

## ToR for Asst. Start Up Center Manager

### 1. Background

The Zhemgang Startup Centre (ZSC), established under the 13th Five-Year Plan, aims to foster entrepreneurship and job creation in Zhemgang and the surrounding regions. The Centre is envisioned as a catalyst for rural innovation, incubation, and enterprise development. Currently, the center is managed and operated by Dzongkhag Administration. However, Dzongkhag is considering to outsource the operation and management of the center to dedicated youths. The outsourcing of the center would ensure full utilization of the center and its facilities.

The Dzongkhag Administration, in collaboration with the Department of Employment and Entrepreneurship (DoEE), MoICE, seeks to recruit two competent individuals under the Youth Engagement and Livelihood Program (YELP). These individuals will serve as Startup Centre Managers to operationalize, manage, and promote the Centre's services.

### 2. Objective

The primary objective of this proposal is to secure YELP support for the recruitment of two Startup Centre Managers who will be responsible for:

1. Ensuring the smooth daily operation of the Startup Centre.
2. Facilitating incubation programs, startup events, and entrepreneurship training.
3. Generating income through effective use of the facility.
4. Building a vibrant startup ecosystem in Zhemgang and the neighbouring Dzongkhags.

### 3. Position Details

- **Position Title:** Asst. Startup Centre Manager
- **Duration:** 2 years (July, 2026- June, 2028)
- **Location:** Zhemgang Startup Centre
- **Support Mechanism:** YELP stipend plus performance-based incentives from Centre revenue (as per approved Income Sharing Guideline)

### 4. Terms of Reference

The detailed Terms of Reference (ToR) for the Startup Centre Managers are attached to this proposal. The roles include:

1. Daily management of the Startup Centre and its facilities
2. Coordination of training, mentorship, and business incubation activities
3. Organization of entrepreneurship events and stakeholder engagement programs
4. Income generation through facility rental.
5. Regular reporting to Dzongkhag and DoEE, MoICE
6. Any other tasks assigned by the employing agency.

The ToR ensures clear expectations and accountability mechanisms for the selected managers.

## **5. Proposed Support Structure**

Each recruited manager will receive a monthly stipend under YELP as per existing guidelines. In addition, the Centre has a structured income-sharing model designed to incentivize performance and support sustainability:

- **Essential expenses** (utilities, supplies, rent) will be deducted from the Centre's income.
- **65% of net income** will be equally divided between the two managers.
- **35% of net income** will be maintained in a joint reserve account for reinvestment into the Centre's future activities/cover operational expenses.

This model ensures that the Centre remains financially viable while also rewarding the efforts of the managers.

## **6. Implementation and Monitoring**

The selected candidates will report directly to the Zhemgang Dzongkhag Administration and work closely with DoEE, MoICE for guidance and performance monitoring. Regular monthly and annual reports will be submitted covering operations, finances, and progress of incubates.

## **7. Expected Outcomes**

By recruiting two Startup Centre Managers through YELP, we aim to achieve the following:

- Fully operationalize the Zhemgang Startup Centre
- Increase participation of youth in entrepreneurship and business incubation
- Promote innovation and enterprise development in Zhemgang
- Generate sustainable income through effective facility management
- Strengthen the ecosystem for startups and small businesses in the region

## **8. Conclusion**

The Zhemgang Startup Centre holds great potential to serve as a regional hub for innovation and entrepreneurship. With timely support from YELP to recruit two qualified and motivated managers, the Dzongkhag Administration is confident in the Centre's ability to deliver meaningful impact in line with national priorities for economic diversification and youth engagement.