



LIBERIAN YOUTH ENTREPRENEURSHIP AND INVESTMENT BANK

Assignment Title: DIRECTOR OF CORPORATE SERVICES

Financing Agreement reference: **2100150043943**

Project ID No.: **P-LR-HB0-003**

Reference No. **LR-YEIB-007**

Issue Date: **July 4, 2025**

End Date: **July 25, 2025**

1. INTRODUCTION

The Government of Liberia has received funds from the African Development Bank (AfDB) and intends to apply part of the funds for the recruitment of a Director of Corporate Services for the Liberian Youth Entrepreneurship and Investment Bank (YEIB) to be established. The Recruitment Committee hereby invites suitable candidates to indicate their interest for undertaking the aforementioned role

2. BACKGROUND

Liberia's youth entrepreneurship landscape faces several key challenges impeding the growth of youth entrepreneurship including: (1) a weak and highly fragmented early-stage business development ecosystem; (2) low-to-no access to finance for startups and MSMEs; (3) gaps in offering for startups and SMEs; and (4) difficulty in attracting investment (locally, regionally, and globally) for innovation¹. To address market failures in the provision of financial and non-financial services, a Youth Entrepreneurship and Investment Bank (YEIB) will be established to provide financial and non-financial services to young entrepreneurs to start and build businesses.

The YEIB will aim to create dynamic ecosystem for youth entrepreneurship in Liberia by unlocking capital for youth, leveraging private sector investments, and offering technical support to address market gaps and capitalize on opportunities. Through this vision, the YEIB will aim to empower numerous young entrepreneurs, enabling them to establish, enhance, and expand their businesses while generating employment opportunities.

2.1 The YEIB

The YEIB will be registered and licensed as a non-bank non-deposit taking financial institution in Liberia. It will be set up as a parent company and will oversee the operations

¹ Market Assessment Study

of three funds, Investment Fund, Guarantee Fund and Technical Assistance Fund. The YEIB will aim to create dynamic ecosystem for youth entrepreneurship in Liberia by unlocking capital for youth, leveraging private sector investments, and offering technical support to address market gaps and capitalize on opportunities. Through this vision, the YEIB will aim to empower numerous young entrepreneurs, enabling them to establish, enhance, and expand their businesses while generating employment opportunities.

The three (3) core mandate of the YEIB include the following:

1. Management of an Investment Fund: This will involve deploying investments indirectly through impact, seed, and growth funds. Additionally, the YEIB may directly invest capital in promising MSMEs, including startups, with a focus on high growth potential.
2. Management of a Credit Guarantee Fund: The YEIB will raise and oversee a fund that provides credit guarantees to mitigate risks for financial institutions including banks and microfinance institutions, thus facilitating access to financing for youth-led businesses.
3. Provision of Technical Assistance and BDS Support: Through collaboration with third-party partners, the YEIB will offer technical assistance and business development support to young entrepreneurs, ensuring they have the necessary skills and resources to thrive.

2.2 The YEIB vehicles (SPVs):

YEIB Capacity building Trust (Private Foundation) – It is the heart of the YEIB non-financial services. It will be established to (1) provide technical assistance to SMEs as part of effort to improve SMEs' technical, financial and managerial abilities and enhance their bankability and their investment readiness. This use of resources represents the bulk of the activity. The vehicle with also (2) strengthen the selected YEIB delivery partners, both non-financial (i.e. BDS providers) and financial (i.e. the PFIs) in areas such as financial literacy, fragility, climate and gender mainstreaming, as a way to enhance their services beyond business incubator and investment readiness for the target youth-MSMEs.

YEIB Investment Fund (LLC) – The investment vehicle provides long-term (LT) finance to SMEs in the form of equity or quasi-equity instruments, to allow them to start, grow and scale their businesses locally, regionally, and internationally. This LT-finance fills a major gap while the capital market evolves to host a number of asset allocators, for which this vehicle is set up to supporting.

