions to the quarterly, annual and ad hoc reports to the IDB, DBJ, and GOJ
- Contributions to the final report of the execution of the Program (End-of-Assignment Report)

Reporting Mechanisms

11. The TOG **will report to the corresponding Technical Coordinator – Direct Support to Businesses** for day-to-day activities. However, the Officer will liaise with IDB staff assigned to contribute to the Program.

Contract Duration and Rate

12. The Contract will last for 24 months and will require full-time work on the program.

Indicative Payment Terms

13. This is a monthly-based contract where the Technical Officer shall be paid an agreed monthly salary based on satisfactory performance.

Location

14. The consultancy service will be executed in Kingston. The DBJ will ensure to put in place the working space, office equipment, and communication facilities for the Grants Technical Officer.

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