

REQUEST FOR EXPRESSIONS OF INTEREST  
**CHIEF EXECUTIVE OFFICER**  
(CONSULTING SERVICES –INDIVIDUAL CONSULTANT SELECTION)

**Notice at a Glance:**

Project ID	P157751
Project Title	OECS MSME GUARANTEE FACILITY PROJECT
Country	OECS Countries
Notice No	TBD
Notice Type	Request for Expression of Interest
Notice Status	Open
Borrower Bid Reference	OECS MSME-CEO-01/2018-CS-INDV
Procurement Method	Individual
Language of Notice	English
<u>Submission Deadline Date/Time</u>	<u>September -14-2018 11:59 AST</u>
<u>Published Date</u>	<u>August -15-2018</u>

*The attention of interested Individual Consultants is drawn to Section III. Paragraphs 3.14, 3.16, and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers July 2016, [revised November 2017] ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.*

A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations: The following is the link to the World Bank's website:

<https://policies.worldbank.org/sites/ppf3/PPFDocuments/Forms/DispPage.aspx?docid=083b3f94-a932-4395-a410-834f8bc14f8c>

**Contact Information:**

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**Introduction:**

Six-member states of the Eastern Caribbean Currency Union have joined together to establish the Eastern Caribbean Partial Credit Guarantee Corporation (ECPCGC) under the guidance of the World Bank. Five of the countries are borrowing money from the World Bank to use to capitalize the ECPGC. The sixth nation is using existing funds to contribute to the USD12 million capitalization of the scheme. The ECPCGC headquarters will be in Saint Kitts. The Board of Directors of the ECPCGC is seeking an

individual to be the first Chief Executive Officer of the organization. This person will be responsible for building the scheme from the ground up. The CEO will acquire office space, establish banking relationships, hire additional staff and supervise and assist with the development of policies, procedures and an information technology architecture necessary for the efficient operation of the ECPCGC. The ideal candidate will have familiarity with the operations of a guarantee scheme and experience in a banking environment in the Caribbean.

**Applicants must have:**

1. An Undergraduate Degree from a reputable university.
2. A Post Graduate Degree in Business Administration or Finance, or other professional qualification (ACIB, CFA, ACCA, CGA) is preferred; and
3. A minimum of ten (10) years' experience at the management level in the banking industry with demonstrated experience and expertise in managing MSME lending.

**Applicants should also have:**

1. Extensive knowledge of the MSME lending market and an understanding of how a credit guarantee scheme can be a strategic response employed for the achievement of financial sector stability;
2. A high level of experience in the banking industry with sound business, financial, and business loan portfolio management experience;
3. Progressive career growth in the areas of Finance, Banking, Investments, or other related business;
4. Significant experience in general management, including the leadership of top executive structures;
5. Strong mentoring and coaching experience to a team with diverse levels of expertise;
6. Excellent strategic, leadership and communication skills;
7. Political astuteness in both local and international contexts;
8. Exceptional written, oral, interpersonal, and presentation skills;
9. Self-motivated, well organized and results oriented, with the ability to function professionally at various levels (client, management & peers), and
10. Proficiency in the use of Microsoft Office software.

Some advisory assistance, training and mentoring may be provided in specialized areas.

**Reporting Arrangements:**

The consultant will be directly responsible to the ECPCGC Board of Directors.

### **Terms of Assignment/Contract Duration:**

This consultancy assignment will be partially funded by the World Bank for the first five years. Initial contracted employment period will be for three years subject to a performance review and an expression of further contracted employment three months before the expiration of the existing contract. The assignment is expected to begin November 1<sup>st</sup>, 2018.

### **Terms of Reference for the Position:**

The successful candidate will be an energetic, flexible, collaborative and proactive leader who can positively and productively impact strategic planning and tactical implementation of strategies developed. He/she will provide strategic leadership to the company and collaborate with the Board to establish and implement long-term objectives, strategies and plans for the management of assets.

### **The Consultant will be responsible for:**

- i. Working with other ECPCGC staff to establish the Corporation. This includes a wide variety of responsibilities related to creating the initial budget, selecting office space and negotiating with a landlord, opening bank accounts, opening an investment account, acquiring furniture and fixtures, negotiating contracts for telephone and internet and creating any policies and procedures not covered in the Operations Manual.
- ii. Spearheading the development, communication and execution of effective strategies, operational plans, policies and procedures to ensure the attainment of the company's objectives;
- iii. Providing leadership and direction to the organization by guiding, motivating and fostering effective communication and promoting high ethical values among staff;
- iv. Developing the ECPCGC's strategic plan for submission to and approval by the Board of Directors.
- v. Recruiting qualified staff members and arranging for training as needed.
- vi. Conducting outreach and marketing to lenders of participating member states to ensure that they understand the program and see how it can help them serve the MSME community.
- vii. Approving the final version of all marketing and training plans, including final approval of the social media strategy.
- viii. Supervising overall program operations including all credit activities, environmental and social safeguards, and procurement activities.
- ix. Ensuring that all requirements for environmental safeguards are fully implemented and included in any training provided to the lenders.
- x. Ensuring that all requirements for social safeguards are fully implemented and included in any training provided to the lenders.
- xi. Serving as the initial point of contact for any grievances related to environmental or social concerns that are reported to the ECPCGC or that arise from providing guarantees to MSMEs.
- xii. Researching and understanding best practices for managing partial guarantee programs and ensuring that these practices are implemented to the fullest extent possible.
- xiii. Developing and implementing performance standards for subordinate staff members.
- xiv. Providing staff members with regular performance reviews.

- xv. Supervising regular reviews of policy, procedure manuals and submitting to the Board for approval.
- xvi. Mobilizing additional resources as needed from local and international donors/investors and maintaining an ongoing relationship with these groups.
- xvii. Acting as the primary point of contact for the members of the Board of Directors, staff of the ECCB, Monetary Council or any of the governments of the sponsoring nations.
- xviii. Developing a spirit of teamwork among staff members.
- xix. Promoting MSME development across the OECS.
- xx. Coordinating with other MSME stakeholders on activities across the OECS.
- xxi. Handling any necessary insurance coverage, the Corporation is required to have.
- xxii. Supervising the annual budget and planning process.
- xxiii. Supervising any litigation against the Corporation.
- xxiv. Serving as a signatory on any investment of funds by the ECPCGC as authorized by the Investment Committee.
- xxv. Any other duties necessary to fulfill the mandate of the ECPCGC.

**Expression of Interest:**

Interested applicants whose qualifications and experience are in line with the Terms of Reference are invited to submit their CV, a letter of application stating suitability for the position, two professional references and a Current Police Certificate of Good Character on or before September 14, 2018 at 11:59 Atlantic Standard Time (AST) to [ecpcgc.applications@gmail.com](mailto:ecpcgc.applications@gmail.com) with the job reference number (from the relevant EOI) in the subject line of the email.