

Ogun State Government Nigeria
Agricultural Production and Industrialization Project
Terms of Reference for an Investment Promotion Expert

I. Background

Ogun State (OG) has recorded significant progress across various sectors over the past six years of the current administration. There is however a need to plan for the medium to longer term, to ensure the achievements recorded is placed on a sustainable footing, and to prepare adequately for the future. The Government has prepared a State Development Plan for 2017-2030, which is underpinned by strategies to achieve sustainable development in five key sectors – also referred to as the five cardinal programmes or objectives. This plan recognizes the need for the State to invest in the welfare of its citizens, but also recognizes the importance of economic growth in driving up the pool of resources available for this investment. There are therefore two main themes to the plan, firstly, a focus on improving the economic base of the State, and secondly a focus on improving the quality of lives through better access to social services (education and healthcare in particular). Ogun state has always been cognizant of the need for an enabling and investor friendly environment, able to attract capital and foster economic growth. This is a key strength of the State in view of its proximity to Lagos and its location as the transportation gateway from the commercial capital of West Africa into the middle and northern areas of the region. The investments into creating such an environment are recognized within this strategic plan, along with a clear intention to build on and consolidate the progress achieved to date.

To improve the investment climate in the state the government is about to embark on the establishment of an investment promotion and facilitation Agency, which will be responsible for streamlining business regulations and investor attraction and retention activities. For the purposes of smooth implementation of this endeavour, the OG is recruiting for the position of Investment Promotion Expert.

II. Objectives

The objective of the assignment is to support effective execution of the Agency establishment and initial operations.

III. Scope of Work

The scope of the work for the Investment Promotion expert will include, but are not limited to:

- Assessment and recommendations on the regulatory and institutional framework for the Agency
- Support for the preparation of official documentation to establish the agency
- Develop the organizational structure and preparing terms of reference for Agency staff

- Assist in the recruitment of Agency staff
- Assist in analysis of growth potential and investment landscape in key economic sectors in the state
- Assist with preparation of a Strategy and Action plan for the Agency;
- Provide technical assistance to the Agency staff including preparing key internal quality management manuals and performance evaluation criteria;
- Oversee set-up of the aftercare function of the agency and assist with development of basic aftercare tools (e.g., FDI surveys, database of existing FDI, structure of aftercare meetings).
- Assist staff in establishing investment promotion practices
- Assist to create a consistent brand image for the State
- Oversee the development of a customer relationship management (CRM) system, including needs analysis, description of internal management processes, CRM content design and data entries, assist the software development company in testing the CRM system and training users.

IV. Qualifications

The required general and specific qualifications of the Resident Advisor are as follows:

- Master's degree in Economics, Business Administration or other related field;
- Proven investment promotion/export development practitioner and strategist with at least 5 years of relevant experience in the area of investment/export promotion and with direct experience working in a national investment promotion agency (IPA);
- Demonstrable knowledge in investment and trade promotion practices;
- Excellent interpersonal, communication and project management skills, and ability to build effective working relations with counterparts in government and private sector are a prerequisite; and
- Excellent oral and written communications in English.

V. Reporting

The Investment Promotion Expert will report to the Special Adviser, One Stop Shop. A monthly report should include key findings from the past months activities, the successes and difficulties, and the work plan of action for the following months' activities. The report will highlight the progress towards achieving the responsibilities laid in the Scope of Work.

VI. Duration and Payment Terms

The duration of the assignment is eighteen (18 months), with possible extension. The Investment Promotion expert will be reimbursed monthly based on the results of the submitted reports and contract provisions.