



IFAD-Project Implementation Unit
Program Management Unit (PMU)
Ministry of Agriculture Annex
University of Liberia Campus, Fendell



RE-ADVERTISED :Terms of Reference for Procurement Officer

Brief overview of IFAD-funded activities in Liberia

The International Fund for Agricultural Development (IFAD) is a long-time trusted partner of the Government of Liberia. IFAD's Results-Based Country Strategic Opportunities Programme (RB-COSOP) 2020-2024 has the overall goal to increase income and employment opportunities for rural men and women while building resilience to climate change and food insecurity. The strategic objectives of the COSOP are to: Enhance the performance and inclusiveness of value chains that offer job opportunities, wealth creation, food and nutrition security for rural people, including poor households, women and youth. Contribute to an enabling environment for pro-poor policy development and enhance the capacity of the public sector in Liberia to deliver services to the rural poor. Currently, IFAD's portfolio in Liberia includes three (3) ongoing projects:

The Rural Community Finance Project (RCFP). The project includes an IFAD loan of US\$ 5.5 million and a grant of US\$ 0.5 million and will improve access to rural financial services on a sustainable basis, enabling the development of the rural sector. It incorporates lessons-learned on financial inclusion from Sierra Leone, where the IFAD-financed RFCIP helped establish a large network of Rural Financial Institutions, including both Financial Services Associations and Community Banks. The project started implementation in the second quarter of 2019.

The Tree Crops Extension Project Phase I (TCEP-I). TCEP-I includes an IFAD loan of US\$ 13 million and an Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$ 4.5 million. The project will work towards developing a viable and sustainable smallholder cocoa sub-sector in Liberia's main producing belt.

The TCEP is intervening in Nimba County, in at least 8 statutory districts. Its duration is 6 years. The TCEP will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs).

The Tree Crops Extension Project Phase II (TCEP-II). Additional financing of US\$23.8 million provided as part of the TCEP-II was approved by IFAD's Executive Board in December 2018 and was signed and ratified by the Liberian Government in September 2019. The TCEP-II financing will be prioritized in Lofa County with the possibility to include areas in other counties with comparable socio-economic and agronomic conditions.

Country Programme Approach

The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects in Liberia through a dedicated Programme Implementation Unit (PIU). It is thought that a single Programme Management Unit with the required additional thematic expertise in the team depending on the projects within the programme would be cost effective, while facilitating cross learning and knowledge management and building synergies between projects. The below vacancy is positioned within the PIU and will be working on the TCEP/TCEP-II project.

Post Title: Procurement Officer

**Reports to: Project Coordinator, IFAD-PIU Projects
Programme Management Unit (PMU)
Ministry of Agriculture**

Primary Location: Monrovia

Start Date: 1 October 2020

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Under the direct supervision of the Project Coordinator, the Procurement Officer will specifically:

- Provide supervisory role to the procurement unit ensuring that all procurement activities are in conformity with the procurement regulations and procedures applicable to the IFAD projects.
- Ensure the all procurement plans are done based on the AWPB and the Programme needs/requirements in terms of procurements.
- Serve as a Secretary of the Procurement Committee and evaluation committees.
- Manage the procurement tracking database system (Tomache and NOTUS) and ensure all procurements are updated in the system on a timely basis.
- Prepare all bidding documents and related advertisements;
- Review all terms of reference and technical specifications prepared by technical staff.
- Organize the bid opening, evaluation and selection processes and ensure minutes are done on a timely manner;
- Compile and confidentially keep reports, documents, and records of all SCP-GAFSP procurement activities for transparency and ease of reference; maintain procurement files.
- Update the contract's registry on a regular basis.
- Prepare periodic reports on the status of procurement for the project.
- Maintain a close liaison with IFAD pertaining to procurement.

- Assist the project coordinator in management of recruitment process for individual consultants.

Technical/Functional competencies

- Innovative Performer able to generate innovative solutions, assess risk, make decisions and take accountability for his/her actions.
- Leader able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- Planner/organizer able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.
- Strong verbal and written communication skills.

Minimum recruitment qualifications

Education: A degree in Economics, Logistics, Supply Chain Management, Operations Management, Finance or Engineering, Mathematics, or Statistics.

Experience: Minimum of 5 years working experience in procurement within Government and/or donor

Note:

This re-advertisement is due to some technical problem encountered along the process; all interested applicants and those that applied previously are highly encouraged to re-apply. We apologized for any inconvenience this may have caused you

Recruitment Team

IFAD Projects PIU

Program Management Unit Ministry of Agriculture Email: evah@moa.gov.lr

Cc: ifadrecruit@moa.gov.lr

Deadline for submission of Applications: Monday August 31, 2020 at 12 PM GMT

QUALIFIED WOMEN ARE ENCOURAGED TO APPLY