YEIB Risk Sharing Mechanism (LLC) – The role of the Risk Sharing Mechanism (RSM) is to mitigate the risk of lending to MSMEs in the Liberian market. From a demand-side the RSM also serves to alleviate the collateral burden to the borrowers. This de-risking mechanism aims to incentivize financial institutions to increase their portfolio of youth-led businesses, with a special treatment of women-led and green businesses.

3. PURPOSE OF THE ASSIGNMENT

The Director of Corporate Services (DOCS) will be a member of the Management Team of YEIB Liberia and will be appointed by the Board of Directors of YEIB Liberia. The DOCS shall provide leadership and strategic management to all corporate service team including: human resources, marketing, public affairs, legal, procurement, and information and communication technology (ICT).

The specific responsibilities of the DOCS include but are not limited to the following:

- Establishment and operationalization of effective systems and processes for the management of human resources, customer relationship, marketing and the provision of ICT services
- Oversee the development and maintenance of physical and technological infrastructure for YEIB and its funds
- In consultation with the CEO, oversee the management of YEIB's physical and human resources
- Responsible for the development and implementation of legal and security services
- Oversee the development and implementation of effective communication, customer relationship, marketing and human resource strategies
- Responsible for the development and implementation of human resource planning and Development programs and policies
- Responsible for the identification and development of appropriate capacity development programs to enhance the performance of staff of YEIB Liberia
- Ensure that YEIB Liberia has the right talent in terms of competence and other attributes both for current and emerging needs.
- Responsible for the identification, assessment and management of the technology risks of YEIB Liberia and its funds
- Oversee corporate procurement, inventory management, record keeping and asset management of YEIB Liberia and its funds
- Responsible to communicate effectively with all stakeholders, including the public
- Ensure the integrity of all public disclosure
- Responsible for the effective marketing of YEIB Liberia and its funds
- Strengthening of the Corporate Services and Support Department and ensure robust succession plan is put in place
- Ensure the promotion of ethical business practices of YEIB Liberia and its funds
- Responsible for the corporate and social responsibility practices of YEIB Liberia and its funds
- Perform any other duties as may be assigned by the CEO or the Board of Directors

4. QUALIFICATIONS AND EXPERIENCE

The candidate must meet the following qualifications:

- A Bachelor's Degree in Business Administration, Public Relations, Management, or related field
- A minimum of seven (7) years of experience in management/business development, corporate affairs, or public relations, of which, four (4) years must be in a similar position, preferably working with a financial institution or corporate entity
- Sound knowledge of business practices, social and corporate responsibility
- Solid experience in human resource management, inventory, and customer relationship
- Experience in partnering with development finance institutions or multilateral development banks would be an added advantage
- Extensive experience in stakeholder engagement, marketing and administration

5. EXPECTED DELIVERABLES

- Development and maintenance of sound corporate identity of YEIB Liberia and its funds
- Establishment and operationalization of effective marketing, human resource and communication strategies
- Development and maintenance of physical and technology infrastructures of YEIB Liberia and its funds
- Sound management of corporate and social responsibility of YEIB Liberia and its funds

The Recruitment Committee now invites eligible individuals to indicate interest in providing these services by submitting their Curriculum Vitae (CV), demonstrating experience in performing similar assignments with references and showing responsiveness to the qualifications requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's *"Procurement Policy Framework for Bank Group Funded Operations"* October 2015 which is available on the Bank's website at <http://www.afdb.org>.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in a written form to the address below by either hard copy or email by 25th July 2025 @ 1700 hours (GMT) and mention **"Expression of Interest for Director of Corporate Services of the Liberian Youth Entrepreneurship and Investment Bank"**.

Attn.

The Chairperson

Recruitment Committee

Liberian Youth Entrepreneurship and Investment Bank

Monrovia, Liberia

Email: recruitmentcommitteeib@gmail.com; mewaseh76@gmail.com; abbaslakis@gmail.com; and copy zarwaymarcus@yahoo.com