

## Terms of Reference

<b>Job title</b>	<b>A. Senior Business Development Manager, B. Senior Relationship Manager, C. Associate Relationship Manager, D. Business Development Manager</b>
<b>Location</b>	<b>Dhaka, Bangladesh</b>
<b>Appointment</b>	<b>Local hire</b>
<b>Job Posted</b>	<b>22 April 2025</b>
<b>Closing Date</b>	<b>20 May 2025 at 03:00PM</b>
<b>Appointment type</b>	<b>Term: June 2025-November 2025 (Duration: 6 Months)</b> <i>The client may extend the contract with the consultant following related rules of Public Procurement Rules (PPR) 2008, subject to the certificate of successful completion of the contract</i>

## Job Scope and Description

The Bangladesh Investment Development Authority (BIDA), apex investment promotion agency of the Government of Bangladesh, will establish a **investor relationship management** team dedicaed to managing very high-value foreign investors and international insitutional executives. This specialized team will be pivotal in providing bespoke financial, advisory, and strategic management solutions, ensuring a seamless, end-to-end investment journey from entry to post-investment aftercare.

Given the profile of investors this team will engage with, its members must be comprised of people from multiple domains, including relationship management, business development, and insights advisory services. The team's mandate will be to deliver 360° support, encompassing market insights, strategic advisory, personalized guidance, and quick problem-solving to address diverse and complex investor needs. The members must have extensive experience in managing high-stakes, senior-level relationships with global investors or international executives and demonstrate a proven ability to excel in fast-paced environments, such as top-tier corporations or leading financial institutions.

## Role Profiles

### A. Senior Business Development Manager

#### Duties & Responsibilities

- Act as the primary point of contact for key investors, addressing their end-to-end strategic and operational requirements.
- Liaise with government agencies, local authorities, and industry associations to facilitate permits, licenses, and approvals for investors.

- Develop customized engagement strategies for high-value investors based on their business sectors and strategic priorities.
- Advocate for policy adjustments to improve the investment climate, working with government bodies and industry stakeholders based on investor inputs.
- Facilitate reinvestment and expansion plans by coordinating with other ministries and external agencies.
- Identify and resolve potential challenges faced by investors to retain investment confidence.
- Collaborate with growth management team to identify cross-selling or upselling opportunities for investors in other sectors.
- Organize and lead networking events, forums, and meetings to promote investor engagement.
- Other relevant engagements as and when required by the relevant authority.

### **Selection Criteria**

- Candidates should have prior experience in investment promotion, corporate client management, or related field. with seniority meeting the following criteria based on background:
  - Leading international Banks: VP or above.
  - Leading multinational corporations: Senior Manager equivalent or above in a top-tier multinational corporation (top 3 in market share within its category),
  - Leading local private commercial banks with operating profit exceeding BDT 500 crore: VP / SAVP / Senior Manager equivalent or above. Since the local commercial banks have varying titles for similar roles, the final evaluation will consider the individual's scope of responsibilities in their current position.
- Candidates must hold a minimum of a Bachelor's degree, along with a Master's degree or equivalent professional certification, in Business Administration, Finance, Accounting, Economics, or related disciplines.
- Candidates should have professional managerial training in financing, public private partnership, banking management, business communication or other related topics.
- Proven track record in managing relationships with high-value clients or investors, preferably in a government or international setting.
- Prior experience of working in international markets or experience with international clients and stakeholders is preferred.
- Candidates should possess strong interpersonal and communication skills with previous experience in leading and managing complex projects that demonstrate negotiation and conflict-resolution abilities.
- Proficiency in both verbal and written communication is essential.
- Familiarity with global investment trends and sector-specific opportunities along with the understanding of local and international investment regulations and policies.



- Candidates should have a general understanding of public service culture and ways of working, to ensure smooth and fast integration with the existing team.

## **B. Senior Relationship Manager:**

### **Duties & Responsibilities**

- Maintain strong relationships with high-value investors, ensuring their needs are met and investment objectives are supported throughout the investment process.
- Analyze investor trends, satisfaction levels, and challenges to refine relationship management strategies.
- Assist investors in navigating regulatory and operational processes, while coordinating with stakeholders to ensure seamless completion of permits and approvals.
- Act as a subject matter expert for specific industries, providing targeted insights and advisory support to investors.
- Identify potential reinvestment and expansion opportunities & promote additional investment opportunities based on investor profiles and market insights.
- Provide feedback and insights to senior management regarding investor concerns and satisfaction.
- Other relevant engagements as and when required by the relevant authority.

