



Ministry of Agriculture

Program Management Unit

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Terms of References for the Positions of WSE under TCEP-II

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.

Local Vacancy

Post Title: Works Supervision Engineer

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

Primary Location: Lofa County

Start Date: September 1, 2021

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Works Supervision Engineer will:

- In collaboration with the Procurement Officer, s/he will assist in the preparation of bidding documents including Bill of Quantities (BoQs) and cost estimates for works (feeder road construction/rehabilitation projects, structures, buildings);
- Take part in the bidding process of project infrastructure structures including bid evaluation and recommendation for award of contract;
- Assist in the preparation of contract documents;
- General coordination of the whole construction project, including the coordination and planning necessary to manage multiple sites simultaneously;
- Monitoring of compliance with the deadlines for the availability of work sites in comparison with what is projected in the contracts;

- Assess contract and financial impact of possible changes in works;
- Technical and administrative supervision of work contracts, including enforcing the conditions of the generic and site-specific Environmental and Social Plans.

Before construction begins, the Engineer shall ensure that the following are performed:

- The verification and approval of the project implementation documents presented by the construction contractor. These documents must contain the implementation plans, the environmental, health, and safety measures and the generic and site-specific plans.

During the execution phase, the Engineer shall:

- Oversee the implementation of works;
- Prepare and submit a weekly report for the Programme;
- Conduct monthly progress meetings and submit reports for the Programme, including:
 - 1. Report on percentage of work completion without defects;
 - 2. Report on financial matters, including actions or measures taken by the construction contractors that may have an impact on cost.
 - 3. Identify contractors' lack of performance and lack of compliance with the contracts;
 - 4. Quickly propose adequate remedial measures to resolve deficiencies in work and products of the contractors, if any.
- Prepare payment certificates related to the work completed and submit to the Client for payment;
- Prepare monthly cost reports on the financial standing of the project;
- Supervise the compliance with implementation plans, technical specifications, environmental management plans and implementation of works
- Ensure the application of the general and site-specific Environmental Management Plans;
- Monitor compliance with the contract specifications and time frame to ensure that planned time, cost and quality are adhered to.
- Ensure the compliance with all contract provisions and take necessary measures to apply them.

Other:

- For the management of works and control of their execution, the Engineer shall issue variation orders and site instructions in accordance with the Conditions of Contract.
- When there are technical and environmental problems during the execution of the works, a discussion between the construction contractor and the Engineer must take place in order to find adequate solutions to these problems. Before their implementation, these solutions shall be submitted for approval to Project Coordinator, if they imply a waiver to the terms of the work contracts. The Engineer will include these solutions in the monitoring framework and report back to the Project Coordinator on the effectiveness of the implementation of the solution.

Upon completion of the construction works, the Engineer shall:

- Assist the Client in preparing the temporary and final acceptance of works.
- Establish final reports and detailed account for the closing of the Contract.

For Take-over and commissioning of the works: Upon completion of the construction works, the Engineer shall:

- Carry out inspections and prepare snag lists;
- Monitor the completion of the snags within a stipulated time frame;
- Supervise commissioning and testing during commissioning;
- Prepare certification of the completion of the works for the Client;
- Compile final report, detailed accounts for closing the contract and as-built documentation (drawings, manuals, etc.).

At the end of Defects Liability Period: Prior to the end of the defects liability period, the Engineer shall:

- Visit the sites and inspect the works for any defects;
- Instruct the works contractor to attend to the defects and monitor the remedial works;
- Prepare the final account and assist in negotiations to settle the final account.
- Prepare the Final Completion Certificate.

S/he will be granted a one (1) year fixed term contract renewal upon satisfactory annual evaluation till the end of the Project with 6-month probation period.

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:** Solving complex problems and making decisions that have wider corporate impact.
- **Managing time, resources and information:** Coordinate wider use of time, information and/or resources.
- **Team Work:** Foster a cohesive team environment; able to foster and build team spirit, focus and engagement at all levels.
- **Communicating and negotiating:** Acquire and use a wide range of communication styles and skills.
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.
- **Managing performance and developing staff:** Manages staff
- **Capable Team Builder** able to foster and build team spirit, focus and engagement at all levels.

Technical/Functional competencies

- **Effective Negotiator and Communicator** with proven ability to build and nurture contacts with communities, demonstrated 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.

Qualifications and Experience

- The Engineer shall be based in based in Lofa County, and should have experience and qualifications in management of infrastructure construction activities for projects of similar size and scope.

The designated Engineer shall have the following minimum qualifications and experience:

- a) University degree in engineering, construction management or administration or a related field from a recognized university/institution.
- b) Qualified Chartered/Register Professional Civil Engineer or approved equivalent.
- c) At least 10 years demonstrable experience with managing and supervising the construction of a variety of works (feeder roads, structures, buildings), experience on the projects of a similar nature and extent to that of the projects described for construction.
- d) Managed the construction at least five (5) project similar to type of project described for construction.
- e) Prior experience in the region is a plus.

Languages and other skills

Excellent written and verbal communication skills in English, including the ability to set out a coherent analysis in presentations and group interactions.

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.

The Recruitment Team Program

Management Unit

Ministry of Agriculture

Email: recruit@moa.gov.lr

Deadline for submission of Applications: **August 8, 2021 at 5PM GMT** Visit the www.moa.gov.lr/careers **opportunities/vacancies** OR www.emansion.gov.lr/careers **opportunities/vacancies** for details on the Term of References and submission of your applications.

Female candidates are **Strongly** encouraged to apply.