

SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT (STAR-P)

TERMS OF REFERENCE: PROJECT COORDINATOR

Background:

The Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) has been co-financed with the World Bank and IFAD supporting priorities of Liberia's agriculture sector. The project focuses on the economic empowerment of resource poor farmers. The project supports smallholder farmers in the rice, oil palm and horticulture value chains focusing on addressing market failures limiting the development of the value chains. The development objective of the project is to increase agricultural productivity and commercialization. STAR-P aims to reach its objectives by facilitating private sector investment in the selected value chains and by fostering productive linkages between smallholder farmers and agribusiness firms and enterprises. The project design is based on three strategic pillars: (i) institutional capacity development strengthening of enabling environment farmers; (ii) enhancement of productivity and competitiveness; and (iii) project management. After five years of project implementation under the World Bank supervision, IFAD will assume the project supervision in July 2025 to implement IFAD Additional Financing until September 2029.

Description of the Position

The Project Coordinator, reporting to the designated official of the Minister of Agriculture, will provide overall leadership for coordination and management of the activities of the PIU. The PIU will consist of a lean team of specialists with strong project management experience whose sole function will be coordinating and managing the technical components of the project.

The Project Coordinator is responsible for implementation of project activities, ensuring effective and efficient coordination of all activities associated with the project, in full compliance with the requirements and procedures of IFAD and the Government of Liberia where applicable. The Project Coordinator will be the main point for reference for engagement and coordination of activities with the PIU under the Ministry of Agriculture and Ministry of Finance and Development Planning that will provide all fiduciary functions for the project.

Key duties and major functional responsibilities:

The Project Coordinator will take overall management of the project, and will specifically:

- Prepare and update project annual and quarterly work plans and submit these to the Minister or his/her designated official (for Steering Committee decision) and IFAD Representative for agreement and approval;
- Develop and refine implementation approaches (PIM) and tools when needed in close collaboration with the Steering committee and IFAD
- Prepare and participate in quarterly work planning and progress reporting meetings with the Minister or his/her designated official and IFAD;
- Organize the implementation, supervision, Mid-term reviews missions as well as close the program
- Foster capacity building, partnership, and policy development
- Draft TORs for key inputs (i.e. personnel, sub-contracts, training, and procurement) and submit these to the IFAD for clearance and approval and administer the mobilization of such inputs;
- Provide technical advice to project partners, review technical reports and monitor technical activities carried out by responsible parties;
- Ensure that all agreements with implementing agencies are prepared, negotiated and agreed upon;
- With respect to co-implementing partners and external project implementing agencies/ subcontractors:
 - ensure that these agencies mobilize and deliver the outputs in accordance with their letters of agreement or contracts, and
 - provide overall supervision and/or coordination of their work to ensure the execution of the expected outputs;
- Assume oversight responsibility for managing the project budget by ensuring that:
 - project funds are disbursed properly;
 - expenditure is in accordance with the project document and project work plans;
 - accounting records and supporting documents are properly kept and financial reports are prepared; and
 - financial operations procedures/regulations are transparent and properly applied;
- Assume oversight responsibility in the implementation of the project's M&E system and use of data generated therein.
- Supervise STAR-P PIU staff including local or international short-term consultants working for the project
- Facilitate meetings of the Project Steering Committee (PSC) and prepare and circulate reports of the same;
- Ensure the timely submission of work plans, reports, outputs and other deliverables to the Minister or his/her designated official and IFAD for review and evaluation, as appropriate;
- Work closely with IFAD during project implementation support, mid-term review, supervision and completion missions;
- Participate and present project updates during IFAD and/or Ministry of Finance and Development Country Portfolio Reviews;
- Regularly report to and keep the Minister or his/her designated official and IFAD Country Representative up-to-date on project progress and implementation issues;

- Manage all IFAD fund through STAR P and facilitate synergies with other IFAD projects implemented in Liberia, especially the ILSA Supplementary Grant, to strengthen innovation and adaptation of relevant technologies to STAR_P; and
- Carry out any other activities, related to the successful implementation of the Project, which are assigned by the Minister or his/her designated official.

Key Qualifications

At least a university degree, preferably at the master's level, in agribusiness, agriculture, development economics or related field.

Experience

- At least 7 years' experience in agriculture-food systems and/or agribusiness, development, project management, planning and implementation.
- At least 5 years' experience in institutional support and managing the projects/program with multi-sectoral approaches for promoting competitive commercial value chains or market linkages
- Relevant experience working with government, donors, INGOs, and/or UN agencies in agri-food systems or markets is essential
- Substantive experience working with and/or in the private sector is an asset
Excellent technical skills in planning, implementing, and reporting on value chain project/program development.

Key Competencies

- Demonstrate ability to plan and co-ordinate and monitor work plan;
- Demonstrate ability to meet deadlines, manage multiple competing priorities, and work under pressure.
- Self-motivated professional with ability to work under minimum supervision;
- Proven analytical skills and ability to interpret and communicate complex information to diverse stakeholders.
- Teamwork, leadership and strong soft skills including interpersonal, ethical, listening and communication skills, proactive, problem-solving, self-organizing, planning, organizing, facilitating, driving results, setting priorities, and efficient use of time.
- Excellent communication, facilitation, and interpersonal skills, with the ability to work effectively in multicultural and multidisciplinary teams.
- Strong networking skills, particularly with the private sector including national and foreign investors;
- Proficiency in relevant computer applications, including MS Office suite;
- Proficiency in English language with excellent written and presentational skills