### **Selection Criteria**

- Candidates should have prior experience in investment promotion, corporate client management, or related fields, with seniority meeting the following criteria based on background:
  - Leading international Banks: VP or above.
  - Leading multinational corporations: Senior Manager equivalent or above in a top-tier multinational corporation (top 3 in market share within its category),
  - Leading local private commercial banks with operating profit exceeding BDT 500 crore: VP / SAVP / Senior Manager equivalent or above. Since the local commercial banks have varying titles for similar roles, the final evaluation will consider the individual's scope of responsibilities in their current position.
- Candidates must hold a minimum of a Bachelor's degree, along with a Master's degree or equivalent professional certification, in Business Administration, Finance, Accounting, Economics, or related disciplines.
- Candidates should have professional managerial training in financing, public private partnership, banking management, business communication or other related topics.
- Proven track record in managing relationships with high-value clients or investors, preferably in a government or international setting.
- Proficiency in both verbal and written communication is essential.

- Familiarity with global investment trends and sector-specific opportunities along with the understanding of local and international investment regulations and policies.
- Candidates should have a general understanding of public service culture and ways of working, to ensure smooth and fast integration with the existing team.

### **C. Associate Relationship Manager:**

#### **Duties & Responsibilities**

- Support in managing relationships with high-value investors, while assisting in their strategic and operational requirements throughout the investment process.
- Proactively identify potential barriers or opportunities for assigned investors and identify solutions by assessing the trade-offs and recommending the most viable solutions.
- Coordinate approvals and facilitate administrative processes with internal and external stakeholders to enable end to end investor support processes.
- Conduct in-depth research on investment trends to support investor decision-making and collaborate with them to identify the optimum investment approach.
- Prepare analytical reports for management, focusing on investor feedback, satisfaction, and opportunities.
- Support relationship managers in identifying potential reinvestment and expansion opportunities & promote additional investment opportunities based on investor profiles and market insights.
- Other relevant engagements as and when required by the relevant authority.

#### **Selection Criteria**

- Candidates should have prior experience in investment promotion, corporate client management, or related fields, with seniority meeting the following criteria based on background:
  - Leading international Banks: AVP or above.
  - Leading multinational corporations: Manager equivalent in a top-tier multinational corporation (top 3 in market share within its category),
  - Leading local private commercial banks with operating profit exceeding BDT 500 crore: AVP or Associate Manager or equivalent. Since the local commercial banks have varying titles for similar roles, the final evaluation will consider the individual's scope of responsibilities in their current position.
- Candidates must hold a minimum of a Bachelor's degree, along with a Master's degree or equivalent professional certification, in Business Administration, Finance, Accounting, Economics, or related disciplines.
- Candidates should have professional managerial training in financing, public private partnership, banking management, business communication or other related topics.



- Proven track record in managing relationships with investors, preferably in a government or international setting.
- Candidates should possess knowledge of investment policies, regulations and market dynamics along with global trends.
- Proficiency in both verbal and written communication is essential.
- Candidates should have a general understanding of public service culture and ways of working, to ensure smooth and fast integration with the existing team.

#### **D. Business Development Manager:**

##### **Duties & Responsibilities**

- Research & identify new investment opportunities, including new markets and growth areas.
- Develop and execute strategic plans to promote untapped segments and strengthen competitive positioning.
- Build and manage a pipeline of prospective clients, leveraging networks, industry events, and referrals.
- Lead the end-to-end client acquisition process, including lead generation, proposal development, and contract negotiations.
- Use data-driven insights to guide decision-making and refine business development strategies, benchmarking competing countries and identifying emerging opportunities.
- Liaise with legal and finance advisors from both investor and BIDA side to ensure seamless investment acquisition process.
- Prepare and present regular investment pitch decks and progress updates to diverse stakeholder groups including senior management, government agencies and investor groups.
- Other relevant engagements as and when required by the relevant authority.

##### **Selection Criteria**

- Candidates should have prior experience in investment promotion, corporate client management, or related fields, with seniority meeting the following criteria based on background:
  - Leading international Banks: AVP or above.
  - Leading multinational corporations: Manager equivalent in a top-tier multinational corporation (top 3 in market share within its category),
  - Leading local private commercial banks with operating profit exceeding BDT 500 crore: AVP or Associate Manager or equivalent. Since the local commercial banks have varying titles for similar roles, the final evaluation will consider the individual's scope of responsibilities in their current position.

- Candidates must hold a minimum of a Bachelor's degree, along with a Master's degree or equivalent professional certification, in Business Administration, Finance, Accounting, Economics, or related disciplines.
- Candidates should have professional managerial training in financing, public private partnership, banking management or other related topics.
- Proven track record of achieving and exceeding sales or business growth targets along with the experience working in dynamic, high-growth industries or international markets is a plus.
- Solid understanding of business operations, financial modeling, and investment deal structures and models.
- Candidates should possess knowledge of investment policies, regulations and market dynamics along with global trends.
- Proficiency in both verbal and written communication is essential, with the ability to craft and deliver concise and compelling investor pitches.
- Candidates should have a general understanding of public service culture and ways of working, to ensure smooth and fast integration with the existing team.