**TERMS OF REFERENCE (ToR) FOR THE EMPLOYMENT OF PRIVATE SECTOR REPRESENTATIVES OF THE LIBERIA SPECIAL ECONOMIC ZONE AUTHORITY**

**(LSEZA)**

1. **Background:**

The Government of Liberia (GoL) is seeking the expertise of professional Liberians to serve as Private Sector Representatives on the Board of Directors of the Liberia Special Economic Zone Authority (LSEZA). The Liberia Special Economic Zone Authority (LSEZA) is a national entity established to administer the Special Economic Zone (SEZ) regime in Liberia. The SEZ regime is an initiative supported by the Ministries of Commerce and Industry, Finance and Development Planning, State for Presidential Affairs, National Investment Commission, AfDB, USAID, World Bank, and other key development partners. The GoL has identified SEZ as a mechanism that will contribute to the realization of sustainable economic growth and has shown interest in providing land within the SEZ in Buchanan to develop an agro-industrial park. Other locations, such as land in Bong, Grand Bassa, and Nimba counties, have been identified for the development of the complementary Rural Transformation Centres. A land survey of the area allocated for the establishment of the SEZ and an Environment Social Impact Assessment (ESIA) have been undertaken. Based on this, the Government has earmarked within the SEZ at least 100ha (200 acres) area for the SAPZ agro-industrial park. The Master plan and feasibility study have been done to facilitate the establishment and operationalization of the LSEZA.

1. **Scope of the Authority:**

The Private Sector representatives on the Board of Directors will work with other members and support the Executive Chairman in developing sector policies and decide on the Authority's general duties, functions, and responsibilities under the SEZ Act and implementation of the regulation. The Private Sector representatives shall act as the legal representation of their respective umbrella organizations and shall be responsible to support the Executive Chairman on the daily administration of the LSEZA, including the implementation of all guidelines and resolutions issued by the LSEZA Board of Directors, as subject to the provisions of the Act and Implementing Regulations.

1. **Main Responsibilities:**

The Private Sector Representatives shall work with other board members to support the Executive Chairman and partners to undertake the following:

* Create new job opportunities in Liberia in the SEZs;
* Increase the supply of serviced lands throughout the country and each political subdivision;
* Promote effective and efficient development of SEZs in Liberia, including integrated tourism resorts;
* Encourage the private sector to participate in the development, operation, maintenance, and management of SEZs in Liberia, including infrastructure;
* Coordinate with the private sector to train and improve the capacity of the Liberian workforce and ensure the protection of workers’ rights;
* Develop a high-quality business and residential climate in each SEZ that protects the environment, water supply, natural resources, biological diversity, labor resources, and public health, safety, and welfare consistent with international conventions;
* Streamline business registration, licensing, and permit procedures, encourage competition within an SEZ or promote an SEZ enterprise that can compete effectively internationally;
* Pilot land, labour environment, and security reforms at the national level;
* Minimize the administrative burden and costs for the SEZ Enterprise, Developers, and Operators to achieve full compliance with the Liberian laws and regulations and the terms of the associated agreements (SEZ License, Development Agreement, Operator Agreement);
* Negotiate SEZ-related Tax & Investment Agreements with prospective SEZ Enterprises (Developers and Operators) to attract the investment capital of Liberia to realize the objectives of the SEZ and the SEZ Enterprise.
* Negotiate and provide a legal framework for final dispute resolution for SEZ-related Investment, Development, and Operating Agreements based on dispute resolution mechanism.
1. **Key Qualification:**

The Private Sector representatives shall have the following professional qualification:

* A minimum of a Bachelor’s degree, preferably in Business Administration, Economics, Development Studies, or any related social sciences. A Master’s degree in International Business is an added advantage.
1. **Minimum Experience:**
* Have at least ten (10) years of management, government, or private-sector business experience in economic development, civil engineering, financial analysis, law, large-scale real estate projects, architecture and urban planning skills, entrepreneurship, and any relevant government or private business experience.
* Must be an established business owner or have worked with a reputable business entity in a managerial role.
1. **Key Competencies:**

**Ability:**

* Strong written and verbal communications skills in English;
* Knowledgeable of international business development and trade;
* Working knowledge of both the public and private sectors;
* Strong planning, organization, and time management skills;
* Knowledgeable of SEZ development or must have worked in an SEZ environment;

**Skills:**

* Proven strong analytical skills
* Computer literacy, especially with Microsoft Office
* Excellent team building and interpersonal skills
* Tolerant and culturally sensitive
* Strong networking skills and the ability to work with stakeholders from diverse backgrounds.
1. **Performance Criteria:**

The following performance criteria will be used to assess the performance of the Executive Chairman at regular intervals, and based upon the assessments, the Executive Chairman will enjoy the will and pleasure of the President:

* Quality and timeliness of dissemination of SEZ quarterly and annual reports to the Board and Coordinating Committee
* Quality of documentation submitted for prior review;
* Quality and timeliness of attracting investment to the SEZ
* Efficient management of the SEZ in realizing import substitution
* Quality of documentation submitted during post reviews;
* Quality of LSEZA Administration
1. **Applicable Guidelines:**

The private sector umbrella organization considers applicable guidelines for this recruitment: Competitive vetting procedure commensurate with Procurement Regulations. Selection should be done using the individual selection method as indicated in the revised November 2020-IPF.

1. **Duration:**

The Private Sector representatives on the Board will serve predicated upon the will and pleasure of the President.

1. **Duty Station:**

The Private Sector representatives will support the Executive Chairman administering the affairs of the LSEZA from the Central Office located in Monrovia and will commute between Monrovia to other SEZ locations around the country when necessary.

1. **Reporting:**

The Private Sector representatives will report to the President of the Republic of Liberia through the Executive Chairman and Coordinating Committee that provides advisory to the LSEZA.

1. **How to apply for the position:**

Interested candidates are invited to address application letters, including CVs and relevant credentials, to the Chairman of their respective umbrella organizations. Three names from each private sector umbrella organization (Liberia Chamber of Commerce and Liberia Business Association) will be submitted to the Chairman of the Recruitment and Vetting Committee, Cllr. Archibald F. Bernard, Legal Advisor to the President, via email: sezrecruitment2023@gmail.com. The deadline for application is August 17, 2023, at 4 pm.