



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



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

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**TERMS OF REFERENCE FOR OPERATIONS MANAGER**

**Post Title:** Operations Manager (OM)

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

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

**Reports to:** National Programs Coordinator

**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 Operations Manager will ensure the effective and efficient management/execution of all activities associated with the project, in full compliance with the requirements and procedures of the World Bank and the Government of Liberia, where applicable. The OM will report to the Minister and World Bank through the National Program Coordinator.

**Main Responsibilities**

Specific responsibilities of the Operations Manager will include, but not limited to the following:

- Provide overall supervision, managerial and leadership role over the Project throughout the project lifespan

- Coordinate and supervise the implementation of project components/activities including staff assigned to the project
- Support the preparation of annual and quarterly work plans and budgets (AWPB); submit same to the Minister of Agriculture and World Bank Task Team Leader (TTL) through the National Program Coordinator(NPC) of World Bank Projects at the Ministry
- Ensure the preparation and submission of progress reports (annual and quarter) and actively participate in progress reports meetings and supervision missions
- Draft/review TORs for requisite staff and contractors in collaboration with subject matter specialists of the Project/Ministry
- Provide regular project updates to requisite stakeholders (i.e. MOA, WB) as may be needed/requested
- Visit project communities/participants at least twice a year to enhance project implementation
- Be hands-on with project components and provide technical advice to staff and project participants
- Review reports emanating from the fields (i.e. components heads/key staff) and implement requisite recommendations of said reports, and supervision missions as presented in the Aide-Memoire
- Ensure that all agreements with service providers/implementing entities are prepared, negotiated, agreed and executed in accordance with signed documents
- With assistance from the Financial Management Specialist, assumes oversight responsibility for managing the project funds by ensuring that:
  - Project funds are disbursed 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 service delivery by project key staff (i.e. national and international) other goods and service providers for attainment of expected results
- Preside over all project meetings and present project status/activities to Project Steering Committee
- Ensure the timely submission of project reports/other documentations to Minister and WB TTL through the NPC
- Ensure the recruitment of Candidate s or firms to conduct various studies (i.e. baseline, mid-term review)/activities as outlined in the AWPB and Project Implementation Manual
- Work closely with other sector players and the World Bank during project implementation support, mid-term review, and implementation completion review missions
- Carry out any other tasks as may be assigned by supervisor/employer

## **Key Qualifications**

### Minimum Academic/Professional Qualifications

A Master's Degree in program management, agribusiness, business management, agriculture, agriculture economics or related fields. Substantive working experience (at least 5 years) with donor funded projects and/or in the private sector in similar position. A good understanding of agricultural value chains and multi-sectoral approaches for promoting competitive commercial value chains at the national, regional, and international levels.

### **Minimum Experience**

At least 10 years' experience in running an agribusiness, project management, planning and implementing donor funded projects especially World Bank Group funded projects.

### **Key Competencies**

#### Abilities

- Demonstrated abilities to lead, plan, coordinate, and supervise people that become a team
- Demonstrated ability to achieve results within timelines
- Self-motivated professional, with ability to work with under minimum supervision

#### Skills

- Out spoken and public speaking
- Proven strong analytical skills
- Computer literacy, especially with the 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.



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](mailto: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**