

TERMS OF REFERENCE

Technical Officer for the Strengthening of Intermediaries (Full-Time)

Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Program

Terms of Reference Technical Officer for the Strengthening of Intermediaries 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 for the Strengthening of Business Intermediaries Assignment

6. The DBJ is seeking a full-time Technical Officer for the Strengthening of Business Intermediaries for the Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Program's Technical Unit. The Technical Officer for the Strengthening of Business Intermediaries will be responsible for BIGEE's activities related to the capacity building of business support intermediaries, including planning, coordination, implementation, supervision and finalization of all corresponding activities.

Scope of Work

7. The Technical Officer for the Strengthening of Intermediaries is expected to perform the following tasks:

- a) Contribute to mapping and building relationships with business support intermediaries (BSIs). BSIs will act as distribution channels for BIGEE's instruments and provide complementary services to DBJ's
- b) Contribute to the needs assessment of BSIs
- c) Based on the detected needs and relevant studies, collaborate with the Program Manager to elaborate a strategy for the strengthening of BSIs
- d) Contribute to the design and implementation of BSI's certification or accreditation processes
- e) Finalize the design, implement and supervise support programs for BSIs
- f) Finalize the documentation (call for proposals, application forms, evaluation criteria and forms, contract templates) to operationalize the strengthening programs for the different BSIs:
 - Business extension services
 - Technology transfer offices
 - Business incubators
 - Business accelerators
- g) Support BSIs in the application and implementation processes
- h) Monitor and evaluate BSI's key performance indicators
- i) Provide inputs to technical reports
- j) Report and mitigate risks associated with respective activities
- k) Assist with the preparation of reports as necessary
- l) 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
- m) 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
- n) Contribute to the program's budgetary statements and keep them up to date

Qualifications

8. The Technical Officer for the Strengthening of Intermediaries is expected to meet the following qualifications:

- Professional qualification in management, economics, or engineering, or similar career, with at least 5 years of experience in project preparation, evaluation, and management and at least 3 years' experience in working in the innovation, MSMEs, entrepreneurship and/ or business incubation sectors
- Demonstrate knowledge of the business, economic, innovation and entrepreneurship environment in Jamaica
- Experience in the private sector and/or with donor funded projects is preferable.
- 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.
- All experience and knowledge can be demonstrated through contracts, letter of conformity or any equivalent.

Expected Deliverables

9. The Technical Officer for the Strengthening of Intermediaries is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the respective TU's Technical Coordinator. Quarterly key performance indicators will be set annually for the Technical Officer for the Strengthening of Intermediaries by the Technical Coordinator against which deliverables will be measured during the course of the assignment.

10. The deliverables will include the following reports/Program 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 Technical Officer for the Strengthening of Intermediaries will report to corresponding Technical Coordinator for day-to-day activities. However, the Technical Officer for the Strengthening of Intermediaries 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 for the Strengthening of Intermediaries 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 Technical Officer for the Strengthening of Intermediaries.
