SCOPE OF WORK AND APPLICATION GUIDELINES

Investment Promotion Advisor

Tanzania Investment Center

1). Background

The **East Africa Trade and Investment Hub (the Hub)** is the U.S. Government’s flagship project under the presidential **Trade Africa** initiative, launched in 2013 to boost trade and investment with and within Africa. The Hub’s strategy is geared towards attracting and facilitating new investments and technology to promote trade within the East African Countries and other global markets especially the U.S under the African Growth and Opportunity Act (AGOA). This will lead to the creation of new jobs and increase the region’s competitiveness.

The **Tanzania Investment Center (TIC)** is a statutory body established in 1997 through an Act of Parliament (Tanzania Investment Act No. 26 of 1997) with the main objective of promoting investments in Tanzania. TIC is responsible for facilitating the implementation of new investment projects, providing after care services for new and existing investments in Tanzania, as well as organizing investment promotion activities both locally and internationally. It is an agency within the Ministry of Industry, Trade and Investments of the Government of Tanzania. The core functions of TIC include policy advocacy, investment promotion and investment facilitation which includes investor tracking and after care services.

The Hub’s mandate is to improve Tanzania’s investment climate and generate both foreign and domestic investment. A key element of this requires the support to the Government of Tanzania’s investment regulation and promotion agency, the Tanzania Investment Center (TIC). The Hub would like to bring on board an **Investment Promotion Advisor for a 12 month period to provide technical and institutional support to the Tanzania Investment Center (TIC) to improve its investment promotion strategy and framework.**

2). Objectives:

Under the supervision of the Tanzania Investment Center (TIC) Executive Director, the Investment Promotion Advisor will work to assist the Government of Tanzania to increase private sector investment carrying out a comprehensive analysis of the current status of agriculture and agribusiness investment and technology attraction to the country’s economy, and develop proposals to significantly improve investment climate in Tanzania. To achieve this objective, the advisor will based on the international best practices develop proposals for further improvement of the legal framework for attracting investments into the country, as well as analyze scenarios of economic liberalization with an assessment of their impact on various
segments of the economy and society. This will support the Parliament to engage in policy discussions with the Executive branch during legislative work, complement and add to agenda proposed by the executive agencies.

The advisor will also support to strengthen capacities of members of Parliament and specialists of government agencies in the field of attracting investments, as well as raise awareness of the general public about the reforms in this area. This will help Parliament to facilitate a platform to test policy proposals, identify better methods and institutional ways to advance the agenda, and generate new ideas. At the same time, such fora will better inform stakeholders about reforms undertaken by the Government and build ownership over its results among stakeholders. The framework’s overall intent is to structure and develop capacity of the TIC to attract and support successful private investment in key sectors such as agriculture and agri-processing. The investment framework will also contribute to an improved business enabling environment by helping increase Tanzania’s ranking on key business climate indicator indices, such as World Bank Doing Business indicators (DB).

3). Tasks:
The Investment Promotion Advisor will be expected to perform the following:

1. Develop proposals from investors, private and public sector stakeholders for further improvement of the legal framework for attracting investments into the country, as well as analyze scenarios of economic liberalization with an assessment of their impact on various segments of the economy and society.

2. Analyze and develop proposals for further improvement of the institutional framework for attracting foreign investment (support in refining criteria and procedures for administrative decisions with respect to investment screening and approval; support to the process of clarifying roles and accountabilities between different levels of government and among agencies; support to monitoring of progress against KPIs of the economy) Support in formulation of medium-term economic development scenarios, economic liberalization policies, and assessment of their impact on various segments of the economy and society, development of measures to minimize their possible negative impact (Strengthen the capacity of national partners to use the results of economic analysis in medium-term planning, forecasting and results management).

3. TIC’s contributions to the analysis of policy and regulatory constraints to agriculture and agribusiness investment profitability, competitiveness and attractiveness, with a focus on the analysis that makes transparent the costs and benefits of relevant policies and regulations.

4. Analyze and develop proposals for further improvement of the national legislation in the sphere of attracting foreign investments (systematization and institutionalization of investment policy measures to reduce the cost of doing business and encourage the flow of investment into the country; studying international best practices in the field of business and investment related legislation, developing proposals in close coordination with stakeholders to adapt legislation, and submitting these proposals to the Government).
5. Work closely with relevant government ministries and agencies to identify and address internal challenges affecting the effective conclusion of investment deals and follow up with TIC to address these.

6. Strengthen capacities of members of Parliament and specialists of government agencies in the field of attracting investments, as well as raise awareness of the general public about the reforms in this area.

