

TERMS OF REFERENCE FOR INTERNAL/EXTERNAL/REGIONAL WEST AFRICA HIRE

FOR

A PRIVATE SECTOR DEVELOPMENT COORDINATOR

CORDAID Sierra Leone is seeking the services of Private Sector Development Coordinator, with sound skills and knowledge of Private Sector Development nationwide, to work with CORDAID and Partners carry out the implementation of the RBDS, Financial Inclusion, Cordaid Enterprise Academy program, and other Private Sector Ecosystem Activities. The PSD Coordinator should have a strong desire to positively impact employment and economic growth in Sierra Leone.

CORDAID IN BRIEF

CORDAID believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion divide societies, we connect people and communities. We stand for professionalism, expertise, and solidarity across borders. We make a difference where it is most needed.

We do that where natural disasters strike, where conflicts tear up communities and where under development keep families in extreme poverty. In the Netherlands, we are known as CORDAID Memisa, CORDAID Menes in Nood, CORDAID Kinderstem and CORDAID Microkrediet. In Sierra Leone, we focus on four key areas of support – Health System Strengthening, Financial Inclusion, Security and Justice and Private Sector Development.

OUR PRIVATE SECTOR DEVELOPMENT SUPPORT

One of CORDAID's key priorities for Sierra Leone is the development of the private sector and improving Financial Inclusion in fragile settings. Our primary vehicle to help support this sector is our Resilience Business Development Support (RBDS) and Cordaid Enterprise Academy program--an integrated business development accelerator program that works with a 75% focus on 'Missing Middle' SMEs in Sierra Leone to help them become primarily investment ready--but also attractive to investors as strategic partners. A secondary value added is when financial sector starts to gain confidence in the existence of viable businesses with the requisite systems and processes, collateral and potential to access the financing they, the financial institutions are tasked, but resistant to provide. We also implement a Financial Inclusion in three districts around Sierra Leone.

BACKGROUND AND OBJECTIVE

The presence of a vibrant sector of small and medium sized enterprises (SMEs) is very important for the further development of Sierra Leone. These businesses create employment and contribute to sustainable economic growth. The social, economic, and political realities in certain developing countries, however, make it hard for SMEs to flourish. CORDAID therefore supports entrepreneurs in challenging contexts to build solid businesses through a holistic, inclusive, and collaborative approach.

CORDAID seeks to engage a Program Coordinator for a one-year contract with opportunity to extend further to support the implementation of the RBDS Program. These SMEs should be able to harness the support and learning from this accelerator nine-month program to give them the with the maximum probability of becoming investment ready.

SCOPE OF WORK

The PSD Coordinator should identify these gaps with a forward-looking view that when filled, will increase the potential for SMEs to increase profitability; improve capacity; recognize the need and proactively access stronger business support. Second objective is to develop networking contacts resulting in increased employment opportunities; and investment readiness from CORDAID or financial institutions.

DETAILED JOB DESCRIPTION

PURPOSE

Support the management and successful implementation of the CORDAID Resilience Business Development Support (RBDS), Cordaid Enterprise Academy, and Financial Inclusion programs.

DESIRED FIELDS OF EXPERIENCE OR KNOWLEDGE

- Economics
- Business Administration
- Commercial Management
- Project administration and management
- Leadership
- Private Sector Development
- Business process development and improvement
- Business coaching, mentoring, training and facilitation

JOB DESCRIPTION

- Support the management and successful implementation of PSD programs in Sierra Leone.
- Plan and facilitate business exchange visits and seminars in country and overseas.
- Support the supervision and coordinate the activities of the entire PSD team, (Consultants, PSD Finance and Admin Officer and PSD Support Officer.
- Coordinate and manage consultant sector leads and also lead in coordinating training, coaching, mentoring, ecosystem events, commercialization, marketing, and branding.
- Build, in conjunction with the Country Director, key relationships, whilst driving CORDAID's Economic Opportunities agenda, in the form of the CORDAID Sierra Leone Private Sector Development brand. This involves networking and working with a wide range of relevant private sector stakeholders and other private sectors development.
- Sourcing new business opportunities and funding for CORDAID's local Private Sector partners to allow for meaningful support of the private sector in Sierra Leone with special emphasis, but not exclusively, on the 'Missing Middle' SME.
- Represent CORDAID in various strategic Private Sector Development meetings
- Conduct needs assessment to identify business structural, operational, financial, marketing, and internal management gaps existing in the SME's and develop support recommendation based on identified gaps.
- Build the capacity of SME's through organizing and facilitating and delivering Business Development activities
- Conduct One-to-one resilience business coaching and mentoring for SME's.
- Database Management
- Financial Planning and Budget Management (Managing Donor Funds and Managing Project Budgets)
- Monitor and supervise the various consultants providing BDS support to our SME's

REPORTING

The PSD Program Coordinator will report to the Country Director.

FEES/PAYMENT

The Coordinator will be paid as CORDAID staff for a period of one year. NASSIT and other employee related taxes will be deducted at source from their salary. This position does offer a competitive basic salary and benefits including leave and housing allowance. Salary range will be Thirteen to Twenty Million Leones monthly--depending on experience and role assigned on contract.

QUALIFICATIONS AND SKILLS/ EXCLUSION CRITERIA

The required qualifications and skills for this job assignment are:

- Must have a BSc in Business Administration, Entrepreneurship, Banking, Finance, or related field. Masters will be a plus for the candidate.
- Proven Experience in Proposal Development and Bid Management
- Proven Experience in designing programs.
- Proven experience in training or designing training curriculums (short term, long term, roadshows, etc.)
- Minimum 3 years' experience in private sector development either as an advisor/Coordinator, or in private business.
- Experience and knowledge in private sector development and/or business and entrepreneurship.
- Preference will be given to those candidates with experience in and knowledge of Business Development Support services/ mechanisms/interventions towards SME's in the Sierra Leone context, including experience in the design, facilitation, and operation of BDS.
- Above intermediate level skills in MS, PowerPoint, MS Excel, and MS Word are a MUST

Field visits play a large part of this role and as such, it is expected that the candidate is willing and able to take part in such activities in all weather conditions – A INGO car or rented vehicle will be made available.

TO APPLY

Send your Cover Letter and CV by email to the Human Resource Manager at: jobs_sl@cordaid.org (copy job@jobsearchsl.com)

Please address the Subject of your email as: **PSD PROGRAM COORDINATOR**

DEADLINE FOR APPLICATIONS IS February 10th, 2021.

Only successful applicants will receive a response.

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY



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ON JOB OPPORTUNITIES AND
WHAT WE DO