



Room 302, Prime Hill Business Square,  
No.60, Shwe Dagon Pagoda Road,  
Dagon Township, Yangon, Myanmar.

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## The DaNa Facility - Empowering Enterprise Terms of Reference Finance and Inclusive Business Manager

### About DAI

DAI is an employee-owned global development company. For 40 years, we have worked on the frontlines of international development, tackling fundamental social and economic development problems caused by inefficient markets, ineffective governments, and instability. Currently, DAI is delivering results that matter in some 60 countries. Our integrated development solutions turn ideas into impact by bringing together fresh combinations of expertise and innovation across multiple disciplines—crisis mitigation and stability operations, democratic governance and public sector management, agriculture and agribusiness, private sector development and financial services, economics and trade, HIV/AIDS and disease control, water and natural resources management, and energy and climate change. Our clients include international development agencies, international lending institutions, private corporations and philanthropies, and national governments.

### About The DaNa Facility

The DaNa Facility is an innovative private sector development programme based in Myanmar, funded with £34.9 million from the UK Government's Foreign Commonwealth and Development Office (FCDO) and running from 2016 through to December 2022. The DaNa Facility is designed to support the transformation of the Myanmar economy with a focus on serving the needs of the poor and groups historically marginalised from the economy, such as women and people with disabilities. Delivered by DAI Europe and KPMG, it is designed to be agile enough to work across a variety of sectors and regions in Myanmar. It is one of three components of FCDO's wider 'Business for Shared Prosperity' (BSP) programme, for which it serves as secretariat.

### Scope of work

The role of the Finance and Inclusive Business Manager is to provide a proactive, strategic and technical management support in the implementation of the DaNa Facility's work in both the financial sector and in Inclusive Business (IB). This includes ensuring that promotion and awareness of financial sector and IB issues are actively pursued and integrated across all our programming and that high-quality approaches to the economic empowerment of women, internally displaced people and other disadvantaged groups are kept in the centre of our focus.

The Finance and Inclusive Business Manager will be supported by inputs and guidance from the senior leadership team of the DaNa Facility, including, among others, the Senior Technical Advisor, the Senior Access to Finance Advisor, the Financial Inclusion Lead, as well as from short-term international experts.



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## Duties and Responsibilities

The Finance and Inclusive Business Manager will:

- Support the implementation of work plans and results frameworks for the inclusive business and financial sector/financial inclusion pillars, and for the supervision and successful implementation of activities undertaken in these areas;
- Provide technical oversight to the work under the pillars and provide quality assurance related to products being delivered through the pillars;
- Ensure that all pertinent technical reporting and deliverables under the pillars are complete, of a high quality, and submitted in a timely manner;
- Conduct further research and scoping of both pillars as directed;
- Supervise the input of national and international consultants contracted to support the work conducted in the pillars, ensuring that all deliverables comply with DAI's and FCDO's quality standards;
- Follow industry trends and develop and maintain relationships with partners and relevant stakeholders to ensure that implementation is inclusive and participative, and that a consensus is built around these pillars' approaches so as to increase the likelihood of positive outcomes;
- Actively participate in team and stakeholder meetings, outreach or learning events;
- Work closely and collaboratively with other members of the DaNa Facility team to support the overall delivery of the Facility's mandate;
- Work with the communications team in the development of pillar-specific knowledge products, reporting (e.g. quarterly and annual reports) and other documents that the DaNa Facility places in the public domain; and
- Carry out additional tasks, as per the request of the Senior Technical Advisor and the Financial Inclusion Lead, which are within the scope of the Finance and Inclusive Business Manager's expertise and experience or other areas of DaNa Facility work as requested.

## Skills, experience and any other requirements

Candidates should have an appropriate bachelor's degree or post-graduate university degree, and relevant prior experience and expertise in the following:

- An understanding of the key issues pertaining to financial sector development and financial inclusion, at both the national and sub-national levels;
- At least five years of professional experience, preferably with at least three years in finance, banking, or private business;
- Demonstrable understanding of financial sector, as well as the broader business sector;
- An awareness of the key issues pertaining to social enterprises and inclusive businesses, at both the national and sub-national levels;
- A familiarity with analytical tools to inform policy and market analysis;
- A self-starter, with an ability to work independently and as a collegial member of a



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- small team;
- Excellent spoken and written Myanmar and strong English, and report-writing skills (samples of written work must be presented);
  - Basic interpretation and translation into English is expected as part of day-to-day work;
  - Excellent Microsoft Word and PowerPoint skills;
  - Ability to carry out research, with high degree of attention to detail;
  - An ability to work under pressure at times;
  - Strong organisational skills and commitment to deliver tasks against tight deadlines;
  - Good interpersonal skills and ability to develop good working relationships with diverse colleagues and partner organisations;
  - Only candidates who resident in Myanmar may apply for this post; and
  - Ability to travel within Myanmar.

**Supervision:** The Finance and Inclusive Business Manager will report to the Financial Inclusion Lead.

**Level of efforts:** Full-time, 220 days per year

**Start Date:** November 2020

**End Date:** December 2022

**Location:** Yangon, Myanmar with occasional travel to other regions/states.

**Deadline of the application:** 28<sup>th</sup> Oct, 2020.

Interested candidates are invited to submit an application cover letter explaining how the candidate meets the criteria required and a curriculum vitae (CV) with overall experience, including: **i)** contact details; and **ii)** contact details of three referees, to the following email address: [DaNa\\_HR@danafacility.com](mailto:DaNa_HR@danafacility.com) with the following title in the subject line “**FIB Manager**”. The appointment may be subject to police verification and other checks, including references, educational, professional and medical clearance. No accommodation or relocation expenses are payable in connection with this position. Only shortlisted candidates will be contacted.