

**Terms of Reference – Project Assistant (Full-Time)**  
**Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Program**  
**Program Manager 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 1. 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 Project Assistant Assignment**

### **6. The DBJ is seeking a full-time Project Assistant for the Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Program's Technical Unit (TU).**

The main objective of the Project Assistant's assignment is to provide administrative support to the TU and the Steering Committee, so that the DBJ is able to carry out its mandate to effectively manage the BIGEE Program.

## Scope of Work

### **7. The Project Assistant is expected to perform the following tasks:**

- Provide administrative and logistical support to the Technical Unit, in the implementation of the activities of the Program
- Provide the inputs required of the TU to ensure the timely procurement of goods and services to be acquired under the Program, including the preparation of relevant documentation and acting as secretary to evaluation procedures as directed
- Together with the Program Manager, serve as executive secretariat of the Program's Steering Committee
- Serve as secretary for the Program's management team
- Assist in monitoring the progress of consultancy assignments and troubleshooting as necessary
- Assist with the scheduling and coordination of meetings and workshops, mission and site visits and maintain a calendar of TU's activities
- Assist with the preparation of reports, as necessary
- Serve as recording secretary to the Program Steering Committee, the management team and other meetings related to the Program, including key follow up actions
- Prepare and disseminate meeting notes according to agreed timelines;
- Prepare letters and memos in support of the work of the TU as appropriate
- Contribute to promoting the Program and disseminate its results continuously
- Assist with any other activity that is required for the successful management of the Program

## Qualifications

### **8. The Project Assistant is expected to meet the following qualifications:**

- A minimum of a first degree in Business Management or a related field
- Ability and willingness to collaborate with DBJ staff
- Excellent analytical, report writing skills and must be computer literate
- Capacity to work under pressure and meet tight schedules under minimum supervision.
- Project Management Experience would be an asset
- 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
- Two (2) years relevant experience; experience in the public service and with donor funded projects is preferable

## Expected Deliverables

**9. The Project Assistant is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment.** The deliverables will include the following reports/Program documents:

- Program reports and schedules
- Preparation for and coordination of workshops, missions, site visits, meetings convened for the Program Steering Committee
- Minutes of the Program Steering Committee and the Program Management Team
- Program correspondence files

### **Reporting Mechanisms**

**10. The Project Assistant will report to the TU's Program Manager for day-to-day activities.**

### **Contract Duration and Rate**

**11. The Contract will last for 5 months** and will require full-time work on the program.

### **Indicative Payment Terms**

**12. This is a monthly-based contract** where the Project Assistant shall be paid an agreed monthly salary based on satisfactory performance.

### **Location**

**13. The service will be executed in Kingston.** The DBJ will ensure to put in place the working space, office equipment, and communication facilities for the Project Assistant.