7. Support measures on improvement of skill of key government agencies in the sphere of investment attraction (organize training events, seminars to strengthen the capacity of national partners in attracting foreign investments; organize round-tables, seminars to discuss analytical materials prepared).

8. Support dialogue platform participated by national and international partners to discuss and validate key reform proposals (conduct investment forums to identify problems and find solutions; assess progress in investment attraction at meetings with investors, and develop proposals to accelerate reforms where necessary).

9. Provide leadership and support to review and ensure implementation of the strategic plan developed by the TIC.

10. Provide technical support in the planning and development of the investment promotion activities including but not limited to events such as trade and investment missions, conferences and workshops organized by TIC or other relevant government bodies.

11. Support in the development of linkages with private sector partners in the region e.g. producers, traders and associations that will act as investment catalysts within the priority sectors.

12. Maintain an up to date database of potential investors into the key sectors of focus in Tanzania and follow up regularly for investment opportunities.

13. Provide advisory services to Tanzanian businesses in the key sectors of focus to become investment ready, through business model and product advice, investor linkages and deal facilitation.

14. Coordinating with TIC investment promotion team and the overseas Embassies and Consulates investment promotion teams to ensure accurate and up to date information on investment opportunities in Tanzania is relayed globally. Develop tools for all aspects of TIC’s communication platforms including: web sites (writing, editing and proofreading site content), email, social media, events etc updating and development of existing and new TIC staff on content management and strategy. Assist relevant TIC departments on production of appropriate investor outreach materials.

15. Build capacity of TIC staff to be able to review investment projects, track investor interest and follow up post investment.

16. Attend regional trade and investment events and represent TIC and the Hub where required.

4). Deliverables:

The Investment Promotion Advisor shall be expected to:
- Support the TIC in attracting new investments in the key sectors of agribusiness and agro-processing, textile and leather.
- Support the TIC in the creation of proposals for improvement of national legislations
- Perform a review of the current investment promotion materials used by TIC and help develop improved materials.
- Develop a business development tool to help TIC staff track investment opportunities and follow up.
- Organize training events, seminars to strengthen the capacity of national partners in attracting investments.
- Dialogue platform conducted to discuss and validate reform proposals.

5). Reporting:

Base of Operation: Dar Es Salaam, Tanzania.

Period of Performance: 12 Months

6). Eligibility:
1. A post graduate degree in economics, business or any related social science field.
2. At least 10 years in a senior management role within the private sector and or government institution and at least 8 years relevant industry experience.
3. Demonstrated understanding of the role of the government investment promotion agencies and how they operate.
4. Good knowledge of cost effective investment promotion strategies and tools benchmarked by international standards.
5. Experience in directing, coordinating and/or providing leadership on investment related policy issues regionally or internationally.
6. Highly networked individual in the local and international investment space at both private sector and government level.
7. Extensive and demonstrable technical & practical experience in value chain development, quality assurance, market development, research and development in key sectors such as agribusiness and agro processing, textile and leather.
8. Proven record of successful implementation of partnerships, key account management, cost effective business processes and innovations projects in previous assignments.
10. Methodical research skills with analytical capabilities in collecting, distilling and interpreting data.
11. An innovative and pragmatic problem solver with demonstrable skills for prioritization and organization of tasks.

12. Demonstrated leadership skills, ability to work in a team and sell new ideas and innovations.

13. Excellent English report writing and communication skills.

7). How to apply

Interested candidates should send their proposal.

The proposal submitted should have:

i. Curriculum Vitae (not more than 5 pages) which should include Three (3) referees. (Note: references listed should be from supervisors or other individuals who reviewed prior consultancy work completed).

ii. Cover letter highlighting past relevant experience

iii. At least one sample assessment or a deliverable that is similar to this assignment conducted in the applicant’s past areas of work.

iv. A copy of the highest awarded education certificate

v. USAID biodata form

8). Evaluation criteria:

DAI will evaluate each application response based on the following criteria:

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<th>Evaluation area</th>
<th>Percentage</th>
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<tr>
<td>1 Education background and relevant experience as per points Ref. Nos. 1, 2 and 3 under Eligibility criteria section above</td>
<td>25%</td>
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<tr>
<td>2 Demonstrated understanding of carrying out analysis of investment and technology, and developing proposals to improve investment promotion.</td>
<td>40%</td>
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<td>3 Demonstrated understanding of Tanzania public and private sector including trade and agriculture and agribusiness investment environment in the country.</td>
<td>20%</td>
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<td>4 Proven record of implementation of closely similar assignments</td>
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<td><strong>Total</strong></td>
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