



GOVERNMENT OF MONTSERRAT

TERMS OF REFERENCE

BUSINESS DEVELOPMENT AND INVESTMENT OFFICER

Overview:

Montserrat's private sector was decimated after the onset of the volcanic crisis in 1995. Plymouth and the southern portion of the island was not only the main hub for Housing, Education and Healthcare but was the centre of business activity and where most businesses, small and large were located. The organisations that helped drive collaboration and collective representation such as the Montserrat Chamber of Commerce and the Small Business Association became effectively inoperable. Montserrat's private sector went from a fairly diverse combination of retailers, manufacturing, construction, tourism and finance, to private sector dominated by retailers and construction firms that are primarily dependent on government for their survival.

Even with these challenges, the island is an open economy that needs, and therefore welcomes, expertise and capital. The Government of Montserrat is fully committed to making it easier to invest and start or develop an existing business. However, there are weaknesses in the ability of the government to respond to investment interest and facilitate business start-up, some of which this position is designed to address. A British Overseas territory, Montserrat is a very stable and reliable environment, has the added benefits of a great tropical climate, and is very safe and friendly.

Also key to the redevelopment of the private sector is the Government's Economic Growth Strategy (EGS), Sustainable Development Plan (SDP) and Tourism Strategy (TS). The post holder will support Private Sector growth and development in the sectors and areas identified in these guiding strategies.

Additionally, one of the key initiatives of Government and a major role of the post will be to coordinate the development of Enterprise Montserrat (EM) which is conceptualised to be an arms' length organisation to be created in the future with a wide remit to promote private sector development based on tourism; assist and finance local businesses, attract inward and foreign investment; and identify and secure Grant Funding for Government and Non-Government Organizational Projects.

The initial appointment will be for two years, renewable by mutual agreement.

Organisation: Office of the Premier

Supervision: Permanent Secretary, Office of the Premier

Job Outline:

The Private Sector Development Investment Officer will be responsible for leading the efforts in facilitating economic and business development to secure growth and to increase local employment and development opportunities. The position holder will be the primary point of contact in the Government of Montserrat for private sector and potential investors and will promote new business opportunities and provide support to existing businesses to help with retention and expansion efforts and long term economic sustainability for Montserrat. The officer will report directly to the PS, Office of the Premier.

This includes the following:

1. Lead and manage the Economic Development Unit in the Office of the Premier.
2. Act as a single point of contact between local and international organizations, businesses and individuals and representatives of government, business and industry concerning economic development and assist in capitalizing on economic development opportunities and projects that are identified.
3. Acting as the primary point of contact for international donors assisting processes of business environment reform, including business promotion focused elements of DFID programmes.
4. Review options and recommend an institutional framework for a potential future private sector support unit or authority taking into considerations options from a recent UK government review and taking into consideration constraints to the business environment across the whole Government of Montserrat.
5. Review and recommend options for a streamlined process of business start-up, and assist other ministries to effectively manage investor relations – drawing on technical assistance as needed.
6. Undertake research and prepare reports for senior government officials on potential economic development opportunities, including identifying opportunities for private public partnerships.
7. Provide technical expertise to support a cohesive and comprehensive mass media effort for private sector and business development.
8. Evaluate investment and business proposals, provide recommendations and suggest levels of support for the proposals
9. Propose potential incentive programs and policies for Montserrat to consider offering to attract new businesses to Montserrat and existing business to expand and achieve export capability where possible.
10. Identify and Secure Grant Funding for Government and Non-Government Organizational Projects.

Special Conditions:

The post holder will be occasionally required to work outside normal office hours, including weekends; be prepared to undertake international travel as required; undertake product and development visits to accommodation, eating establishments, visitor attractions, and other

tourism products. The post holder should be able to work well under highly stressful situations with close deadlines and many competing time-demands.

Personal Qualities and Skills Required:

This position requires at least a first degree with Masters level qualifications in Business, International Economics, Economic Development or a related field of study. A minimum of seven years of experience in economic development and/or private sector development or a closely related area is also a minimum qualification. This post requires strong interpersonal and strategic thinking skills. The post holder will deal with a wide range of on and off-island stakeholders, including local businesses and associations, senior government officials, and prospective international investors.

An in depth understanding of the interface between Government policy, organisational culture and stakeholder dynamics is essential for the effective execution of duties.

Substantial knowledge and experience in developing the local private sector and attracting FDI and Grant funding.

The ability to communicate effectively in oral and written form is mandatory.

The successful applicant must be capable of exercising good judgment, discretion and initiative while utilizing tact and courtesy in frequent contact with business and industrial representatives, government officials and the general public.

Qualifications, Experience and Skills Required:

Essential:

- A Postgraduate qualification in Economics, Business, International Economics, Economic Development or related areas.
- Strong leadership, management and communication skills
- Innovative and results focused
- Good interpersonal, team working and networking skills
- A track record of values driven, ethical work practices and habits
- Experience in Private Sector Development
- A proven track record in preparing grants funding submissions

Desirable:

- A broad range of industry contacts in key markets such as the US, UK and the Caribbean
- Experience in managing relationships with international donors.
- A sound understanding of the socio-cultural realities of Montserrat and sub-region.

Deliverables:

- Develop and Implement an approved Private Sector Investment Development Strategy within an agreed timeframe;

- Lead and support the process to assess and implement reforms to the business environment to improve the investment climate and process for business start-up (with potential support from a DFID programme of technical assistance);
- Oversee the development and maintenance of a database of potential investors in key areas of Montserrat's economy;
- Provide the necessary support for the development of a Business Case and implementation strategy for the establishment of Enterprise Montserrat (EM)
- Produce Prospectus/Investment Guide – application procedure and key requirements/guidelines for investors.
- Prepare Quarterly progress reports; Including deliverables to account for two (2) areas below:
 - Stakeholder Engagement Plan – to ensure adequate stakeholder engagement/involvement/consultation to feed into the development of the Strategy – by organizing workshops, radio programmes, stakeholder and community meetings to get the feedback.
 - Support the establishment and operation of a potential business financing facility if funding for this is secured.