



Ministry of Economic Development  
Male',  
Republic of Maldives

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2017

## **BUSINESS DEVELOPMENT SERVICE CENTRE CONSULTANCY**

### **Terms of Reference**

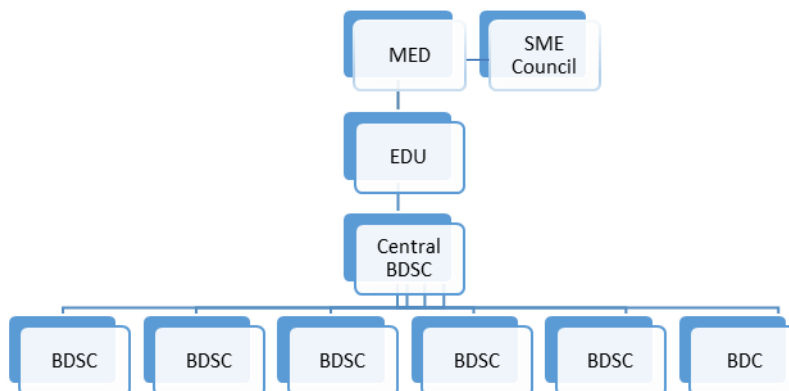
The Business Development Services Centre (BDSC) is defined as a business development Centre that provides a wide-range of business development services (BDS), common use facilities, and financial support services to assist and promote Micro, Small and Medium-sized Enterprise (MSME) growth in the Maldives. 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.

### **BDSC Organizational Structure**



## **BUSINESS DEVELOPMENT SERVICE CENTRE (BDSC) MANAGER**

The BDSC Manager will have a minimum of three years' experience, background and knowledge in SME industry. BDSC 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 BDSC Manager shall, under the guidance of the National Director 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. Preparation of annual work plan and submission for approval from Central BDSC.
- iii. Developing a monitoring and evaluation plan in close collaboration with CPMU to measure the progress of key performance indicators of BDSC
- iv. Ensure the contractors providing services to the BDSC are made aware of their renewals and follow up to renew the contracts in a timely manner.
- v. Engage, sign and monitor contracts with resorts and other traders.
- vi. Design and finalize the Monitoring and Evaluation aspect of businesses in the region.
- vii. Maintain an asset register inventory of the BDSC in close collaboration with CPMU.
- viii. Create an information sharing / archiving platform for all documents of BDSC 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.
- ix. Communicate success stories of SMEs and businesses under the incubator program and update social media page of BDSC.
- x. Develop a business plan and identify areas of business counselling and coaching
- xi. Support to identify, register and develop 25 new/expanded BDS providers (whole duration) and form cooperatives in the main economic sectors.
- xii. Improve internal institutional capacity and sustainability of BDSC.
- xiii. Assist SME value chain specialist in identifying market linkage opportunities for the MSMEs.
- xiv. Assist the value chain specialist in identifying innovative areas of new product development.
- xv. Provide support to value chain specialist in conducting market research study to support forward and backward linkages for identified value chain business opportunities.
- xvi. Coordinate with the public-private partnership specialist of component D to plan activities under business incubator programme.
- xvii. Support and facilitate research and development, pilot testing and technical training activities associated with MSME business incubator projects.
- xviii. Conduct calibration of equipment that are brought to the Metrology Cell established in the
  - a. BDSC as per the standard operative procedures, and affix seal of calibration on these equipment.
- xix. Collect payment for the Calibration services and prepare necessary reports including financial
  - a. Report to be sent to the Ministry.
- xx. If required, conduct offsite calibration services as per the standards procedures.
- xxi. 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.



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### **TIME INPUT**

- a) The position is full time and the selected candidate is expected to serve 12 months over the next one year. (Candidate is not permitted to work in any other institution while under the contract of MED).

### **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 and previous experience in establishment of Cost Sharing Facility (CSF) is an added advantage.
- 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:

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