



**MINISTRY OF AGRICULTURE
REPUBLIC OF LIBERIA
GARDNERSVILLE, SOMALIA DRIVE
MONROVIA, LIBERIA**



**Rural Economic Transformation Project (RETRAP)
LOAN #: P175263**

TERMS OF REFERENCE (TOR) FOR NATIONAL PROGRAM COORDINATOR

Post Title: National Program Coordinator

Location of Post: Ministry of Agriculture, Monrovia, Montserrado County.

Recruitment: National

Contract Duration: 2 years' contract, renewable based on agreed satisfactory performance targets and deliverables

Reports to: Director, Program Management Unit (PMU)

Recruitment: National Position

Background

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. As its focus, the project will support the value chains of cassava, Rubber, Poultry & Pig husbandry Vegetables. The project will be implemented in 11 of the 15 counties over a period of five years

Scope of Services

The National Program Coordinator will ensure the effective and efficient coordination of all activities associated with the project, in full compliance with the requirements and procedures of the World Bank and the Government of Liberia.

Main Responsibilities

Specific responsibilities of the National Project Coordinator will include, but not limited to the following:

- Exercise oversight responsibility of the project Provide overall supervision, managerial and leadership role over the Project during project activities
- Coordinate and supervise the implementation of project
- Support the preparation of annual and quarterly work plans and submit same to the Minister of Agriculture and World Bank Task Team Lead (TTL) for review and approval

- Support the preparation of progress reports (annual and quarter) and actively participate in progress reports meetings and supervision missions
- Draft TORs for key staff and contractors in collaboration with subject matter specialists of the Ministry
- Develop and provide project updates to stakeholders as may be required or deemed necessary
- Conduct (scheduled and unscheduled) field visits to project sites to get fully acquainted with conditions of project implementation, and to provide technical advice to staff and project participants
- Make inputs into reports emanating from the field, and review and implement recommendations of field reports and supervision missions
- Ensure that all agreements with service providers/implementing entities are prepared, negotiated, agreed and executed accordingly
- With assistance from the Financial Management Specialist, assumes oversight responsibility for managing the project funds by ensuring that:
 - Project funds are disbursed timely and properly in compliance with agreed protocols;
 - Expenditure is in accordance with the project approved documents (i.e. PAD, AWPB, financing agreement, PIM, etc.
- Ensure quality and timely service delivery by all project personnel including staff, local and international short-term/long-term Candidate , and other project related service providers
- Coordinate and participate in all presentations of project status reports to the Project Steering Committee
- Ensure the preparation and timely submission of required project reports and documentations to Minister of Agriculture and World Bank TTL
- Ensure the recruitment of Candidate s or firms to conduct various activities as outlined in the Project Implementation Manual and AWPB,
- Work closely with other sector players and the World Bank during project implementation support, mid-term review, and implementation completion review missions
- Carry out other relevant tasks as may be assigned by supervisor/employer

Key Qualifications

Minimum Academic/Professional Qualifications:

A university degree, preferably at the master's level in program management, agribusiness, business management, agriculture, agriculture economics or related field; substantive experience working with donor funded projects and/or private sector; a sound understanding of agriculture value chains and multi-sectoral approaches for promoting competitiveness of value chains at the national and regional levels.

Minimum Experience

At least 5 years' experience in management/operation of agribusiness, project management, planning and implementing donor funded projects especially World Bank Group funded projects.

Key CompetenciesAbilities

- Demonstrated abilities to lead, plan, coordinate, supervise and manage/lead a team
- Demonstrated ability to achieve results within time and in budget
- Self-motivated professional with ability to work under difficult conditions, and minimum supervision

Skills

- Excellent oral and written English
- Proven strong analytical skills
- Computer literacy, especially with Microsoft Office
- Excellent team building and interpersonal skills
- Tolerant and culturally sensitive
- Strong networking skills, particularly with the private sector including national and foreign investors
- Proficiency in English language with excellent written and presentation skills
- Working knowledge of World Bank and GoL fiduciary and social and environmental safeguard rules and procedures will be advantageous

Performance Criteria

- (i) Timely submission of required documents to stakeholders (MOA, WB) that fast-tracks project implementation without unnecessary delays
- (ii) Execution of recommendations from supervisor/employer/supervision missions within stipulated deadline
- (iii) Achievement of project milestones per work plan and budget
- (iv) Project disbursement level
- (v) Dissemination of project reports and other documents per stipulated timeframe

Selection Method: Individual Consultancy Selection (INDV) method.



If you are interested and fulfill the above-mentioned requirements in any of the positions, please send your application to UNDP Human Resources Department via the below email address indicating in the subject line the position:

vacancies.lr@undp.org.

Please note that the Application package includes a Motivational letter and a Curriculum Vitae (CV), with Notarized educational credentials, Names, email addresses and phone numbers of 5 referees, two of whom must be former or current Supervisors.

Deadline- October 18, 2021