

Ministry of Agriculture

Program Management Unit

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TERMS OF REFERENCE FOR RECRUITMENTS UNDER THE BUILDING CLIMATE

Post Title: BCRP TECHNICAL LEAD

BACKGROUND

With funding from The International Fund for Agricultural Development (IFAD), the Government of Liberia (GOL) is currently implementing five 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 and has a duration of six years.

The Tree Crop Extension Project (TCEP). TCEP includes an IFAD loan of US\$13 million, Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$4.5 million and an additional amount of US\$9 million for rural roads. The project will work towards developing a viable and sustainable smallholder cocoa sub-sector in Liberia's main producing belt. The TCEP was ratified in 2019, and started implementation in January 2019, and is intervening in at least 8 statutory districts in Nimba County. Its duration is 6 years. The TCEP is adopting 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 Crop Extension Project II (TCEP-II). Financing of US\$23.8 million was approved by IFAD's Executive Board in December 2018 and was signed and ratified by the Liberian Government in September 2019. Its duration is 6 years. The TCEP-II financing is prioritized in Lofa County with the possibility to include areas in other counties with comparable socio-economic and agronomic conditions. The TCEP-II is also adopting 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) building on the achievements and lessons learnt from the IFAD co-financed Smallholder Tree Crops Rehabilitation Support Project (STCRSP).

The Rural Poor Stimulus Facility (RPSF) Project. The Rural Poor Stimulus Facility (RPSF) project is a part of a programmatic intervention combining attributes from TCEP and TCEP-II. RPSF includes an IFAD grant of US\$1,086,284 with possibility of additional financing. Its duration is one year. The goal of the RPSF is to improve the livelihood and COVID-19 resilience of rural households in Nimba and Lofa Counties. The overall objective is to improve food crops production and nutritional status of farming

households in Nimba and Lofa Counties. The RPSF project will intervene in at least 15 statutory districts in the two counties, where the livelihoods of most smallholders traditionally depend on tree crops (rubber, cocoa, coffee and oil palm) and food crops (rice, cassava and vegetables).

The Building Climate Resilience Project (BCRP). The Building Climate Resilience Project is

THE PROGRAM IMPLEMENTATION UNIT (PIU)

The Ministry of Agriculture is the implementing Agency for all IFAD funded projects in Liberia through a dedicated Program Implementation Unit (PIU). A single program implementation unit with the required thematic expertise to manage IFAD projects is deemed to be cost effective, while facilitating cross learning and knowledge management, and building synergies between projects.

The PIU now seeks to fill the following vacancies within the BCRP, each with the following general competencies:

General Competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Demonstrated Leadership:** Lead by example and initiate and supports change.
- **Learning, sharing knowledge and innovating:** Challenges, innovates, and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **Problem solving and decision making:** Solves complex problems and makes decisions that have wider corporate impact.
- **Managing time, resources, and information:** Coordinates wider use of time, information and/or resources.
- **Teamwork:** Fosters a cohesive team environment; able to foster and build team spirit, focus and engagement at all levels.
- **Communicating and negotiating:** Acquires and uses a wide range of communication styles and skills.
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.

Technical/Functional competencies

- **Effective Negotiator and Communicator** with proven ability to build and nurture contacts among mainstream media. Ability to work effectively with others to meet mutual goals; build networks, listen and communicate effectively to engage others.
- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **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.

1. Post Title: BCRP TECHNICAL LEAD

Reports to: Project Coordinator, IFAD-PIU Projects

Primary Location: Bong County, with frequent travel to Monrovia

Start Date: January 3, 2022

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Under the guidance and direction of the IFAD-PIU Project Coordinator and in close consultation with the Environmental Protection Agency (EPA), the Technical Lead will perform the following duties and responsibilities:

- Review the project implementation strategy and mechanisms and where necessary propose improvements;
- Support the BCRP start-up process, including the planning of technical start-up workshop, kick-off meetings and guidance on Adaptation Fund (AF) policies and monitoring requirements.
- Tracking compliance of project implementation with AF policies, IFAD safeguards policies, project performance, targets and indicators, logical framework, work plans and budget through regular reporting and on-site supervision missions.
- Liaise with project staff to receive, review and synthesize monitoring information to support adaptive management and ensure timely compliance with internal and AF monitoring and reporting requirements, especially to produce the AF quarterly and annual performance reports (APRs).
- Work closely with the PIU team on matters of budget, cash disbursement, sub-granting to potential partners to ensure IFAD policies are applied and AF requirements are followed.
- When required based on the project calendar, lead the project evaluation process from the drafting of the TOR to the acceptance of the report by the AF;
- Lead the day-to-day communication with co-implementing and co-executing partners to ensure a high level of coordination within the project;
- Prepare any required updates / summaries on the projects and participate in project-related meetings with the AF, government, executing entity partners, etc.
- Supervise and Manage staff of BCRP in the performance of their respective duties and responsibilities and ensure the efficient delivery of project outputs and outcomes.
- Ensure that clear working arrangements are established for coordination between the PIU/MOA and EPA.
- Support the delivery of quality project outputs through quality preparation of annual and quarterly work plans, including budgets;
- Plan the activities of BCRP and monitor progress against the approved work-plans and budget;
- Monitor events as determined in the project monitoring schedule plan, and update the plan as required;

- Develop specifications of inputs and ensure that the inputs are relevant to the activities, and the activities are relevant to the results and ensure that value for money is observed throughout the project implementation, including compliance to guidelines.
- Participate and represent the project as non-decision-making member in the Project Steering Committee (PSC) meetings as may be required.
- Draft TORs and supervise local and foreign consultants, monitoring progress on deliverables under those contracts and providing feedback as necessary, and coordination of the work of the consultants consistent with the overall project implementation plan.
- Manage and monitor the project risks initially identified and progressively provide management updates and submit new risks if any to the PIU/MOA for consideration and decision on possible actions if required; and
- In close consultation with the PIU, prepare and submit for approval to the PSC, Annual Work Plan and Budget (AWPB).
- Prepare and submit to the PIU annual and quarterly work plans as well as the quarterly and annual progress report.

Qualification and experience:

- A minimum of a Master's degree in social or natural sciences; project management; environmental management; natural resources management; business administration; or related disciplines
- At least 7 years working experience in environment and climate change; natural resources management sector in a development context.
- Good management and coordination skills, with experience of at least 5 years in project implementation and management and strategic management.
- Knowledge and experience working with tree crop and food crop farming systems.
- Experience in writing project reports and management plans.
- Knowledge in use of computer software packages for word-processing, excel, power point, databases and spreadsheets, and the internet.
- Experience in working with NGOs and CSOs
- Experience in managing AF and IFAD projects will be an advantage

Applications:

All Interested and qualified applicants should address their applications including letter of interest along with Curriculum Vitae and copies of relevant Diplomas/Certificate to the below address via email:

Kindly indicate in the email subject, the Title of the position you are applying for.

Recruitment Team

IFAD Projects PIU

Programme Management Unit Ministry of Agriculture Email: recruit@moa.gov.lr

Deadline for submission of Applications: December 15, 2021 at 5PM GMT

QUALIFIED WOMEN ARE ENCOURAGED TO APPLY

Only pre-selected consultants will be contacted.