

IGC Country Director -Terms of Reference

Background:

The International Growth Centre (IGC) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of world-class researchers in economics, political economy and related disciplines, and a set of 15 country teams across Africa and Asia. Based at LSE and in partnership with the University of Oxford, the IGC is initiated and funded by the UK Department for International Development (DFID).

Objectives:

The IGC Country Director is integral to the IGC's impact on policy in each partner country. Typically a former academic or civil servant with substantive policy experience, considerable background in economics, and contacts in the given country, the IGC Country Director provides strategic leadership for the IGC's in-country engagement. This post requires significant commitment to the IGC and to the country to which the IGC Country Director is assigned. The position carries responsibility for drawing up the Country Strategy Note (CSN) for the assigned country, and for the timely delivery of the projects as laid out in the country's annual plan of activities.

Tasks and Responsibilities:

While the following list is comprehensive, exact responsibilities may be allocated differently within the Country Leadership Team with approval of the Executive Director & IGC Country Programme Director, depending on the team's composition and the country programme.

1. Provide overall **strategic leadership** for the development of broad IGC engagement with the given country.
2. **Represent the IGC in all areas pertaining to the country programme**, including dialogue with government, coordination with other institutions and donors, and communication with outside parties.
3. **Undertake dialogue** and **build strong relationships** with government and other policy stakeholders – e.g., the private sector, civil society, research institutions and locally-based academics – to identify the priority policy issues which inform the commissioning of IGC research and the development of IGC's engagement strategy within the given country.
4. After consultations with in-country stakeholders and the Country Leadership Team (CLT), design and draft the **Country Strategy Note (CSN)**, thereby establishing the strategic foundation for IGC work in-country, with the Country Director holding responsibility for programme delivery along with Lead Academic(s).
5. In collaboration with Lead Academics, **commission research and analytical work** on the priority areas identified in the Country Strategy Note, from the IGC's research network and beyond, ensuring quality of completed work. In collaboration with Lead

Academics, the Country Director will provide an assessment of research projects and other analytical work, which are submitted to the IGC commissioning boards.

6. Develop IGC's capacity for **research-into-policy** dissemination in the given country, leading the country team in designing and delivering a **networking, communications and policy influencing strategy**, using personal communication, events, an active website and other means, to ensure IGC research is translated into and impacts upon growth policies in-country.
7. Respond to emerging policy needs and help shape the policy agenda in the assigned country by **reaching out to the IGC research network** in collaboration with the IGC Research and Policy Director to **encourage engagement with policy stakeholders** and **facilitating research projects** sponsored by the IGC.
8. **Manage rapid response requests** for policy advice in coordination with the Country Leadership Team, Executive Director, and IGC Country Programme Director.
9. As the responsible budget holder for the given country, **define and cost the country programme**, including specifications regarding deliverables, staffing, budget, and research-into-policy dissemination strategy. This includes being ultimately responsible for
 - a. the development of an annual plan of activities to be carried out in-country, ensuring they are in line with the Country Strategy Note and its designated research themes.
 - b. Ensuring that the budgeted spend for country is achieved by the end of the fiscal year.
 - c. monitoring and reporting of progress against the country annual plan of activities, on a monthly basis.
10. **Report** to the Executive Director, the IGC Country Programme Director and the Steering Group on **progress in implementation of the country programme**, and contribute to periodic reviews of the country programme.
11. Participate in the **selection of the Country Economists** and mentor and manage all IGC local staff. Formulate and supervise the work programme of Country Economists for the given country, including setting objectives and conducting annual performance reviews, where applicable drawing on the views of and support from Lead Academics and other colleagues on the Country Leadership Team (CLT).
12. Oversee the **establishment of the IGC office** in the country, including
 - a) establishing options for accommodation for the office
 - b) providing recommendations to the Executive Director, and the IGC Country Programme Director on the recruitment of key staff, including undertaking due diligence assessment of the local employment conditions.
 - c) contributing to due diligence enquiries with respect to the legal and other status of the IGC Office in the country.
 - d) contributing to due diligence enquiries with respect to contracting with third parties in the given country for the provision of services to the IGC.