



**SAARC Development Fund Secretariat  
3<sup>rd</sup> Floor, BDFC Building  
Thimphu : Bhutan**

17<sup>th</sup> August, 2011

**VACANCY ANNOUNCEMENT FOR CONSULTANT**

Job Type : Senior Consultant/Consultant  
Agency : SAARC Development Fund Secretariat, Thimphu Bhutan  
Term of Service : 3 months  
Vacancy Number : SDF-RQ-M120

SAARC Development Fund (SDF) Secretariat, based in Thimphu, has been inaugurated by the Heads of State/Governments of SAARC Member States in April 2010 during the 16<sup>th</sup> SAARC Summit in Thimphu. The primary objective of the SDF is (i) to promote the welfare of the people of SAARC Region, (ii) to improve the quality of life, and (iii) to accelerate economic growth, social progress and poverty alleviation in the SAARC Region. To support the above objectives the SDF Secretariat will, amongst other, (i) identify, study prospect and approve projects, (ii) finance approved projects in the SAARC Member States, (iii) Leverage funding i.e. arrange and mobilize financing and/or co-financing projects, (iv) provide grants for projects of strategic importance to SAARC, (v) provide financial and technical assistance, and (vi) manage the Fund.

**Focus Areas of SDF.**

SDF has three Windows i.e. Social, Economic and Infrastructure. Currently Social Window is in operation and projects are under implementation in SAARC countries. There is a need to open Economic and Infrastructure Windows in order to provide maximum benefits of SDF for accelerating economic growth and Infrastructure development in SAARC countries.

**Objectives of Economic Windows**

- To provide Economic growth to SAARC member countries.
- Economic Windows shall primarily extend funding to non infrastructural projects related to trade and industrial development, agriculture, service sector, science and technology and other non- infrastructure areas.
- It shall also be utilized for identifying, studying, developing and sponsoring commercially viable programs / projects of regional priority including their pre-feasibility and feasibility studies.
- The Economic Window would be utilized for supporting any other projects which are not covered explicitly under the Social and Infrastructure Window.

**Objectives of Infrastructure Windows**

The Infrastructure window shall primarily be utilized to fund projects in areas such as energy, power, transportation, telecommunications, environment, transmission and other Infrastructure areas.



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**Scope of Work**

The SDF Secretariat is looking for a Senior Consultant who would be responsible for preparing a strategic plan for operationalization of economic and infrastructure windows of SAARC Development Fund particularly

**To conduct study on the following focus areas**

- Review of Regional funds/institutions
- SAARC country review
- Legal framework of the member countries
- Regional Funds-organizations
- Review of legal framework and financial system of SAARC countries
- Identifications of target sectors of investment/funding
- Financial markets in SAARC countries

**Strategy formulation and Action Plan**

- Formulate strategic plan for operationalization of economic and infrastructure windows of SDF
- Establishment of business model and sustainability plan
- Strategies for collaborations and partnership
- Identification of co-funding agencies for collaborations and strategic alliances

**Selection criteria**

- An advanced degree in a relevant field – e.g.-development sector, economics, engineering management, infrastructures.
- Proven experience in SAARC development sector project management
- 10 to 15 years experience in related field
- Experience of working with international organizations

**Remuneration package:**

He/she will be paid a monthly consolidated professional fee. In addition, the SDF will pay air fare (economy class) and daily subsistence allowances at the rate approved by the SDF Secretariat if the consultant is required to travel.

Interested candidates are requested to apply to the Assistant Director, Administration and Finance, 3<sup>rd</sup> Floor, Bhutan Development Bank Limited, Post Box Number 928, Thimphu, Bhutan with the following documents: (i) Copies of Academic qualification certificates; (ii) Copies of relevant experience and training certificates on or before the close of business on September 15th, 2011. Applications can also be emailed to [info@sdfsec.org](mailto:info@sdfsec.org).

**Only shortlisted candidates will be invited for selection interview.**

**CHIEF EXECUTIVE OFFICER**